

Govt. of the People's Republic of Bangladesh
Small and Medium Enterprise Foundation
Ministry of Industry
Annual Procurement Plan for FY 2024-25 (Revised)

Ministry/Division : Ministry of Industry
Agency : Small and Medium Enterprise Foundation (SMEF)
Procuring Entity Name : Small and Medium Enterprise Foundation (SMEF)
Project /Programme Name & Code : Parjatan Bhaban (6th-7th Floor) Plot: E-5 C/1, Agargaon, Sher-e-Bangla Nagar Administrative Area, Dhaka - 1207.

Budget: Govt. (Own Fund)

Sl no.	Description of Procurement Package GOODS	Unit	Quantity	Procurement Method & Type	Contract Approved Authority	Source of Funds	Estd. Cost (in Tk. Lakh)	Time Code for Process	Invite/ Advertise Tender	Tender Opening	Technical Proposal Evaluation	Approval	NOA	Signing of contract	Completion of contract	Total Processing Time
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1.	Purchasing of Training Materials Pad (with SMEF Logo)	pcs	500	RFQ	HOPE	Govt. fund		Planned dates	July 2024							As per PPR
	Pen	pcs	500					Planned days								
	Bag	pcs	500					Actual Dates								
2.	Purchasing of SMEF employee ID Card	Pcs	74	Direct	HOPE	Govt. fund		Planned dates	July 2024							As per PPR
								Planned days								
								Actual Dates								
3.	Purchasing of stationery items (Toilet tissue)	pcs	1000	Direct	HOPE	Govt. fund		Planned dates	Aug-2024							As per PPR
								Planned days								
								Actual Dates								
4.	Purchase of Training Materials SheProsper Project Training Bag	pcs	300	RFQ	HOPE	Donor Fund		Planned dates	Aug 2024							As per PPR
	Training Note pad,	pcs	500					Planned days								
	Training Pen	pcs	500					Actual Dates								
	Training Handout	copy	250													

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5.	Purchasing of Training Materials Bag	Pcs	350	RFQ	HOPE	Govt. fund		Planned dates	Sept. -2024		As per PPR					
								Planned days								
	Writing pad,	Pcs	350					Actual Dates								
	Pen	Pcs	350													
6.	Purchasing of Zoom ID	No.	1	Direct	HOPE	Govt. fund		Planned dates	Sept. 2024		As per PPR					
								Planned days								
								Actual Dates								
7.	UPS repair	Pcs	8	Direct	HOPE	Govt. fund		Planned dates	Sept. 2024		As per PPR					
								Planned days								
								Actual Dates								
8.	Purchase of Training Materials Bag	Pcs	2070	RFQ	HOPE	Govt. fund		Planned dates	Sept. 2024		As per PPR					
								Planned days								
	Note Pad	pcs	2070					Actual Dates								
	Pen	pcs	2070													
	Certificate	pcs	2070													
9.	Purchasing of laptop battery, Hard disc and Laptop repair	Pcs	3	Direct	HOPE	Govt. fund		Planned dates	Sept. 2024		As per PPR					
								Planned days								
								Actual Dates								
10.	Purchase of Training Materials Bag	Pcs	700	RFQ	HOPE	Govt. fund		Planned dates	Sept. 2024		As per PPR					
								Planned days								
	Pad	Pcs	700					Actual Dates								
	Pen	Pcs	700													
	Certificate	pcs	500													
11.	Purchasing of Brochure Printing (Cluster)	Pcs	5000	RFQ	HOPE	Govt. fund		Planned dates	Sept. 2024		As per PPR					
								Planned days								
								Actual Dates								

