

**Annual Procurement Plan (APP) for Goods**  
**Financial Year: 2025-2026**


Ministry/Division : Rural Development & Co-operatives  
Agency : Department of Co-operatives  
Procuring Entity Unit & Code : Upazila Cooperative Office, Khagrachari sadar.Khagrachari.


**Budget: Revenue**


Package No	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Thousand TK.	Time code for Process	Not used in GOODS	Invite/ Advertis Tender	Tender Opening	Tender Evaluation	Approval to Award	Signing of Contract	Notification of Award	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
GD-1	Computer Toner [3255101]	No's	6	RFQM	UCO sadar Khagrachari	Govt.	12	As per instant requirement									
GD-2	Other Expenses Stationary Materials [3255105]	No's	LS	RFQM	UCO sadar Khagrachari	Govt.	150	Planned Dates	-	20 oct 2025	27 oct 2025	27 oct 2025	04 Nov 2025	09 Nov 2025	Not Needed	21 days	36 days
								Planned Day	-	0 day	7 days	1 day	7 days	5 days			
								Actual Dates	-	-	-	-	-	-			
GD-3	Furniture (Repair & Maintenance) [3258102]	LS	LS	DPM	UCO sadar Khagrachari	Govt.	10	As per instant requirement									
GD-4	Computers and office Equipment (Repair & Maintenance) [3258103]	LS	LS	DPM	UCO sadar Khagrachari	Govt.	20	As per instant requirement									
GD-5	Other Expenses Michinari(3258105)	LS	LS	DPM	UCO sadar Khagrachari	Govt.	20	As per instant requirement									
GD-6	Computer & Accessories (purchase) [4112202]	No's	1	RFQM	UCO sadar Khagrachari	Govt.	100	Planned Dates	-	01 Dec 2025	08 Dec 2025	08 Dec 2025	15 Dec 2025	20 Dec 2025	Not Needed	18 days	38 days
								Planned Day	-	0 day	7 days	1 day	7 days	3 days			
								Actual Dates	-	-	-	-	-	-			

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Package No	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Thousand TK.	Time code for Process	Not used in GOODS	Invite/Advertises Tender	Tender Opening	Tender Evaluation	Approval to Award	Signing of Contract	Notification of Award	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
GD-7	Furniture purchase (4112314)	No's	LS	RFQM	UCO sadar Khagrachari	Govt.	80	Planned Dates	-	10 Jan 2026	17 Jan 2026	17 Jan 2026	24 Jan 2026	31 Jan 2026	Not Needed	18 days	38 days
								Planned Day	-	0 day	7 days	1 day	7 days	3 days			
								Actual Dates	-	-	-	-	-	-			
GD-8	Training (3231301)	No's	LS	RFQM	UCO sadar Khagrachari	Govt.	180	As per instant requirement & training policies.									
GD-9	Office Rent (3211129)	No's	-	-	UCO sadar Khagrachari	Govt.	2.0	As per office rent bill.									
GD-10	Petrol, Oil & Lubricants (3243101)	-	-	-	UCO sadar Khagrachari	Govt.	60	As per instant requirement									
GD-11	Motor Vehicles Repairs (3258101)	No's	-	-	UCO sadar Khagrachari	Govt.	20	As per instant requirement									
GD-12	Internet, Fax, Telex (3211117)	-	-	-	UCO sadar Khagrachari	Govt.	12	As per instant requirement									
GD-13	Telephone	-	-	-	UCO sadar Khagrachari	Govt.	10	As per instant requirement									

  
**((Rajoshree Dey)**  
 Ass.inspector  
 Upazila Co-Operative Officer  
 Khagrachari sadar.

  
**(Shimul borua)**  
 Ass.inspector  
 Upazila Co-Operative Officer  
 Khagrachari sadar.

  
**(Mohammad Zahir Uddin)**  
 Upazila Co-Operative Officer  
 Khagrachari sadar..