



Annual Procurement Plan (APP) for Goods

Fiscal Year: 2025-26

Budget: Revenue

Ministry/Division : Rural Development & Co-operatives Division
 Agency : Department of Co-operatives

Procuring Entity Name & Code: Upazila Cooperative Office, Balaganj, Sylhet

Package	No	Description of Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Est. Cost in Thousand Tk.	Time code for Process	In GOODS	Not used	Invite/Tender/Quotation Opening	Tender/Evaluation	Approval to Award/Work Order	Signing of Contract	Total time to Contract Signature	Time for completion of Contract		
	1		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
GR-01	Computer Purchase	Desktop/Laptop	-		RFQM	UCO	GOB	100				Planned dates	Planned days	Actual dates	Not needed	20 days	40 days		
												Planned dates	Planned days	Actual dates					
												Planned dates	Planned days	Actual dates					
GR-02	Paper, Stationery & Others		-		RFQM/ DPM	UCO	GOB	30				Planned dates	Planned days	Actual dates	Not needed	20 days	40 days		
												Planned dates	Planned days	Actual dates					
												Planned dates	Planned days	Actual dates					
GR-03	Office Equipment Purchase		-		RFQM/ OTM	UCO	GOB	40				Planned dates	Planned days	Actual dates	Not needed	20 days	40 days		
												Planned dates	Planned days	Actual dates					
												Planned dates	Planned days	Actual dates					
GR-04	Furniture Purchase		-		RFQM/ OTM	UCO	GOB	50				Planned dates	Planned days	Actual dates	Not needed	20 days	40 days		
												Planned dates	Planned days	Actual dates					
												Planned dates	Planned days	Actual dates					
GR-05	Furniture Repairs		-		DPM/ RFQM	UCO	GOB	15											
GR-06	Computer Repairs		-		DPM/ RFQM	UCO	GOB	15											

As per requirement & authority's approval.

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