

## ANNUAL PROCUREMENT PLAN FY 2024-2025

Ministry/Division : Ministry of Commerce  
 Agency : Export Promotion Bureau  
 Procuring Entity Name : Vice Chairman  
 Implementation Period : 1-7-2024 to 30-6-2025

<b>Total Budget for EPB</b>	
Market Development Fund=2973.34	
Administrative Fund =4209.00	
<b>Total Budget</b>	<b>=7182.34 (lakh tk.)</b>

### Budget: Revenue/Development

Package No.	Description of Procurement Package Goods	Unit	Quantity	Procurement Method & Type	Contract Approved Authority	Source of Fund	Estd Cost (in tk Lakh)	Time Code for Process	Not used in Good	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval To Award	Notification of Award	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	
1.	Stationary/Miscellaneous Goods	Pcs	As per List Enclosed-1	RFQ /OTM/ DPM /LTM	Vice Chairman	GOB /MD F	12.00	Planned Dated		20-8-24	02-09-24	15-09-24	21-09-24	27-09-24	3-10-24	49	3-12-24	
								Planned Days		0	14	14	7	7	7			
								Actual Dates										
2.	New Software Purchase/Development	Pcs	1	RFQ/Direct pouches Method	Vice Chairman	GOB /MD F	15.00	Planned Dated		23-11-24	06-12-2024	19-12-2024	26-12-2024	02-01-2025	09-01-2025	49	09-03-2025	
								Planned Days		0	14	14	7	7	7			
								Actual Dates										
3.	Hardware, Software Maintenance and up gradations Of Statistics division	Pcs	1	RFQ/Direct pouches Method	Vice Chairman	GOB /MD F	5	Planned Dated		23-11-24	06-12-2024	19-12-2024	26-12-2024	02-01-2025	09-01-2025	49	09-03-2025	
								Planned Days		0	14	14	7	7	7			
								Actual Dates										
4.	Documentary Making	Pcs	1	RFQ /OTM/	Vice Chairman	GOB /MD	8	Planned Dated		10-8-24	24-08-24	08-09-24	15-09-24	22-09-24	29-09-24			

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
				DPM /LTM	an	F		Planned Days		0	14	14	7	7	7		
								Actual Dates									
5.	Desktop/Computer /Laptop /LED Monitor/Printer/UPS /Scanner & Others IT Related Accessories etc.	Pcs	As per List Enclosed-2	RFQ /OTM/ DPM /LTM	Vice Chairman	GOB /MD F	35.00	Planned Dated		10-8-24	24-08-24	08-09-24	15-09-24	22-09-24	29-09-24	49	29-12-24
								Planned Days		0	14	14	7	7	7		90
								Actual Dates									
6.	Liveries (4 <sup>th</sup> Class Employees' Dresses, Shoes, Name Plate and others)	pcs	44	RFQ /OTM/ DPM /LTM	Vice Chairman	GOB /MD F	3.50	Planned Dated		20-10-24	02-11-24	15-11-24	21-11-24	27-11-24	3-12-24	49	03-03-25
								Planned Days		0	14	14	7	7	7		90
								Actual Dates									
7.	Furniture	Pcs	As per List Enclosed-3	RFQ /OTM/ DPM /LTM	Vice Chairman	GOB /MD F	8.00	Planned Dated		20-8-24	02-09-24	15-09-24	21-09-24	27-09-24	3-10-24	49	3-12-22
								Planned Days		0	14	14	7	7	7		90
								Actual Dates									
8.	Repair(Furniture/Electric)	Pcs	As per List Enclosed-3	RFQ /OTM/ DPM /LTM	Vice Chairman	GOB /MD F	1.5	Planned Dated		23-11-22	06-12-2024	19-12-2024	26-12-2024	02-01-2025	09-01-2025	49	09-03-2025
								Planned Days		0	14	14	7	7	7		90
								Actual Dates									
9.	Telephone/Intercom	Pcs	01	RFQ /OTM/ DPM /LTM	Vice Chairman	GOB /MD F	6	Planned Dated		20-9-24	02-10-24	15-10-24	21-10-24	27-10-24	3-11-24		03-02-24

