

Govt. of the People's Republic of Bangladesh  
Small and Medium Enterprise Foundation  
Ministry of Industry  
**Annual Procurement Plan for FY 2025-26**

Ministry/Division : Ministry of Industry  
Agency : Small and Medium Enterprise Foundation (SMEF) **Budget: Govt. (Own Fund)**  
Procuring Entity Name : Small and Medium Enterprise Foundation (SMEF)  
: Parjatan Bhaban (6<sup>th</sup>-7<sup>th</sup> Floor) Plot: E-5 C/1, Agargaon, Sher-e-Bangla Nagar Administrative Area, Dhaka - 1207.

Project /Programme Name & Code

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.	Purchas of laptop, Printer, scanner and HDD	Pcs	Laptop 3pcs Printer 1 pcs Scanner 01 pcs HDD	RFQ	HOPE	Project fund		Planned dates Planned days Actual Dates	July 2025		As per PPR					
2.	Purchase of SMEF dining Room setup (table, chair and glass)	Pcs	As per requisition	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	July 2025		As per PPR					
3.	Purchase of Multi printer and color Printer	Pcs	1+1=2	RFQ	HOPE	Own Fund		Planned dates Planned days Actual Dates	July 2025		As per PPR					
4.	Purchase of Toners	Pcs	09 pcs	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	July 2025		As per PPR					

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											Approval	NOA	Signing of contract	Completion of contract	Total Processing Time
5.	Purchase of Facebook Boosting SME Award-2025	Pcs	1 package	Direct	HOPE	Own fund		Planned dates Planned days Actual Dates	July 2025		As per PPR				
6.	Printing of leaflet for National SME Award-25	Pcs	3000	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	July-2025		As per PPR				
7.	Printing of leaflet for National SME Fair-25	Pcs	3000	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	July2025		As per PPR				
8.	Purchase of Facebook Boosting Application for incubation center	Pcs	1 package	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Aug 2025		As per PPR				
9.	Purchase of Face Recognition Door Access attendance machine	Pcs	3	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Aug 2025		As per PPR				
10.	Purchase of Purchase of Training/Meeting Materials Writing Pad, Pen, certificate and Bags (with smef Logo) (Training wing 1 <sup>st</sup> time)	Pcs	Pad-3000 Pen-3000 Certificate -3000 Bag-2000	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Aug 2025		As per PPR				
11.	Purchase of SMEF File cover	Pcs	1000	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Aug 2025		As per PPR				
12.	Purchase of Training Pad, Pen and Bag (ICT wing 1 <sup>st</sup> time)	Pcs	Pad-1000 Pen-1000 Bag-1000	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Aug 2025		As per PPR				

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												As per PPR				
13.	Purchase of National SME Award video	pcs	7	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Aug 2025			As per PPR				
14.	Purchase of Stationery items and Printer Toner, Photocopy Toner	Pcs	On Demand Basis	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Aug 2025			As per PPR				
15.	Purchasing of Training Pad, Pen and Bag (CB wing 1 <sup>st</sup> time)	Pcs	Bag-200 Pen-200 Pad-200	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Aug 2025			As per PPR				
16.	Hiring of Consultant for Entrepreneurship Development Module Focusing Bankable Business Proposal Development (project)	No.	1	Direct	HOPE	ILO fund		Planned dates Planned days Actual Dates	Aug 2025			As per PPR				
17.	Printing of News Letter (For 1 <sup>st</sup> Quarter)	Pcs	1,500	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Aug 2025			As per PPR				
18.	Hiring of 1 NOAH Microbus for SME Foundation	No.	1	RFQ	HOPE	GIZ fund		Planned dates Planned days Actual Dates	Aug 2025			As per PPR				
19.	Purchase of TV	Pcs	2	RFQ	HOPE	ILO fund		Planned dates Planned days Actual Dates	Aug 2025			As per PPR				
20.	Hiring Consultant Welfare Center Capacity Assessment	Pcs	1	DP	HOPE	Own fund		Planned dates Planned days Actual Dates	Sep. 2025			As per PPR				

