

Ministry of Foreign Affairs
General Services Wing-1

15 Days

Director
General Services Wing
MD. ZIAUR RAHMAN
Director (General Services)
Ministry of Foreign Affairs

Director General
General Services Wing
A. F. M. Zahid Ull Islam
Director General (General Services)
Ministry of Foreign Affairs
Dhaka

Annual Procurement Plan for FY 2026-27

No	Description of Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approval Authority	Source of Funds	Estid. Cost in BDT (Inlks)	Time Code for Process	Advertisement Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to complete Signature	Time for completion of contract							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17							
02	Refreshment (3211106)	NOS	As per requirement	LTM / RFQ / Framework Agreement	Subject to the authority delegated in the Delegation of Financial Power of the Ministry	GOB and total budget=1,70,00,000/-	1,65,00,000/	Planned Dates for LTM to sign Framework Contract	15 July 2026	03 August 2026	12 August 2026	17 August 2026	18 August 2026	21 August 2026	30 Days	N/A							
								Planned Days for LTM to sign Framework Contract	0 Day	14 Days	07 Days	03 Days	Day	03 Days									
								Actual Dates for LTM to sign Framework Contract															
									40,000	Jul: 12.07.26	16.07.26	19.07.26	20.07.26	21.07.26								15 Days	
									40,000	Aug: 04.08.26	09.08.26	10.08.26	11.18.26	12.08.26									
									40,000	Sep: 07.09.26	10.09.26	13.09.26	14.09.26	15.09.26									
									40,000	Oct: 05.10.26	08.10.26	11.10.26	12.10.26	13.10.26									
									40,000	Nov: 03.11.26	08.11.26	09.11.26	10.11.26	11.11.26									
									40,000	Dec: 02.12.26	07.12.26	08.12.26	09.12.26	10.12.26									
									40,000	Jan: 04.01.27	07.01.27	10.01.27	11.01.27	12.01.27									
									40,000	Feb: 01.02.27	04.02.27	08.02.27	09.02.27	10.02.27									
									40,000	Mar: 01.03.27	04.03.27	07.03.27	08.03.27	09.03.27									
									40,000	Apr: 05.04.27	08.04.27	11.04.27	12.04.27	13.04.27									
									40,000	May: 03.05.27	06.05.27	09.05.27	10.05.27	11.05.27									
									60,000	Jun: 01.06.27	06.06.27	07.06.27	08.06.27	09.06.27									

Assistant Secretary
General Services Wing
Kaushik Bhadra
Assistant Secretary
Ministry of Foreign Affairs
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Annual Procurement Plan for FY 2026-27

No.	Description of Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approval Authority	Source of Funds	Estd. Cost in BDT (laks)	Time Code for Process	Advertisemen r 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
03	Publicity and Advertisement 3211125	SVS		Direct Purchase	do.	GOB	30,00,000	-	-	-	-	-	-	-	-	-
04	Newspapers, Magazines, Periodicals, Books and Journals 3211127	NOS	As per privilege / requirement ✓	RFQ / Direct Purchase / Framework Agreement	do.	GOB and total budget= 20,00,000 /-	20,00,000	Planned Dates for RFQ	06 August 2026	16 August 2026	16 August 2026	20 August 2026	23 August 2026	-	30 Days	N/A
								Planned Days for RFQ	-	10 Days	00 Days	04 Days	01 Day	-		
								Actual Dates for RFQ								



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No.	Description of Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in BDT (laks)	Time Code for Process	Advertisement 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
05	Security Materials 3253102	NOS/ SVS	As per requirement	LTM / RFQ / Framework Agreement	do.	GOB and total budget= 20,00,000 /-	16,85,000	Planned Dates for LTM to sign Framework Contract	15 July 2026	03 August 2026	12 August 2026	17 August 2026	18 August 2026	23 August 2026	15 Days	
								Planned Days for LTM to sign Framework Contract	0 Day	14 Days	07 Days	03 Days	Day	03 Days		
								Actual Dates for LTM to sign Framework Contract								
								Planned Dates for RFQ	30,000	Jul: 12.07.26	16.07.26	19.07.26	20.07.26	21.07.26		
									30,000	Aug: 04.08.26	09.08.26	10.08.26	11.18.26	12.08.26		
									30,000	Sep: 07.09.26	10.09.26	13.09.26	14.09.26	15.09.26		
									30,000	Oct 05.10.26	08.10.26	11.10.26	12.10.26	13.10.26		
									30,000	Nov: 03.11.26	08.11.26	09.11.26	10.11.26	11.11.26		
									30,000	Dec: 02.12.26	07.12.26	08.12.26	09.12.26	10.12.26		
									30,000	Jan: 04.01.27	07.01.27	10.01.27	11.01.27	12.01.27		
									30,000	Feb: 01.02.27	04.02.27	08.02.27	09.02.27	10.02.27		
									30,000	Mar: 01.03.27	04.03.27	07.03.27	08.03.27	09.03.27		
									15,000	Apr: 05.04.27	08.04.27	11.04.27	12.04.27	13.04.27		
									15,000	May: 03.05.27	06.05.27	09.05.27	10.05.27	11.05.27		
									15,000	Jun: 01.06.27	06.06.27	07.06.27	08.06.27	09.06.27		