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	Replacement/Repair/Service							Planned Days		0	14	14	7	7	7	49	90
								Actual Dates									
10	CC Camera setup and Installation	Pcs	1	RFQ /OTM/ DPM /LTM	Vice Chairman	GOB /MD F	10	Planned Dated		23-11-24	06-12-2024	19-12-2024	26-12-2024	02-01-2025	09-01-2025	49	90
								Planned Days		0	14	14	7	7	7		
								Actual Dates									
11	PA System(Conference and Board Room)	Pcs	2	RFQ /OTM/ DPM /LTM	Vice Chairman	GOB /MD F	10	Planned Dated		20-11-24	02-12-24	15-12-24	21-12-24	27-12-24	3-01-25	49	90
								Planned Days		0	14	14	7	7	7		
								Actual Dates									
12	SAFTA CO KOREA CO CHILE CO Form Printing	Pcs	70,000 35,000 10,000	Single Source	Vice Chairman, EPB	GOB /MD F	38	Planned Dates		14-07-2024	27-07-2024	10-08-2024	16-08-2024	22-08-2024	28-08-2024	49	90
								Planned Days		0	14	14	7	7	7		
								Actual Dates									

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
13.	Annual Report 2023-2024	PIC	500	LTM	Vice Chairman, EPB	GOB /MD F	3	Planned Dates		04-08-2024	17-08-2024	30-08-2024	07-09-2024	13-09-2024	21-09-2024	49	60
								Planned Days		0	14	14	7	7	7		
								Actual Dates									
14.	Export Guide	Pcs	500	RFQ /OTM/ DPM /LTM	Vice Chairman, EPB	GOB /MD F	3	Planned Dates		16-07-2024	29-07-2024	12-08-2024	18-08-2024	24-08-2024	30-08-2024	49	30
								Planned Days		0	14	14	7	7	7		
								Actual Dates									
15.	DITF Publication Printing ( I. Souvenir II. Invitation Cards III. Envelops, Passes and supplementary etc. )	pcs	2000 3000 10	LTM	Vice Chairman, EPB	GOB /MD F	38	Planned Dates		06-10-2024	27-10-2024	10-11-2024	16-11-2024	22-11-2024	28-11-2024	49	30
								Planned Days		0	14	14	7	7	7		
								Actual Dates									
16.	Export Statistics 2023-2024	pcs	200	LTM	Vice Chairman, EPB	GOB /MD F	2	Planned Dates		04-08-2024	17-08-2024	30-08-2024	07-09-2024	14-09-2024	20-09-2024	49	60
								Planned Days		0	14	14	7	7	7		
								Actual Dates									

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
17	Pocket Statistics 2023-2024	Pcs	1000	RFQ /OTM/ DPM /LTM	Vice Chairman, EPB	GOB /MD F	1	Planned Dates		05-08-2024	18-08-2024	1-09-2024	08-09-2024	15-09-2024	21-09-2024	49	60
								Planned Days		0	14	14	7	7	7		
								Actual Dates									
18	Vehicles Servicing/ Maintenance	Pcs	04	RFQ /OTM/ DPM /LTM	VC	GOB /MD F	8.00	Planned Dated		14-07-2024	27-07-2024	10-08-2024	16-08-2024	22-08-2024	28-08-2024	49	90
								Planned Days		0	14	14	7	7	7		
								Actual Dates									
19	Product Brochure 7 Item (100*7)	Pcs	7000	RFQ /OTM/ DPM /LTM	VC, EPB as a HOPE	GOB /MD F	3.00	Planned Dated		16-07-2024	29-07-2024	12-08-2024	18-08-2024	24-08-2024	30-08-2024	49	30-09-2024 30
								Planned Days		0	14	14	7	7	7		
								Actual Dates									
20	Brochure for CIIE-2024	Pcs	500	RFQ	VC, EPB as a HOPE		5.00	Planned Dated		7 Sep 2024	14 Sep 2024	17 Sep 2024	24 Sep 2024	24 Sep 2024	25 Sep 2024	19 days	25 Nov 2024 30 days
								Planned Days		0	08	03	07	0	01		
								Actual Dates									
21	Gift Item for CIIE-2024	Pcs	100	RFQ	VC, EPB as a HOPE	GOB /MD F	5.00	Planned Dated		4 Sep 2024	10 Sep 2024	17 Sep 2024	19 Sep 2024	19 Sep 2024	21 Sep 2024	18 days	21 Nov 2024 35 days
								Planned Days		0	07	07	02	0	02		
								Actual Dates									