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21.	Consultant/ Consulting firm hiring For Study Report on Impact Evaluation of SME Foundation Credit Scheme	No.	1	EOI	HOPE	Own fund		Planned dates Planned days Actual Dates	Sep 2025		As per PPR					
22.	hiring Consultant/ Consulting firm For Financial Literacy	No.	1	EOI	HOPE	ILO fund		Planned dates Planned days Actual Dates	Sep 2025		As per PPR					
23	hiring Consultant/ Consulting firm SME Foundation MIS (Management Information System-Data Portal)	No.	1	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Sep 2025		As per PPR					
24.	hiring for Consultant/ firm Consulting Develop code of practices (good labour, environmental, social) using ILO's tools and methodologies & Development of Monitoring Mechanism on RBC	No.	1	EOI	HOPE	ILO fund		Planned dates Planned days Actual Dates	Sep 2025		As per PPR					
25.	hiring for consultant /firm Capacity Building and Localization of Training Materials on Circular Economy Practices for MSMEs under SWITCH2CE Project	No.	1	EOI	HOPE	ILO fund		Planned dates Planned days Actual Dates	Sep 2025		As per PPR					
26.	hiring for consultant /firm Design & Development of e-Database Skeleton/Architecture	No.	1	EOI	HOPE	Own fund		Planned dates Planned days Actual Dates	Sep 2025		As per PPR					
27.	Purchase of Jute Bags, Notepad (Large) Notepad (Small) Paper Pen, Mug	Pcs	On Demand Basis	RFQ	HOPE	ILO fund		Planned dates Planned days Actual Dates	Sep 2025		As per PPR					
28.	hiring Consultant/Consulting firm Develop SMEF Five Year (2026-2030) Strategic Plan	No.	1	EOI	HOPE	ILO fund		Planned dates Planned days Actual Dates	Sep 2025		As per PPR					

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29.	Purchasing Souvenir items (Mug/Bag)	Pcs.	On demand Basis	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Sep 2025		As per PPR					
30.	Purchase of Printing Mirpur Benarosi cluster product Catalogue	Pcs.	1000	Direct	HOPE	Own fund		Planned dates Planned days Actual Dates	Sep 2025		As per PPR					
31.	Purchase of training Pad, Pen and Bag	pes	300X3=900	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Sep 2025		As per PPR					
32.	Hiring for Consultant/firm Conducting SME Research and Study on 'Comprehensive 'International SME Product Demand Mapping Study' Identifying the Product Demand Trends, Compliance Needs and Export Opportunities'	No.	1	EOI	HOPE	Own fund		Planned dates Planned days Actual Dates	Sep 2025		As per PPR					
33.	hiring Consultant/ Consulting firm For Gender Equity Guidelines	No.	1	RFQ	HOPE	ILO fund		Planned dates Planned days Actual Dates	Oct 2025		As per PPR					
34.	hiring Consultant/ Consulting firm for Output & Impact Assessment Action Plan of SME Foundation Activities	No	1	Direct	HOPE	Own fund		Planned dates Planned days Actual Dates	Oct 2025		As per PPR					
35.	Purchase of Training Pad, Pen	Pcs	On demand basis	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Oct 2025		As per PPR					

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36.	Regional SME Product Fair (Stall, promotion, opening ceremony and Closing ceremony)	No.	06	OTM	HOPE	Own fund		Planned dates Planned days Actual Dates	Oct 2025		As per PPR					
37.	hiring Consultant/ Consulting firm for Development of M&E Framework	No.	1	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Oct 2025		As per PPR					
38.	Printing for Study Report	Pcs	250	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Oct 2025		As per PPR					
39.	Printing of News Letter (For 2nd Quarter)	Pcs	1,500	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Oct 2025		As per PPR					
40.	Group Insurance	No.	01	OTM	HOPE	Own fund		Planned dates Planned days Actual Dates	Oct 2025		As per PPR					
41.	Dhaka International Trade Fair (stall decoration)	Lot	01	OTM	HOPE	Own fund		Planned dates Planned days Actual Dates	Nov 2025		As per PPR					
41.	Organize National SME Award-2025 (Prepare the Crest, Dummy Cheque, Certificate etc)	Pcs	08	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Nov 2025		As per PPR					
43.	Procuring Individual Consultant for SME friendly Budget Proposal.	No.	1	OTM	HOPE	Own fund		Planned dates Planned days Actual Dates	Nov 2025		As per PPR					
44.	Hiring consultant/consultant firm for Business Manual Update	Pcs	1	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Nov 2025		As per PPR					

