



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: Upazilla Cooperative Office, Gowainghat, Sylhet (1380-204121695)

| Package No | Description of Procurement Package (COODS) | Unit | Quantity | Procurement Method & Type | Contract Approving Authority | Source of Funds | Est. Cost in Thousand Tk. | Time code for Process | Not used in COODS | Invite/ Advertise Tender | Tender/ Question Opening | Tender/ Question Evaluation | Approval to Award | Notification of Award/ Work Order | Signing of Contract | Total time to Signature | Time for completion of Contract |
|------------|--|------|-----------------|---------------------------|------------------------------|-----------------|---------------------------|--|-------------------|--------------------------|--------------------------|-----------------------------|---------------------|-----------------------------------|---------------------|-------------------------|---------------------------------|
| GR-Q1 | Computer Purchase | - | Desktop/ Laptop | RFQM | UCO | GOB | 80 | Planned dates Planned days | 15.10.25 | 00 | 22.10.25 08 days | 22.10.25 00 | 28.10.25 07 days | 01.11.25 05 days | Not awarded | 20 days | 42 days |
| GR-Q2 | Paper, Stationery & Others | - | LS | RFQM/ DPM | UCO | GOB | 50 | Planned dates Planned days | 20.09.25 | 00 | 27.09.25 08 days | 27.09.25 00 | 02.10.25 07 days | 07.10.25 05 days | Not awarded | 20 days | 42 days |
| GR-Q3 | Office Equipment Purchase | - | LS | RFQM/ OTM | UCO | GOB | 50 | Planned dates Planned days | 15.09.25 | 00 | 22.09.25 08 days | 22.09.25 00 | 28.09.25 07 days | 01.10.25 05 days | Not awarded | 20 days | 42 days |
| GR-Q4 | Furniture Purchase | - | LS | RFQM/ OTM | UCO | GOB | 70 | Planned dates Planned days | 28.11.25 | 00 | 05.12.25 08 days | 05.12.25 00 | 12.12.25 07 days | 18.12.25 05 days | Not awarded | 20 days | 42 days |
| GR-Q5 | Uniform (Office Scharyak) | - | LS | RFQM | UCO | GOB | 15 | Planned dates Planned days | 22.09.25 | 00 | 30.09.25 08 days | 30.09.25 00 | 07.10.25 07 days | 12.10.25 05 days | Not awarded | 20 days | 42 days |
| GR-Q6 | Printer Toner & others | - | ls | RFQM/ DPM | UCO | GOB | 30 | Planned dates Planned days | 15.10.25 | 00 | 22.10.25 08 days | 22.10.25 00 | 29.10.25 07 days | 03.11.25 05 days | Not awarded | 20 days | 42 days |
| GR-Q7 | Furniture Repairs | - | LS | DPM/ RFQM | UCO | GOB | 25 | As per requirement & authority's approval. | | | | | | | | | |
| GR-Q8 | Computer Repairs | - | LS | DPM/ RFQM | UCO | GOB | 30 | As per instant requirement & authority's approval. | | | | | | | | | |
| GR-Q9 | Other machinery & equipment repair | - | LS | RFQM/ DPM | UCO | GOB | 20 | As per instant requirement & authority's approval. | | | | | | | | | |

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21.08.25

Signature

উপাধীকরণ কর্মসূচী পরিচালক
 গণনা মহাবিদ্যালয়
 গাওঁঘাট

Md. Kapil Uddin
 Upazilla Co-operative Officer
 Gowainghat, Sylhet