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No.	Description of Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approval Authority	Source of Funds	Estid. Cost in BDT (laks)	Time Code for Process	Advertisement 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
06	Printing and Binding 3255102	No. of Jobs	As per requirement	RFQ / Direct Purchase / Framework Agreement	do.	GOB and total budget= 40,00,000	36,85,000	Planned Dates for LTM to sign Framework Agreement	15 July 2026	03 August 2026	12 August 2026	17 August 2026	18 August 2026	23 August 2026		
								Planned Days for LTM to sign Framework Agreement	0 Day	14 Days	07 Days	03 Days	Day	03 Days		
								Actual Dates for LTM to sign Framework Agreement								
								Planned Dates for RFQ								
								30,000	Jul: 15.07.26	20.07.26	21.07.26	22.07.26	23.07.26			
								30,000	Aug: 04.08.26	09.08.26	10.08.26	11.18.26	12.08.26			
								30,000	Sep: 07.09.26	10.09.26	13.09.26	14.09.26	15.09.26			
								30,000	Oct: 05.10.26	08.10.26	11.10.26	12.10.26	13.10.26			
								30,000	Nov: 03.11.26	08.11.26	09.11.26	10.11.26	11.11.26			
								30,000	Dec: 02.12.26	07.12.26	08.12.26	09.12.26	10.12.26			
							3,15,000	Planned Dates for RFQ								
								30,000	Jan: 04.01.27	07.01.27	10.01.27	11.01.27	12.01.27			
								30,000	Feb: 01.02.27	04.02.27	08.02.27	09.02.27	10.02.27			
								30,000	Mar: 01.03.27	04.03.27	07.03.27	08.03.27	09.03.27			
								15,000	Apr: 05.04.27	08.04.27	11.04.27	12.04.27	13.04.27			
								15,000	May: 03.05.27	06.05.27	09.05.27	10.05.27	11.05.27			
								15,000	Jun: 01.06.27	06.06.27	07.06.27	08.06.27	09.06.27			
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1																
07	Postage and Seal 3255104	NOS	As per requirement	RFQ / Direct Purchase	do.	GOB and total budget= 6,00,000/-	6,00,000	Planned Dates for LTM to sign Framework Contract	15 July 2026	03 August 2026	12 August 2026	17 August 2026	18 August 2026	23 August 2026		
								Planned Days for LTM to sign Framework Contract	0 Day	14 Days	07 Days	03 Days	Day	03 Days		
								Actual Dates for LTM to sign Framework Contract								


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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17							
08	Stationary Goods 3255105	NOS	List 3 Enclosed	LTM / RFQ / Framework Agreement / Direct Purchase	Subject to the authority delegated in the Delegation of Financial Power of the Ministry	GOB and total budget= 1,40,00,000/-	1,36,85,000/-	Planned Dates for LTM to sign Framework Contract	15 July 2026	03 August 2026	12 August 2026	17 August 2026	18 August 2026	23 August 2026									
								Planned Days for LTM to sign Framework Contract	0 Day	14 Days	07 Days	03 Days	Day	03 Days									
								Actual Dates for LTM to sign Framework Contract															
								30,000	Jul: 12.07.26	16.07.26	19.07.26	20.07.26	21.07.26										
								30,000	Aug: 04.08.26	09.08.26	10.08.26	11.18.26	12.08.26										
								30,000	Sep: 07.09.26	10.09.26	13.09.26	14.09.26	15.09.26										
								30,000	Oct 05.10.26	08.10.26	11.10.26	12.10.26	13.10.26										
								30,000	Nov: 03.11.26	08.11.26	09.11.26	10.11.26	11.11.26										
								30,000	Dec: 02.12.26	07.12.26	08.12.26	09.12.26	10.12.26										
								30,000	Jan: 04.01.27	07.01.27	10.01.27	11.01.27	12.01.27										
		✓					3,15,000	Planned Dates for RFQ															
								30,000	Feb: 01.02.27	04.02.27	08.02.27	09.02.27	10.02.27										
								30,000	Mar: 01.03.27	04.03.27	07.03.27	08.03.27	09.03.27										
								15,000	Apr: 05.04.27	08.04.27	11.04.27	12.04.27	13.04.27										
								15,000	May: 03.05.27	06.05.27	09.05.27	10.05.27	11.05.27										
								15,000	Jun: 01.06.27	06.06.27	07.06.27	08.06.27	09.06.27										
															15 Days								