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
22.	Documentary Making Of CIIE-2024	Pcs	100	RFQ	VC, EPB as a HOPE	GOB /MD F	5	Planned Dated		4 Sep 2024	12 Sep 2024	13 Sep 2024	20 Sep 2024	21 Sep 2024	24 Sep 2024	21 Days	24 Sep 2024 45 Days
								Planned Days		0	09	01	07	01	03		
								Actual Dates	4 Sep 2024	12 Sep 2024	13 Sep 2024	20 Sep 2024	21 Sep 2024	24 Sep 2024	4 Sep 2024		
								Planned Days		0	08	05	02	0	02		
								Actual Dates									
23.	Display item for Bangladesh Foreign Mission	Pcs	300	DMP	VC, EPB as a HOPE	GOB /MD F	5.00	Planned Dated		02 Oct 2024	11 Oct 2024	17 Oct 2024	23 Oct 2024	26 Oct 2024	27 Oct 2024	26 days	21 Dec 2024 45 Days
								Planned Days		0	10	06	06	03	01		
								Actual Dates									
24.	Souvenir	Pcs	1000	RFQ	VC, EPB as a HOPE	GOB /MD F	5.00	Planned Dated		03 Oct 2024	12 Oct 2024	16 Oct 2024	22 Oct 2024	23 Oct 2024	26 Oct 2024	24 days	26 Dec 2024 45 days
								Planned Days		0	10	04	06	1	03		
								Actual Dates									

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
25	BBCFEC Maintenance	Pcs	Enclosed-4	RFQ /OTM/ DPM /LTM	VC, EPB as a HOPE	GOB /MDF	435.00	Planned Dated		27 Aug 2024	01 Oct 2024	11 Oct 2024	18 Oct 2024	23 Oct 2024	30 Oct 2024	65 days	30 Dec 2024
								Planned Days		0	36	10	07	05	07		80 Days
								Actual Dates									
26	CIP Card Distribution Ceremony ( I. CIP Card making and Hall Decoration II. Printing invitation card and citation III. Hall Room rent and Others )	2	2	RFQ /OTM/ DPM /LTM	VC, EPB	GOB /MDF	49.00	Planned Dated		01-02-2025	25-02-2025	28-02-2025	02-03-2025	04-03-2025	07-03-2025	39	07-06-2025
								Planned Days		0	25	4	5	2	3		90
								Actual Dates									

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
27.	National Export Trophy Awarding Ceremony ( I. Trophy making, Hall Decoration and others II. Printing invitation card and citation III. Hall Room rent and entertainment )	1	3	RFQ /OTM/ DPM /LTM	VC, EPB	GOB /MD F	244.8	Planned Dated		01-12-2024	25-12-2024	29-12-2024	03-01-2025	08-01-2025	12-01-2025	39	90		
								Planned Days		0	25	4	5	2	3				
								Actual Dates											
<b>Total Budget</b>							<b>971.8</b>												

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মোঃ মেহেদী হাসান  
আম্মান  
বর্তমান উন্নয়ন ব্যুরো, ঢাকা।

৩০.০৭.২০২৪  
বিবেক সরকার  
সচিব  
বর্তমান উন্নয়ন ব্যুরো  
ঢাকা।