

Annual Procurement Plan for 2025-2026

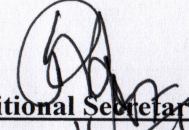
Appendix-c

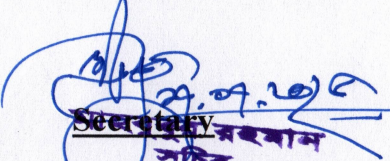
Ministry/Division				Ministry of Commerce (MOC)				Project/Programme Cost (In Tk Thousand)									
Agency				(MOC)				9,98,50									
Procuring Entity Name and Code				(MOC)													
Pack age No.	Description of procurement GOODS	Unit	Quantity	Procure ment Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost(In Tk. Thousa nd)	Time Code for Process	Not Used in Goods	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.	Stationery/ Miscellaneous Goods.	List Enclosed-1	List Enclosed- 1	OTM/ RFQ	Secretary/ Additional Secretary	GOB	55,00	Planned dates		Before 13 Oct 2025	27 Oct. 2025	15 Nov.2025	24 Nov 2025	01 Dec. 2025	9 Dec 2025		24 Dec 2025
								Planned days		0	15	32	41	48	56	56	15
	Seal/Stamp/Visi -ting Card	List Enclosed-4	List Enclosed- 4	RFQ	Secretary/ Additional Secretary	GOB	4,00	Actual									
2.	(a) Computer/ Printer/UPS /other parts Etc.	List Enclosed-2	List Enclosed- 2	OTM/ RFQ	Secretary/ Additional Secretary	GOB	50,00	Planned dates		Before 13 Oct 2025	27 Oct. 2025	15 Nov.2025	24 Nov 2025	01 Dec. 2025	9 Dec 2025		24 Dec 2025
								Planned days		0	15	32	41	48	56	56	15
	(b)Repairing/ Serving/ Replacement						10,00	Actual									
3.	Computer Accessories (Toner)	List Enclosed-3	List Enclosed- 3	OTM/ RFQ	Secretary/ Additional Secretary	GOB	70,00	Planned dates		Before 13 Oct 2025	27 Oct. 2025	15 Nov.2025	24 Nov 2025	01 Dec. 2025	9 Dec 2025		24 Dec 2025
								Planned days		0	15	32	41	48	56	56	15
								Actual									
4.	Liveries Puschase	List Enclosed-5	List Enclosed- 5	RFQ	Secretary/ Additional Secretary	GOB	6,00	Planned dates		Before 10 Nov 2025	17 Nov 2025	22 Nov 2025	25 Nov 2025	30 Nov 2025	6 Dec2025		21 Dec 2025
								Planned days		0	7	5	3	5	6	26	15
								Actual									
5.	Furniture Puschase	List Enclosed-6	List Enclosed- 6	OTM/ RFQ	Secretary/ Additional Secretary	GOB	34,00	Planned dates		Before 13 Oct 2025	27 Oct. 2025	15 Nov.2025	24 Nov 2025	01 Dec. 2025	9 Dec2025		24 Dec 2025
								Planned days		0	15	32	41	48	56	56	15
								Actual									
6.	Furniture Repairing	Subject to Submit req.	as per Govt. Rule	RFQ	Secretary/ Additional Secretary	GOB	3,00	Planned dates		Before 10 Nov 2025	17 Nov 2025	22 Nov 2025	25 Nov 2025	30 Nov 2025	6 Dec2025		21 Dec 2025
								Planned days		0	7	5	3	5	6	26	15
								Actual									
7.	Telephone/ Intercom Replacement	List Enclosed- 7	List Enclosed-7	OTM/ RFQ	Secretary/ Additional Secretary	GOB	3,00	Planned dates		Before 13 Oct 2025	27 Oct. 2025	15 Nov.2025	24 Nov 2025	01 Dec. 2025	9 Dec 2025		24 Dec 2025
								Planned dates		0	15	32	41	48	56	56	15
								Actual									
8.	Information and Communicat ion Technology	List Enclosed- 8	List Enclosed-8	OTM/ RFQ	Secretary/ Additional Secretary	GOB	1,00,00	Planned dates		Before 13 Oct 2025	27 Oct. 2025	15 Nov.2025	24 Nov 25	1 Dec. 2025	24 Dec 2025		24 Dec 2025
								Planned dates		0	15	32	41	48	56	56	15
								Actual									
9.	Office Instrument	List Enclosed- 9	List Enclosed-9	OTM/ RFQ	Secretary/ Additional Secretary	GOB	20,00	Planned dates	Before 13 Oct 25	27 Oct. 2024	15Nov2025	24 Nov 2025	1Dec.2025	9 Dec 2025		24 Dec 2025	24 Dec 2025
								Planned dates	0	15	32	41	48	56	56	15	0
								Actual									