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								Planned dates	Planned days	Actual Dates								
45.	Purchase of Furniture chair table and drawer	pcs	On demand Basis	OTM	HOPE	Own fund		Planned dates	Nov 2025			As per PPR						
								Planned days										
								Actual Dates										
46.	Purchase of laptop/desktop, Printer Routers & Accessories items	pcs	On demand Basis	OTM	HOPE	Own fund		Planned dates	Nov - 2025			As per PPR						
								Planned days										
								Actual Dates										
47.	Hiring consultant/Firm for Identification and Stock taking of modern technology of priority sector	No.	1	EOI	HOPE	Own fund		Planned dates	Nov - 2025			As per PPR						
								Planned days										
								Actual Dates										
48.	Purchase of Purchase of Training/Meeting Materials Writing Pad, Pen, certificate and Bags (with SMEF Logo) (Training wing 2 <sup>nd</sup> time)	Pcs	1,800	RFQ	HOPE	Own fund		Planned dates	Dec 2025			As per PPR						
								Planned days										
								Actual Dates										
49.	Hiring Consultant Feasibility Study on Tourism & Agro - SFC	No.	1	Direct	HOPE	ILO fund		Planned dates	Dec 2025			As per PPR						
								Planned days										
								Actual Dates										
50.	Printing for Publications of Credit Wholesaling Program (CWS)	Pcs	On Demand Basis	RFQ	HOPE	Own fund		Planned dates	Dec 2025			As per PPR						
								Planned days										
								Actual Dates										
51.	Purchase for Visiting Card, ID Card, Name Plate)	Pcs.	On demand Basis	Direct	HOPE	Own fund		Planned dates	Dec 2025			As per PPR						
								Planned days										
								Actual Dates										
52.	Purchase for Stationery items	pcs	On demand Basis	RFQ	HOPE	Own fund		Planned dates	Dec 2025			As per PPR						
								Planned days										
								Actual Dates										
53.	Purchase of SMEF Calendar and Diary	Pcs	On Demand Basis	OTM	HOPE	Own fund		Planned dates	Dec 2025			As per PPR						
								Planned days										
								Actual Dates										

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54.	Corporate Video (Bangla & English)	No	1	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Dec 2025		As per PPR					
55.	Purchase of Cluster Development Wing activity Brochure	Pcs	1,000	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Dec 2025		As per PPR					
56.	Printing of Journal	Pcs	1000	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Dec 2025		As per PPR					
57.	Purchase for Toner	Pcs	On Demand Basis	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Dec 2025		As per PPR					
58.	Promotion (Visiting Card, ID Card, Name Plate)	Pcs	On Demand Basis	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Dec 2025		As per PPR					
59.	Purchase of Laptop, Desktop and Printer	Pcs	10	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Dec 2025		As per PPR					
60.	Purchase of Souvenir (Gift Items)	Pcs	500	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Dec 2025		As per PPR					
61.	Stall for Ekusha Book Fair	Pcs	1	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Jan 2026		As per PPR					
62.	Hiring for Consultant/firm Conducting SME Research and Study on 'Climate Change and Circular Economy Practices in SMEs'	No.	1	EOI	HOPE	Own fund		Planned dates Planned days Actual Dates	Jan 2026		As per PPR					

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63.	Printing of News Letter (For 3rd Quarter)	Pcs	1500	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Jan 2026		As per PPR					
64.	Hiring of consultant/consulting firm for Online Database Development on Raw material Sourcing	No.	1	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Jan 2026		As per PPR					
65.	Purchase of SMEF Writing Pad and Pen with SMEF Logo	Pcs	800 (400 piece per item)	DP	HOPE	Own fund		Planned dates Planned days Actual Dates	Feb 2026		As per PPR					
66.	Printing of Publication on Heritage Products	pcs	On the Demand	DP	HOPE	Own fund		Planned dates Planned days Actual Dates	Mar 2026		As per PPR					
67.	Hiring consultant for Online Database Development on Raw material Sourcing	Pcs	01	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Mar 2026		As per PPR					
68.	Hiring for consultant/firm Promotional Activities of National SME e-Database in Association with Communication & Branding Wing (subject to develop e-Database Platform)	No.	1	EOI	HOPE	Own fund		Planned dates Planned days Actual Dates	Mar 2026		As per PPR					
69.	Purchase of Stationery items and Printer Toner, Photocopy Toner	Pcs	On Demand Basis	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	Mar 2026		As per PPR					
70.	Service related to International MSME Day 1) Promotional Items, 2) Opening Ceremony	Pcs	On Demand Basis	OTM	HOPE	Own fund		Planned dates Planned days Actual Dates	April 2026		As per PPR					
71.	Purchase of Dress, shoes and others for Peon	Pcs	19	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	April 2026		As per PPR					

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72.	Hiring for consultant /firm Data Population in selected 3 Upazillas Cluster-prone 3 Upazilla at 3 District	No.	1	EOI	HOPE	Own fund		Planned dates Planned days Actual Dates	May 2026		As per PPR					
73.	Printing for Stock taking of modern technology of priority sector	Pcs	500	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	May 2026		As per PPR					
74.	Printing of News Letter (For 4th Quarter)	Pcs	1500	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	June 2026		As per PPR					
75.	Purchase for Stationery items	pcs	On demand Basis	RFQ	HOPE	Own fund		Planned dates Planned days Actual Dates	June 2026		As per PPR					

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(আনোয়ার হোসেন চৌধুরী)  
ব্যবস্থাপনা পরিচালক  
এসএমই ফাউন্ডেশন  
আনোয়ার হোসেন চৌধুরী  
ব্যবস্থাপনা পরিচালক  
(অতি: সচিব, শ্রেড-১)  
এসএমই ফাউন্ডেশন