

Biman Bangladesh Airlines Limited
Regulations Section
Head Office, Balaka, Kurmitola, Dhaka-1229.
www.biman-airlines.com

নম্বর: ৩০.৩৪.০০০০.০০০.০৭৬.০১.০০০১.২৫.১৩

তারিখ: ১৯ আষাঢ় ১৪৩২ বঙ্গাব্দ
০৩ জুলাই ২০২৫ খ্রিস্টাব্দ

Administration Order No. 26/2025

Subject : 'Biman eProcurement Portal'.

To ensure transparency and accountability in the procurement process and to ensure competition among bidders/service providers/tenderers, the management has decided to introduce the 'Biman eProcurement Portal'. All the procurement through the Restricted Tendering Method (RTM) and Spot Quotation Method mentioned in the Administrative Order No.13/2008 or any other administrative Order/Office Order will be administered through the 'Biman eProcurement Portal'.

2. The procurement entities will maintain an updated list of qualified suppliers on the portal. The advertisement of the tenders must be published on the portal and website along with the notice board/by letter/E-mail. The qualified suppliers/bidders will get a system-generated email and text message in the registered email address/phone number when any tender notice is the 'Biman eProcurement Portal'. which will be remain locked till the tender closing date and time. After the deadline for submitting the quotation, the concerned authorities (Tender Opening Committee and Tender Evaluation Committee etc.) will take further action as per the procurement policy of Biman.

3. The 'Spot Quotation method' (for procurement not exceeding Tk 1.00 lakh) shall also be administered through the 'Biman eProcurement Portal' for the enlisted bidders or outside parties. The minimum tender notice period for Spot Quotations shall be 3 days, in the case of re-tender minimum of 01 day. (In case of emergency, time may be relaxed subject to approval of Director Admin).

4. The IT Department will provide technical support including maintenance and security of the portal, user ID/password creation, enlistment of bidders/service providers/tenderers. IT Department will develop a user manual both Bangla and English, and also prepare a policy regarding Administration of the 'Biman eProcurement Portal',

5. This Admin Order will supersedes the Administrative Order 22/2024; amend the Administrative Order No. 13/2008 (Page-15, Pare-2 (2), (4), Page-27 Para-2(C), Page-45 Para-2 (C) and Annexure-3 Page 51) and comes into force with immediate effect.



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Md. Abdur Rofiq

Director Administration & HR (Joint
Secretary)

+৮৮০২৮৯০১৩৯৫ (ফ্যাক্স)

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নম্বর: ৩০.৩৪.০০০০.০০০.০৭৬.০১.০০০১.২৫.১৩/১ (৫)

তারিখ: ১৯ আষাঢ় ১৪৩২ বঙ্গাব্দ
০৩ জুলাই ২০২৫ খ্রিস্টাব্দ

অবগতি ও প্রয়োজনীয় (প্রযোজ্য ক্ষেত্রে) ব্যবস্থা গ্রহণের জন্য অনুলিপি প্রেরণ করা হইল (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- ১। সকল পরিচালক।
- ২। সকল মহাব্যবস্থাপক ও সমমর্যাদার পদ।
- ৩। সকল উপ-মহাব্যবস্থাপক ও সমমর্যাদার পদ।
- ৪। সকল ব্যবস্থাপক।
- ৫। সকল এডমিন সেল।



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