10.	Instrument & others equipment	Subject to Submit req.	as per Govt. Rule	OTM/ RFQ	Secretary/ Additional Secretary	GOB	25,00	Planned dates		Before 13 Oct25	27 Oct. 25	15 Nov.2025	24 Nov 2025	01 Dec. 2025	9 Dec 2025		24 Dec 2025
								Planned dates		0	15	32	41	48	56	56	15
								Actual									
11.	Books and Journals	Subject to Submit req.	as per Govt. Rule	DPM	Additional Secretary/ Joint Secretary	GOB	12,00	Planned dates		-----	-----	-----	-----	-----	-----	-----	-----
								Planned dates									
								Actual									
12.	Computer software	List Enclosed-10 (Lot-1,2,3)	List Enclosed-10 (Lot-1,2,3)	OTM/ RFQ	Secretary/ Additional Secretary	GoB	1,50,00 1,00,00 50,00	Planned dates		Before 13 Oct 2025	27 Oct. 2025	15 Nov.2025	24 Nov 25	1 Dec. 2025	24 Dec 2025		24 Dec 2025
								Actual		0	15	32	41	48	56	56	15
13.	Database	List Enclosed-11	List Enclosed-11	OTM/ RFQ	Secretary/ Additional Secretary	GoB	1,00,00	Planned dates		Before 13 Oct 2025	27 Oct. 2025	15 Nov.2025	24 Nov 25	1 Dec. 2025	24 Dec 2025		24 Dec 2025
								Actual		0	15	32	41	48	56	56	15
14.	Publicity & Advertisement	Subject to Submit the Bill	as per Govt. Rule	Direct Contract (PPR-76g)	Additional Secretary/ Joint Secretary	GOB	30,00	-----	-----	-----	-----	-----	---	-----	-----	-----	-----
15.	Transport	List Enclosed-12	List Enclosed-12	OTM/ RFQ	Secretary/ Additional Secretary	GoB	2,90,00	Planned dates		Before 13 Oct 2025	27 Oct. 2025	15 Nov.2025	24 Nov 25	1 Dec. 2025	24 Dec 2025		24 Dec 2025
								Actual		0	15	32	41	48	56	56	15
16.	Transport Fuel (petrol/fuel)	Subject to Submit the Bill	as per Govt. Rule	Direct Contract (PPR-76g)	Additional Secretary/ Joint Secretary	GOB	1,35,00	-----	-----	-----	-----	-----	---	-----	-----	-----	-----
17.	Transport Fuel(CNG)	Subject to Submit the Bill	as per Govt. Rule	Direct Contract (PPR-76g)	Additional Secretary/ Joint Secretary	GOB	5,00	-----	-----	-----	-----	-----	---	-----	-----	-----	-----
18.	Cleaning and washing	Subject to Submit the Bill	as per Govt. Rule	Direct Contract (PPR-76g)	Additional Secretary/ Joint Secretary	GOB	7,50	-----	-----	-----	-----	-----	---	-----	-----	-----	-----


Senior Asst. Secretary (Admn.-7)
নাজমুল হক
 সিনিয়র সহকারী সচিব
 বাণিজ্য মন্ত্রণালয়
 গণপ্রজাতন্ত্রী বাংলাদেশ সরকার


Joint Secretary (Admn-2)
জান্নাতুল আরাফাত
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Additional Secretary (Admin)
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 গণপ্রজাতন্ত্রী বাংলাদেশ সরকার


Secretary
সচিব
 বাণিজ্য মন্ত্রণালয়
 গণপ্রজাতন্ত্রী বাংলাদেশ সরকার