Annual Procurement Plan 2023-24

Appendix-C

Ministry/ Division	Ministry of Expatriates' Welfare & Overseas Employment	Project Cost (In Tk. Crore)
Agency	MOEWOE	3.41
Procuring Entity Name & Code	(MOEWOE)	

Package No.	Description of Procurement Package (GOODS & Service)	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estimated Cost in Tk. (Lakh)	Time Code for Process	Not Used on GOODS	Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signature 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
GR-1	Purchase of Stationary Goods	Nos	A4 Size Offset Paper-1500 Rim, Pen-General Ball Point (Black)- 800 Nos, Quality Towel (Small)- 100 Nos, Signature Pen (0.7) (Bla, Re, Gre, Blu)- 300 Nos, Signature pen (0.5)(Bla, Re, Gre, Blu)- 250 Nos, Stapler Machine (Medium)- 50 Nos, Stapler Pin (Big)- 50 Box, Gum/Fevistick-100 Nos, Watch Battery -500 Nos, Remote Battery- 240 Nos, Calling Bell (Remote)- 50 Nos, Facial Tissue Paper- 1500 Box, Transparent File Folder A4-400 Nos, Scotch tape-100 Nos, Car Scent-40 Nos, Scissors-60 Carpet (Paposh)-20 Nos, Calculator (CT-7 S)-20 Nos, James Clip -170 Box, Anti cutter-20 Nos, Knife -30 Nos, Eraser-120 Nos, Pencil- 360 Nos, Pencil Cutter/sharpener-120 Nos, Marker/Highlighter (Different Color)-300 Nos, Envelope Small (With Logo)-14000 Nos, Envelope A4 size (With Logo)-4000 Nos, Envelope Legal (With Logo)-300 Nos, Rubber-1 Kg, Feather Duster (High Quality)-24 Nos, Duster-300 Nos, Black Clip (Different Size)-300 Nos, File Barrier Ribbon-500 Roll, Note Pad (High Quality)-2000 Nos, Color File-8000 Nos, Hand gloves-25 Box, Foil paper-20 Box, Register-50 Nos, Odonil-240 Nos, Naphthalene Balls- 20 packet, Sticky Note Different Color-50 Nos, Full plate-120 Nos, Half plate-120 Nos,Cup-plate-150 Nos, Milk Pot (Ceramic-10 Nos, Sugar Pot (Ceramic)-10 Nos, Big bowl (Ceramic)-15 Nos, Small bowl (Ceramic)-20 Nos, Glass water jug-10 Nos, Program Stand-20 Nos, Tea-spoon-150 Nos, Medium Chopped spoon-150 Nos	OTM/ e-GP/ RFQ/ DPM	HPOE	GOB		Planed Dates For OTM	-	1 Nov 2023	15 Nov 2023	29 Nov 2023	06 Dec 2023	13 Dec 2023	12 Jan 2024	-	21 days
								Planed Days For OTM	-	-	14 Days	14 Days	07 Days	07 Days	28 Days	70Days	
								Actual Dates For OTM	-	-	-	-	-	-	-	-	
GR-2	Purchase of Computer	Nos	Laptop-1 Nos Computer (All in One)-20 Nos Both Page Printer- 10 Nos Single Page Printer- 15 Nos Scanner- 20 Nos UPS-40 Nos SSD Card-30 Nos	OTM/ e-GP/ RFQ/ DPM	HOPE	GOB		Planed Dates For OTM	-	3 Oct 2023	17 Oct 2023	01 Nov 2023	07 Nov 2023	15 Nov 2023	12 Dce 2023	-	21 Days
								Planed Days For OTM	-	-	14 Days	14 Days	07 Days	07 Days	28 Days	70Days	
								Actual Dates For OTM	-	-	-	-	-	-	-	-	