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[Signature]

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1								9	10	11	12	13	14	15	16	17
09	Gardening 3257304	NOS/VL	As per requirement	RFQ / Direct Purchase / Framework Agreement	do.	GOB and total budget 16,00,000	13,70,000	Planned Dates for LTM to sign Framework Contract	15 July 2026	03 August 2026	12 August 2026	17 August 2026	18 August 2026	23 August 2026	30 Days	N/A
								Planned Days for LTM to sign Framework Contract	0 Day	14 Days	07 Days	03 Days	Day	03 Days		
								Actual Dates for LTM to sign Framework Contract								
								20,000	Jul: 12.07.26	16.07.26	19.07.26	20.07.26	21.07.26			
								20,000	Aug: 04.08.26	09.08.26	10.08.26	11.18.26	12.08.26			
								20,000	Sep: 07.09.26	10.09.26	13.09.26	14.09.26	15.09.26			
								Planned	Oct 05.10.26	08.10.26	11.10.26	12.10.26	13.10.26			
								ed	Nov: 03.11.26	08.11.26	09.11.26	10.11.26	11.11.26			
								Dates	Dec: 02.12.26	07.12.26	08.12.26	09.12.26	10.12.26			
								for RFQ	Jan: 04.01.27	07.01.27	10.01.27	11.01.27	12.01.27			
2,30,000								20,000	Feb: 01.02.27	04.02.27	08.02.27	09.02.27	10.02.27		15 Days	
								20,000	Mar: 01.03.27	04.03.27	07.03.27	08.03.27	09.03.27			
								20,000	Apr: 05.04.27	08.04.27	11.04.27	12.04.27	13.04.27			
								20,000	May: 03.05.27	06.05.27	09.05.27	10.05.27	11.05.27			
								10,000	Jun: 01.06.27	06.06.27	07.06.27	08.06.27	09.06.27			



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1								9	10	11	12	13	14	15	16	17
10	Furniture (Maintenance) 3258102	NOs	As per requirement	LTM / RFQ / Direct Purchase	do.	GOB and total budget= 15,00,000	13,00,000	Planned Dates for LTM to sign Framework Contract	15 July 2026	03 August 2026	12 August 2026	17 August 2026	18 August 2026	23 August 2026	30 Days	N/A
								Planned Days for LTM to sign Framework Contract	0 Day	14 Days	07 Days	03 Days	Day	03 Days		
								Actual Dates for LTM to sign Framework Contract								
								20,000	Jul: 13.07.26	19.07.26	20.07.26	21.07.26	22.07.26			
								20,000	Aug: 04.08.26	09.08.26	10.08.26	11.18.26	12.08.26			
								20,000	Sep: 07.09.26	10.09.26	13.09.26	14.09.26	15.09.26			
								Planned Dates for LTM to sign Framework Contract	03.10.26	08.10.26	11.10.26	12.10.26	13.10.26			
							20,000	Oct: 05.10.26	08.10.26	11.10.26	12.10.26	13.10.26				
							20,000	Nov: 03.11.26	08.11.26	09.11.26	10.11.26	11.11.26				
							20,000	Dec: 02.12.26	07.12.26	08.12.26	09.12.26	10.12.26				
							20,000	Jan: 04.01.27	07.01.27	10.01.27	11.01.27	12.01.27				
							20,000	Feb: 01.02.27	04.02.27	08.02.27	09.02.27	10.02.27				
							20,000	Mar: 01.03.27	04.03.27	07.03.27	08.03.27	09.03.27				
10,000	Apr: 05.04.27	08.04.27	11.04.27	12.04.27	13.04.27											
10,000	May: 03.05.27	06.05.27	09.05.27	10.05.27	11.05.27											
								10,000	Jun: 01.06.27	06.06.27	07.06.27	08.06.27	09.06.27			
															15 days	