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12.	Purchase of Booklet Printing (FSMS)	Pcs	1000	RFQ	HOPE	Govt. fund		Planned dates	Sept. 2024							As per PPR
								Planned days								
	(KAIZEN)	Pcs	1000					Actual Dates								
13.	Purchase of Training Materials Bag	Pcs	600	RFQ	HOPE	Govt. fund		Planned dates	Sept. 2024							As per PPR
								Planned days								
	Pad	Pcs	600					Actual Dates								
	Pen	pcs	600													
14.	Tendering for supply of Security Guards	Person	3	OTM	HOPE	Govt. fund		Planned dates	Sept. 2024							As per PPR
								Planned days								
								Actual Dates								
15.	Consultant/ Consulting firm hiring for A qualitative assessment of the loan disbursement program of SME foundation delineating program outcome and positive it has brought on beneficiaries enterprise	No.	1	EOI	HOPE	Govt. fund		Planned dates	October 2024							As per PPR
								Planned days								
								Actual Dates								
16.	Printing of News Letter (For 1 st Quarter)	Pcs	1,500	RFQ	HOPE	Govt. fund		Planned dates	October 2024							As per PPR
								Planned days								
								Actual Dates								
17.	Consultant/ Consulting firm hiring For "Development of (10) SME Business Profile".	No.	As per requirements	EOI	HOPE	Govt. fund		Planned dates	October 2024							As per PPR
								Planned days								
								Actual Dates								
18.	Purchase of Stationery items	Pcs	As per requirements	RFQ	HOPE	Govt. fund		Planned dates	October 2024							As per PPR
								Planned days								
								Actual Dates								

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19.	SMEF employee Group life insurance	No.	1	OTM	HOPE	Govt. fund		Planned dates Planned days Actual Dates	October 2024		As per PPR					
20.	Purchase of Printer Toner, Photocopy Toner	Pcs	As per requirements	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	October 2024		As per PPR					
21.	Consultant/ Consulting firm hiring For "Impact Assessment of SMEF intervention on Two SME Cluster"	No.	As per requirements	EOI	HOPE	Govt. fund		Planned dates Planned days Actual Dates	October 2024		As per PPR					
22.	Consultant/ Consulting firm hiring For "Research on the Integration of Sustainable Business Practices in SMEs: A Comprehensive analysis of Environmental, Social and Economic Dimensions".	No.	As per requirements	EOI	HOPE	Govt. fund		Planned dates Planned days Actual Dates	November 2024		As per PPR					
23.	Consultant/ Consulting firm hiring For "Research on Ensuring Equitable Access: Examining the utilization of SME benefits in Bangladesh's Business landscape.	No.	As per requirements	EOI	HOPE	Govt. fund		Planned dates Planned days Actual Dates	November 2024		As per PPR					
24.	Consultant/Consulting firm hiring For Develop SMEF Five/Ten Year Strategic Plan	No.	As per requirements	EOI	HOPE	Govt. fund		Planned dates Planned days Actual Dates	November 2024		As per PPR					
25	Insurance for Vehicle	No.	09	OTM	HOPE	Govt. fund		Planned dates Planned days Actual Dates	November 2024		As per PPR					

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26.	Consultant/ Consulting firm hiring For "Preparing Case Studies of selected SME Entrepreneurs"	No.	As per requirements	EOI	HOPE	Govt. fund		Planned dates Planned days Actual Dates	November 2024		As per PPR					
27.	Insurance for Vehicle	No.	09	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	November 2024		As per PPR					
28.	Printing of News Letter (For 2nd Quarter)	Pcs	1,500	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	November2024		As per PPR					
29.	Establishing CFC with Automated Machines	Lot	01	OTM	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Nov 2024		As per PPR					
30.	Purchase of SME Cluster Product Catalogue	Pcs	2000	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Nov 2024		As per PPR					
31.	Procuring Individual Consultant for SME friendly Budget Proposal.	Person	1	EOI	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Nov 2024		As per PPR					
32.	Purchasing Buyer-Seller Matchmaking Catalogue	Pcs	500	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Nov 2024		As per PPR					
33.	Printing of Annual Report	pcs	250	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Dec 2024		As per PPR					
34.	Purchase of 2 nd time Training Materials Pad (Training wing)	Pcs	2000	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Dec 2024		As per PPR					
	Pen	Pcs	2000													
	Certificate	Pcs	2000													
	Bag	pcs	2000													