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GR -3	Purchase of Office Equipment	Nos	Refrigerator (Small)-6 Nos, Micro Oven-5 Nos, Smart TV-5 Nos, Wall Clock (with Logo)-10 Nos, Pen Drive (64 GB)-40 Nos, Headphone set-10 Nos, Webcam-10 Nos	OTM/ e-GP/ RFQ/ DPM	HOPE	GOB		Planed Dates For OTM	-	3 Oct 2023	17 Oct 2023	01 Nov 2023	07 Nov 2023	15 Nov 2023	12 Dce 2023	-	21 Days
								Planed Days For OTM	-	-	14 Days	14 Days	07 Days	07 Days	28 Days	70Days	
								Actual Dates For OTM	-	-	-	-	-	-	-	-	
GR -4	Purchase of Furniture	Nos	Executive Table-10 Nos, Medium Executive Table-05 Nos, Visitor Chair-20 Nos, Sofa Set-03 Set, Cord sand-10 Nos, Side table-10 Nos	OTM/ e-GP/ RFQ/ DPM	HOPE	GOB		Planed Dates For OTM	-	3 Oct 2023	17 Oct 2023	01 Nov 2023	07 Nov 2023	15 Nov 2023	12 Dce 2023	-	21 Days
								Planed Days For OTM	-	-	14 Days	14 Days	07 Days	07 Days	28 Days	70Days	
								Actual Dates For OTM	-	-	-	-	-	-	-	-	
GR -5	Purchase of Electrical Equipment	Nos	Panel Light 10'x10'-40 Nos Panel Light 8'x8'-40 Nos Six Pin Socket-60 Nos, Multi Plug-40 Nos, Disline Cable-5 Reel, Cat-6 Cable-6 Reel, Lota Cable-4 Reel, BRB Cable-6 Reel, Glass Lock-20 Nos, Stand Fan- 10 Nos, Six pin Socket-80 Nos,	OTM/ e-GP/ RFQ/ DPM	HOPE	GOB		Planed Dates For OTM	-	1 Nov 2023	15 Nov 2023	29 Nov 2023	06 Dec 2023	13 Dec 2023	12 Jan 2023	-	21 Days
								Planed Days For OTM	-	-	14 Days	14 Days	07 Days	07 Days	28 Days	70Days	
								Actual Dates For OTM	-	-	-	-	-	-	-	-	
GR -6	Purchase of Computer Accessories (Toner)	Nos	Image Runner 2530 W- 10 Nos, Image Runner 2525 W- 10 Nos, Taskalfa 3212i-10 Nos, Canon Image Class LBP6230 d-20 Nos, Canon Image Class LBP 214 dw- 20 Nos, Brother 2320 D- 20 Nos, Hp Laser Jet P 1102- 20 Nos, Hp Laser Jet Pro M402 dn- 20 Nos, Hp Laser Jet Pro M15a-20 Nos, Color Laser Jet Pro M 254 nw- 1 Set, Color Laser Jet M 553-3 Set, Color Laser Jet M453-3 Set, Hp Laser 107a-50 Nos, Hp Laser Jet 404 dn-30 Nos, Wired Mouse and Key board-50 Nos, Wireless Mouse and Key board-10 Nos, Mouse Pad-40 Nos	OTM/ RFQ/ DPM	HOPE	GOB		Planed Dates For OTM	-	1 Nov 2023	15 Nov 2023	29 Nov 2023	06 Dec 2023	13 Dec 2023	12 Jan 2024	-	21 Days
								Planed Days For OTM	-	-	14 Days	14 Days	07 Days	07 Days	28 Days	70Days	
								Actual Dates For OTM	-	-	-	-	-	-	-	-	
GR -7	Purchase of Liveries (Shoes,Full safari/Half safari/socks etc).	Nos	As Per Requirement	RFQ /DPM	HPOE	GOB		Planed Dates For OTM	-	3 Jan 2024	12 Jan 2024	12 Jan 2024	18 Jan 2024	23 Jan 2024	-	-	21 days
								Planed Days For OTM	-	-	10 Days	00 Days	06 Days	05 Days	-	21Days	

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								Actual Dates For OTM	-	-	-	-	-	-	-	-	
GR -8	Purchase of Gift Items	Nos	As Per Requirement	OTM/ RFQ/ DPM	HPOE	GOB		Planed Dates For OTM	-	3 Oct 2023	17 Oct 2023	01 Nov 2023	07 Nov 2023	15 Nov 2023	12 Dce 2023	-	21 days
								Planed Days For OTM	-	-	14 Days	14 Days	07 Days	07 Days	28 Days	70Days	
								Actual Dates For OTM	-	-	-	-	-	-	-	-	
GR -9	Purchase of Books and Journals	Nos	As Per Requirement	RFQ/ DPM	HPOE	GOB		Planed Dates For RFQ	-	3 Jan 2024	12 Jan 2024	12 Jan 2024	18 Jan 2024	23 Jan 2024	-	-	21 Days
								Planed Days For RFQ	-	-	10 Days	00 Days	06 Days	05 Days	-	21Days	
								Actual Dates For RFQ	-	-	-	-	-	-	-	-	
GR -10	Purchase of Cleaning Materials etc.	Nos	Toilet Paper-1500 Nos, Hand wash-400 Nos, Soap- 120 Nos, Hand Wash Refill (5L)-5 Nos, Air Freshener-480 Nos, Aerosol-300 Nos, Jet Powder-50 Nos, Push Shower (Sttar)-30 Nos	OTM/ RFQ/ DPM	HPOE	GOB		Planed Dates For OTM	-	3 Oct 2023	17 Oct 2023	01 Nov 2023	07 Nov 2023	15 Nov 2023	12 Dce 2023	-	21 days
								Planed Days For OTM	-	-	14 Days	14 Days	07 Days	07 Days	28 Days	70Days	
								Actual Dates For OTM	-	-	-	-	-	-	-	-	
GR -11	Purchase of Name Plate & Service Stamp	Nos	Additional Secretary-08 Joint Secretary-05 Deputy Secretary-10 Senior Assistant Secretary-05 Assistant Secretary-05 Administrative Officer-05 Personal Officer-05	RFQ/ DPM	HPOE	GOB		Planed Dates For RFQ	-	3 Jan 2024	12 Jan 2024	12 Jan 2024	18 Jan 2024	23 Jan 2024	-	-	
								Planed Days For RFQ	-	-	10 Days	00 Days	06 Days	05 Days	-	21Days	
								Actual Dates For RFQ	-	-	-	-	-	-	-	-	
CSR-12	Purchase of Awareness & Advertisement	Nos	TVC, Documentary, district & upazila awareness program, street drama, as per requitment etc SMS Bundle, TV Scroll, Print & Electronic Media, FM Radio, Billboard	RFQ/ DPM	HPOE	GOB		Planed Dates For RFQ	-	-	-	-	-	-	-	-	
								Planed Days For RFQ	-	-	-	-	-	-	-	-	
								Actual Dates For RFQ	-	-	-	-	-	-	-	-	

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