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
11	Machineries and Equipment (Repairing) 3258/05	NOS	As per requirement	LTM / RFO / Direct Purchase	do.	COB and total budget= 50,00,000	45,00,000	Planned Dates for LTM to sign Framework Contract	15 July 2026	03 August 2026	12 August 2026	17 August 2026	18 August 2026	23 August 2026	30 Days	N/A
								Planned Days for LTM to sign Framework Contract	0 Day	14 Days	07 Days	03 Days	Day	03 Days		
								Actual Dates for LTM to sign Framework Contract								
								Planned Dates for RFO								
								30,000	Jul: 15.07.26	20.07.26	21.07.26	22.07.26	23.07.26			
								30,000	Sep: 07.09.26	10.09.26	13.09.26	14.09.26	15.09.26			
								30,000	Nov: 04.11.26	09.11.26	10.11.26	09.12.26	12.11.26			
								30,000	Dec: 02.12.26	07.12.26	08.12.26	09.12.26	10.12.26			
								30,000	Jan: 04.01.27	07.01.27	10.01.27	11.01.27	14.01.27			
								30,000	Feb: 01.02.27	04.02.27	07.02.27	08.02.27	09.02.27			
								30,000	Mar: 02.03.27	07.03.27	08.03.27	09.03.27	10.03.27			
								15,000	May: 03.05.27	06.05.27	09.05.27	10.05.27	11.05.27			



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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
12	Building and Infrastructure (Maintenance) 3258108	No. of Jobs	As per requirement	Direct Purchase	do.	GOB and total budget= 1,00,00,000/-										
							Planned Dates for RFQ 1,00,00,000									
								20,00,000	Jul: 15.07.26	20.07.26	21.07.26	22.07.26	23.07.26			
								20,00,000	Sep: 07.09.26	10.09.26	13.09.26	14.09.26	15.09.26			
								20,00,000	Nov: 03.11.26	08.11.26	09.11.26	10.11.26	11/11.26			
								20,00,000	Feb: 01.02.27	04.02.27	08.02.27	09.02.27	10.02.27			
								20,00,000	May: 03.05.27	06.05.27	09.05.27	10.05.27	11.05.27			


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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
13	Fitting and Fixture (Maintenance) 3258127	No. of Jobs	As per requirement	Direct Purchase	do.	GOB and total budget= 50,00,000	46,85,000	Planned Dates for LTM to sign Framework Contract	15 July 2026	03 August 2026	12 August 2026	17 August 2026	18 August 2026	23 August 2026	30 Days	N/A
								Planned Days for LTM to sign Framework Contract	0 Day	14 Days	07 Days	03 Days	Day	03 Days		
								Actual Dates for LTM to sign Framework Contract								
								30,000	Jul: 13.07.26	19.07.26	20.07.26	21.07.26	22.07.26			
								30,000	Aug: 04.08.26	09.08.26	10.08.26	11.18.26	12.08.26			
								30,000	Sep: 07.09.26	10.09.26	13.09.26	14.09.26	15.09.26			
								30,000	Oct 05.10.26	08.10.26	11.10.26	12.10.26	13.10.26			
								30,000	Nov: 03.11.26	08.11.26	09.11.26	10.11.26	11.11.26			
								30,000	Dec: 02.12.26	07.12.26	08.12.26	09.12.26	10.12.26			
								30,000	Jan: 04.01.27	07.01.27	10.01.27	11.01.27	12.01.27			
								30,000	Feb: 01.02.27	04.02.27	08.02.27	09.02.27	10.02.27			
								30,000	Mar: 01.03.27	04.03.27	07.03.27	08.03.27	09.03.27			
								30,000	Apr: 05.04.27	08.04.27	11.04.27	12.04.27	13.04.27			
15,000	May: 03.05.27	06.05.27	09.05.27	10.05.27	11.05.27											
15,000	Jun: 01.06.27	06.06.27	07.06.27	08.06.27	09.06.27											
								Planned Dates for LTM to sign Framework Contract							15 Days	

Assistant Secretary
General Services Wing
Kaushik Bhadra
Assistant Secretary
Ministry of Foreign Affairs
Dhaka

Director
General Services Wing
MD. ZIAUR RAHMAN
Director (General Services)
Ministry of Foreign Affairs
Dhaka

Director General
General Services Wing
A. F. M. Zahid Ul Islam
Director General (General Services)
Ministry of Foreign Affairs
Dhaka

Ministry of Foreign Affairs
General Services Wing-1
Annual Procurement Plan for FY 2026-27

No.	Description of Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in BDT (laks)	Time Code for Process	Advertisement 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
14	Electric Installations 3258119	NOs	List 5 -Enclosed	LTM / RFQ	Subject to the authority delegated in the Delegation of Financial Power of the Ministry	COB and total budget= 10,00,000	10,00,000	Planned Dates for RFQ	03 September 2023	19 September 2023	25 September 2023	27 September 2023	01 October 2023	03 October 2023	30 Days	N/A
								Planned Days for RFQ	0 Day	14 Days	07 Days	03 Days	Day	03 Days		
								2,50,000	Jul: 15.07.26	20.07.26	21.07.26	22.07.26	23.07.26			
								2,50,000	Sep: 07.09.26	10.09.26	13.09.26	14.09.26	15.09.26			
								Actual Dates for RFQ								
								2,50,000	Feb: 01.02.27	04.02.27	08.02.27	09.02.27	10.02.27			
								2,50,000	Feb: 01.02.27	04.02.27	08.02.27	09.02.27	10.02.27			