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35.	Purchase of SMEF Calendar	Pcs	Calendar (2000)	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Dec 2024		As per PPR					
36.	Purchase of SMEF Diary	Pcs	Diary (2000)	OTM	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Dec 2024		As per PPR					
37.	Corporate Video (Bangla & English)	No	1	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Dec 2024		As per PPR					
38.	Purchase of Cluster Development Wing activity Brochure	Pcs	1,000	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Dec 2024		As per PPR					
39.	Printing "Case Studies of SME Entrepreneurs"	Pcs	500	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Dec 2024		As per PPR					
40.	Purchase of Furniture	Pcs	As per requirements	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Dec 2024		As per PPR					
41.	Promotion (Visiting Card, ID Card, Name Plate)	Pcs	As per requirements	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Dec 2024		As per PPR					
42.	Purchase of Laptop, Desktop and Printer	Pcs	10	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Dec 2024		As per PPR					
43.	Purchase of Souvenir (Gift Items)	Pcs	500	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Dec 2024		As per PPR					
44.	Purchase of Printer Toner, Photocopy Toner	Pcs	As per requirements	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Jan 2025		As per PPR					

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45.	Purchase of Stationery items	Pcs	As per requirements	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Jan 2025		As per PPR					
46.	Stall for Ekusha Book Fair	Pcs	1	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Jan 2025		As per PPR					
47.	Printing of News Letter (For 3rd Quarter)	Pcs	1500	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Jan 2025		As per PPR					
48.	Printing of SMEF Brochure	Pcs	5,000	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Jan 2025		As per PPR					
49.	Purchase of 3 rd time Training Materials Pad	Pcs	500	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Feb 2025		As per PPR					
	Pen	pcs	500													
	Bag	pcs	500													
50.	Purchase of Microbus	Pcs	01	OTM	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Mar 2025		As per PPR					
51.	Service related to International MSME Day 1) Promotional Items 2) Opening Ceremony	Pcs	As per requirements	OTM	HOPE	Govt. fund		Planned dates Planned days Actual Dates	April 2025		As per PPR					
52.	Purchase of Dress, shoes and others for Peon	Pcs	19	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	April 2025		As per PPR					
53.	Printing of Journal	Pcs	1000	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	May 2025		As per PPR					

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54.	Printing of News Letter (For 4th Quarter)	Pcs	1500	RFQ	HOPE	Govt. fund		Planned dates	June 2025		As per PPR					
								Planned days								
								Actual Dates								
55.	Purchase of 3 rd time Training Materials Pad	Pcs	700	RFQ	HOPE	Govt. fund		Planned dates	June 2025		As per PPR					
	Pen	Pcs	700					Planned days								
	Bag	pcs	700					Actual Dates								
56.	Organize 12 th National SME Products Fair-2024 (Organize the opening ceremony and prepare the tents and other things)	Event	01	OTM	HOPE	Govt. fund		Planned dates	Jun 2025		As per PPR					
								Planned days								
								Actual Dates								
57.	Organize National SME Award-2024 (Prepare the Crest, Dummy Cheque, Certificate etc)	Nos.	08	RFQ	HOPE	Govt. fund		Planned dates	Jun 2025		As per PPR					
								Planned days								
								Actual Dates								
58.	Prepare the video of selected SME Awardee.	Nos.	11	OTM	HOPE	Govt. fund		Planned dates	Jun 2025		As per PPR					
								Planned days								
								Actual Dates								

2/1/25


(আনোয়ার হোসেন চৌধুরী)
ব্যবস্থাপনা পরিচালক
এসএমই ফাউন্ডেশন