5

[Signature]

Assistant Secretary
General Services Wing
Kaushik Bhadra
Assistant Secretary
Ministry of Foreign Affairs
Dhaka

[Signature]

Director
General Services Wing
M.D. ZIAUR RAHMAN
Director (General Services)
Ministry of Foreign Affairs
Dhaka

[Signature]

Director General
General Services Wing
A. F. M. Zahid Ull Islam
Director General (General Services)
Ministry of Foreign Affairs
Dhaka

Annual Procurement Plan for FY 2026-27

No.	Description of Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estid. Cost in BDT (laks)	Time Code for Process	Advertisement 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
15	Electric Equipments 4112303	NOS	As per requirement	LTM / RFQ	Subject to the authority delegated in the Delegatio n of Financial Power of the Ministry	COB and total budget 15,00,000	13,00,000	Planned Dates for LTM to sign Framework Contract	15 July 2026	03 August 2026	12 August 2026	17 August 2026	18 August 2026	23 August 2026		
								Planned Days for LTM to sign Framework Contract	0 Day	14 Days	07 Days	03 Days	Day	03 Days		
								Actual Dates for LTM to sign Framework Contract								
								Planned Dates for LTM to sign Framework Contract	30,000	Jul: 13.07.26	19.07.26	20.07.26	21.07.26	22.07.26		
									20,000	Sep: 07.09.26	10.09.26	13.09.26	14.09.26	15.09.26		
									30,000	Nov: 03.11.26	09.11.26	10.11.26	11.11.26	12.11.26		
									20,000	Dec: 02.12.26	08.12.26	09.12.26	10.12.26	13.12.26		
									30,000	Feb: 02.02.27	07.02.27	08.02.27	09.02.27	10.02.27		
								Dates for RFQ	30,000	Mar: 02.03.27	07.03.27	08.03.27	09.03.27	10.03.27		
									15,000	Apr: 01.04.27	06.04.27	07.04.27	08.04.27	11.04.27		
									15,000	May: 02.05.27	05.05.27	06.05.27	09.05.27	10.05.27		
									10,000	Jun: 01.06.27	06.06.27	07.06.27	08.06.27	09.06.27		
									30 Days	28 Days						

Assistant Secretary
General Services Wing
Kaushik Bhadra
Assistant Secretary
Ministry of Foreign Affairs
Dhaka

Director
General Services Wing
MB. ZIAUR RAHMAN
Director (General Services)
Ministry of Foreign Affairs
Dhaka

Director General
General Services Wing

A. F. M. Zahid Ul Islam
Director General (General Services)
Ministry of Foreign Affairs
Dhaka

Ministry of Foreign Affairs
General Services Wing-1
Annual Procurement Plan for FY 2026-27

No.	Description of Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approval Authority	Source of Funds	Est. Cost in BDT (laks)	Time Code for Process	Advertisement Tender	Tender Opening	Tender Evaluation	Approval to Award	Modification of Award	Signing of Contract	Total time to complete of contract	Task for completion of contract
1																
16	Office Equipments 4112310	NOS	As per requirement	LTM / RFQ / Direct Purchase / Agreement	do.	COB and total budget 80,99,000	77,84,000	Planned Dates for LTM to sign Framework Contract	15 July 2026	03 August 2026	12 August 2026	17 August 2026	18 August 2026	21 August 2026	30 Days	N/A
								Planned Days for LTM to sign Framework Contract	0 Day	14 Days	07 Days	03 Days	Day	01 Days		
								Actual Dates for LTM to sign Framework Contract								
								30,000	Jul: 13.07.26	19.07.26	20.07.26	21.07.26	22.07.26			
								30,000	Aug: 04.08.26	09.08.26	10.08.26	11.18.26	12.08.26			
								30,000	Sep: 07.09.26	10.09.26	13.09.26	14.09.26	15.09.26			
								30,000	Oct: 05.10.26	08.10.26	11.10.26	12.10.26	13.10.26			
								30,000	Nov: 03.11.26	08.11.26	09.11.26	10.11.26	11.11.26			
								30,000	Dec: 02.12.26	07.12.26	08.12.26	09.12.26	10.12.26			
								30,000	Jan: 04.01.27	07.01.27	10.01.27	11.01.27	12.01.27			
								30,000	Feb: 01.02.27	04.02.27	08.02.27	09.02.27	10.02.27			
								30,000	Mar: 01.03.27	04.03.27	07.03.27	08.03.27	09.03.27			
								15,000	Apr: 05.04.27	08.04.27	11.04.27	12.04.27	13.04.27			
								15,000	May: 03.05.27	06.05.27	09.05.27	10.05.27	11.05.27			
								15,000	Jun: 01.06.27	06.06.27	07.06.27	08.06.27	09.06.27			
															15 Days	

Assistant Secretary
General Services Wing
Kaushik Bhadra
Assistant Secretary
Ministry of Foreign Affairs
Dhaka

Director
General Services Wing
MD. ZIAUR RAHMAN
Director (General Services)
Ministry of Foreign Affairs
Dhaka

Director General
General Services Wing
A. F. M. Zahid Ull Islam
Director General (General Services)
Ministry of Foreign Affairs
Dhaka

Ministry of Foreign Affairs
General Services Wing-1

15 Days

Director General
General Services Wing
A. F. M. Zahid Ull Islam
Director General (General Services)
Ministry of Foreign Affairs
Dhaka

Ministry of Foreign Affairs
General Services Wing-1
Annual Procurement Plan for FY 2026-27

No.	Description of Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approval Authority	Source of Funds	Estid. Cost in BDT (laks)	Time Code for Process	Advertisement Tender	Tender Opening	Tender Evaluation	Approval 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	Machineries and Equipment 4112316	NOS	As per requirement	LTM / RFQ / Direct Purchase	do.	COB and total budget 40,00,000	3685,000	Planned Dates for LTM to sign Framework Contract	15 July 2026	03 August 2026	12 August 2026	17 August 2026	18 August 2026	23 August 2026	30 Days	N/A									
								Planned Days for LTM to sign Framework Contract	0 Day	14 Days	07 Days	03 Days	Day	03 Days											
								Actual Dates for LTM to sign Framework Contract																	
								Planned Dates for RFQ																	
									30,000	Jul: 12.07.26	16.07.26	19.07.26	20.07.26	21.07.26											
									30,000	Aug: 04.08.26	09.08.26	10.08.26	11.18.26	12.08.26											
									30,000	Sep: 07.09.26	10.09.26	13.09.26	14.09.26	15.09.26											
									30,000	Oct: 05.10.26	08.10.26	11.10.26	12.10.26	13.10.26											
									30,000	Nov: 03.11.26	08.11.26	09.11.26	10.11.26	11.11.26											
									30,000	Dec: 02.12.26	07.12.26	08.12.26	09.12.26	10.12.26											
									30,000	Jan: 04.01.27	07.01.27	10.01.27	11.01.27	12.01.27											
									30,000	Feb: 01.02.27	04.02.27	08.02.27	09.02.27	10.02.27											
									30,000	Mar: 01.03.27	04.03.27	07.03.27	08.03.27	09.03.27											
								15,000	Apr: 05.04.27	08.04.27	11.04.27	12.04.27	13.04.27												
								15,000	May: 03.05.27	06.05.27	09.05.27	10.05.27	11.05.27												
								15,000	Jun: 01.06.27	06.06.27	07.06.27	08.06.27	09.06.27												
								3,15,000																	


Assistant Secretary
General Services Wing
Kaushik Bhadra
Assistant Secretary
Ministry of Foreign Affairs
Dhaka


Director
General Services Wing
MD. ZIAUR RAHMAN
Director (General Services)
Ministry of Foreign Affairs
Dhaka


Director General
General Services Wing
A. F. M. Zahid Ull Islam
Director General (General Services)
Ministry of Foreign Affairs
Dhaka

Ministry of Foreign Affairs
General Services Wing-1
Annual Procurement Plan for FY 2026-27

1. Direct procurement includes procurement from Government Owned Forms and Stationary Office.
2. Building and Infrastructure Maintenance is usually done through the Public Works Department.
3. Fitting and Fixture Maintenance is usually done through the Public Works Department.



Assistant Secretary
General Services Wing
Kaushik Bhadra
Assistant Secretary
Ministry of Foreign Affairs
Dhaka



Director
General Services Wing
MD. ZIAUR RAHMAN
Director (General Services)
Ministry of Foreign Affairs
Dhaka



Director General
General Services Wing
A. F. M. Zahid Ull Islam
Director General (General Services)
Ministry of Foreign Affairs
Dhaka

Ministry of Foreign Affairs
General Services Wing-2
Annual Procurement Plan for FY 2026-27

No.	Description of Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in BDT (laks)	Time Code for Process	Advertisement Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to complete of contract	Time for completion of contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
01	Car Hiring (3211107)	NOS/TL	List 1 Enclosed	OTM/LTM/ RFQ /DPM Framework Agreement	HoPE	GOB and total budget 2,00,00,000	1,96,85,000	Planned Dates for OTM to sign Framework Contract	15 July 2026	03 August 2026	12 August 2026	17 August 2026	18 August 2026	23 August 2026	30 Days	N/A
								Planned Days for OTM to sign Framework Contract	0 Day	14 Days	07 Days	03 Days	0 Day	05 Days		
							3,15,000 RFQ	Planned Dates for RFQ	30,000	Jul: 15.07.26	20.07.26	21.07.26	22.07.26	23.07.26	15 Days	
									30,000	Aug: 04.08.26	09.08.26	10.08.26	11.18.26	12.08.26		
									30,000	Sep: 07.09.26	10.09.26	13.09.26	14.09.26	15.09.26		
									30,000	Oct: 05.10.26	08.10.26	11.10.26	12.10.26	13.10.26		
									30,000	Nov: 03.11.26	08.11.26	09.11.26	10.11.26	11.11.26		
									30,000	Dec: 02.12.26	06.12.26	07.12.26	08.12.26	09.12.26		
									30,000	Jan: 04.01.27	07.01.27	10.01.27	11.01.27	12.01.27		
									30,000	Feb: 02.02.27	07.02.27	08.02.27	09.02.27	10.02.27		
									30,000	Mar: 02.03.27	07.03.27	08.03.27	09.03.27	10.03.27		
									15,000	Apr: 05.04.27	08.04.27	11.04.27	12.04.27	13.04.27		
									15,000	May: 03.05.27	05.05.27	06.05.27	09.05.27	10.05.27		
									15,000	Jun: 01.06.27	06.06.27	07.06.27	08.06.27	09.06.27		


Assistant Secretary
General Services Wing.


Director
General Services Wing


Director General
General Services Wing

General Services Wing

Director General
General Services Wing

Assistant Secretary
General Services Wing

No.	Description of Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in BDT (laks)	Time Code for Process	Advertisement Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to complete of contract			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17		
02	Car Maintenance (3211106)	NOS	As per requirement	OTM/LTM / RFQ / Framework Agreement	Subject to the authority delegated in the Delegation of Financial Power of the Ministry	GOB and total budget=1,60,00,000/-	1,55,00,000/-	Planned Dates for OTM to sign Framework Contract	15 July 2026	03 August 2026	12 August 2026	17 August 2026	18 August 2026	23 August 2026	30 Days	N/A		
								Planned Days for OTM to sign Framework Contract	0 Day	14 Days	07 Days	08 Days	0 Day	05 Days				
								2,00,000 DPM										
							3,00,000 RFQ	Planned Dates for RFQ	30,000	Jul: 15.07.26	20.07.26	21.07.26	22.07.26	23.07.26			15 Days	
									20,000	Aug: 04.08.26	09.08.26	10.08.26	11.18.26	12.08.26				
									30,000	Sep: 07.09.26	10.09.26	13.09.26	14.09.26	15.09.26				
									30,000	Oct: 05.10.26	08.10.26	11.10.26	12.10.26	13.10.26				
									30,000	Nov: 03.11.26	08.11.26	09.11.26	10.11.26	11.11.26				
									30,000	Dec: 02.12.26	06.12.26	07.12.26	08.12.26	09.12.26				
									30,000	Jan: 04.01.27	07.01.27	10.01.27	11.01.27	12.01.27				
									20,000	Feb: 02.02.27	07.02.27	08.02.27	09.02.27	10.02.27				
									20,000	Mar: 02.03.27	07.03.27	08.03.27	09.03.27	10.03.27				
									20,000	Apr: 05.04.27	08.04.27	11.04.27	12.04.27	13.04.27				
									20,000	May: 03.05.27	05.05.27	06.05.27	09.05.27	10.05.27				
									20,000	Jun: 01.06.27	06.06.27	07.06.27	08.06.27	09.06.27				

Director
General Services Wing

Director General
General Services Wing

Ministry of Foreign Affairs
General Services Wing
Annual Procurement Plan for FY 2026-27

No.	Description of Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in BDT (laks)	Time Code for Process	Advertisement 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
03	Newspapers, Magazines, Periodicals, Books and Journals 3211127	NOS	As per privilege / requirement	LTM/RFO / Direct Purchase / Framework Agreement	do.	GOB and total budget= 20,00,000 /-	20,00,000	Planned Dates for RFO	15 July 2026	03 August 2026	12 August 2026	17 August 2026	18 August 2026	23 August 2026	30 Days	N/A
								Planned Days for RFO	0 Day	14 Days	07 ~Days	03 Days	0 Day	05 Days		
								Actual Dates for RFO								


Assistant Secretary
General Services Wing


Director
General Services Wing


Director General
General Services Wing

Ministry of Foreign Affairs
General Services Wing

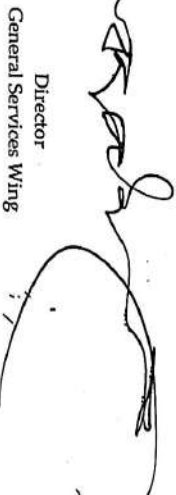
Annual Procurement Plan for FY 2026-27

No.	Description of Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in BDT (laks)	Time Code for Process	Advertisemen t Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to complete of contract	Time for completion of contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
04	Courier Service 3211116	No. of Jobs/ SVS	As per requirement	OTM/RFQ / Direct Purchase / Framework Agreement	do.	GOB and total budget= 50,00,000 /-	46,00,000/-	Planned Dates for OTM to sign Framework Contract	15 July 2026	03 August 2026	12 August 2026	17 August 2026	18 August 2026	23 August 2026	30 Days	N/A
								Planned Days for OTM to sign Framework Contract	0 Day	14 Days	07 Days	03 Days	0 Day	05 Days		
								Actual Dates for OTM to sign Framework Contract								

Ministry of Foreign Affairs
General Services Wing
Annual Procurement Plan for FY 2026-27

No.	Description of Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estid. Cost in BDT (laks)	Time Code for Process	Advertisement 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								9	10	11	12	13	14	15	16	17
05	Mail Bag 3211118	No. of jobs/ SVS	As per requirement	OTM/RFQ/ Direct Purchase / Framework Agreement	do.	GOB and total budget= 4,00,00,000/-	3,80,00,000/-	Planned Dates for OTM to sign Framework Contract	15 July 2026	03 August 2026	12 August 2026	17 August 2026	18 August 2026	23 August 2026	30 Days	N/A
								Planned Days for OTM to sign Framework Contract	0 Day	14 Days	07 Days	03 Days	0 Day	05 Days		
								Actual Dates for OTM to sign Framework Contract								
								50,000	Jul: 15.07.26	20.07.26	21.07.26	22.07.26	23.07.26			
								50,000	Aug: 04.08.26	09.08.26	10.08.26	11.18.26	12.08.26			
								1,00,000	Sep: 07.09.26	10.09.26	13.09.26	14.09.26	15.09.26			
								1,00,000	Oct: 05.10.26	08.10.26	11.10.26	12.10.26	13.10.26			
								5,00,000	Nov: 03.11.26	08.11.26	09.11.26	10.11.26	11.11.26			
								1,00,000	Dec: 02.12.26	06.12.26	07.12.26	08.12.26	09.12.26			
								50,000	Jan: 04.01.27	07.01.27	10.01.27	11.01.27	12.01.27			
								50,000	Feb: 02.02.27	07.02.27	08.02.27	09.02.27	10.02.27			
								2,00,000	Mar: 02.03.27	07.03.27	08.03.27	09.03.27	10.03.27			
								2,00,000	Apr: 05.04.27	08.04.27	11.04.27	12.04.27	13.04.27			
								3,00,000	May: 03.05.27	05.05.27	06.05.27	09.05.27	10.05.27			
								3,00,000	Jun: 01.06.27	06.06.27	07.06.27	08.06.27	09.06.27			
20,00,000/-								RFQ								
								Planned Dates for OTM to sign Framework Contract								
								15								
								Days								


Assistant Secretary
General Services Wing


Director
General Services Wing

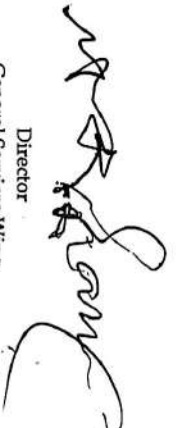

Director General
General Services Wing

Ministry of Foreign Affairs
General Services Wing
Annual Procurement Plan for FY 2026-27

No.	Description of Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in BDT (lakhs)	Time Code for Process	Advertisement Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to complete of contract	Time of completion of contract
1		3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
06	Motor Vehicle 4112101	No. of Jobs/ SVS	As per requirement	OTM	do.	GOB and total budget= 2,00,00,000/-	2,00,00,000/-	Planned Dates for OTM to sign Framework Contract	15 July 2026	03 August 2026	12 August 2026	17 August 2026	18 August 2026	23 August 2026	30 Days	N/A
								Planned Days for OTM to sign Framework Contract	0 Day	14 Days	07 Days	03 Days	0 Day	05 Days		
								Actual Dates for OTM to sign Framework Contract								

1. Direct procurement includes procurement from Government Owned Forms and Stationary Office.
2. Building and Infrastructure Maintenance is usually done through the Public Works Department.
3. Fitting and Fixture Maintenance is usually done through the Public Works Department.


Assistant Secretary
General Services Wing


Director
General Services Wing


Director General
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