

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

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)  
Project /Programme Name & Code : 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.

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/Workshop Bag, Training/Workshop Writing pad, Pen	Pcs	1,500 (500 piece Per item)	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	July 2024			As per PPR				
2.	Purchase of Training Bag, Training Note Pad, Training Pen	Pcs	1,500 (500 piece Per item)	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	July 2024			As per PPR				
3.	Purchase of Training Bag, Training Note pad, Training Pen for SheProsper Project	Pcs	1,500 (500 piece Per item)	RFQ	HOPE	Donor Fund		Planned dates Planned days Actual Dates	July 2024			As per PPR				
4.	Purchase of Bag	Pcs	1,800	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	July 2024			As per PPR				
5.	Purchase of Pad, Pen and Certificate	Pcs	10,800 (3,600 piece Per Item)	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	July 2024			As per PPR				

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6.	Purchase of Envelope (Big & Small)	Pcs	7,200 (3,600 piece Per item)	RFQ	HOPE	Govt. fund		Planned dates	Aug-204			As per PPR				
								Planned days								
								Actual Dates								
7.	Purchase of Bag, Pen and Pad	Pcs	2,100 (700 piece Per item)	RFQ	HOPE	Govt. fund		Planned dates	Aug 2024			As per PPR				
								Planned days								
								Actual Dates								
8.	Purchase of Certificate	Pcs	500	RFQ	HOPE	Govt. fund		Planned dates	Aug 2024			As per PPR				
								Planned days								
								Actual Dates								
9.	Purchase of Booklet Printing (FSMS)	Pcs	500 (FSMS)	RFQ	HOPE	Govt. fund		Planned dates	Aug 2024			As per PPR				
								Planned days								
								Actual Dates								
10.	Purchase of Booklet Printing (KAIZEN)	Pcs	500(KAIZEN)	RFQ	HOPE	Govt. fund		Planned dates	Aug 2024			As per PPR				
								Planned days								
								Actual Dates								
11.	Purchase of Jute Bag, SMEF Pad and pen	Pcs	1,500 (500 Piece Per Item)	RFQ	HOPE	Govt. fund		Planned dates	Aug 2024			As per PPR				
								Planned days								
								Actual Dates								
12.	Purchase of Training/Meeting Materials Pen (with smef Logo) and Writing Pad (with smef Logo)	pcs	1400 (700 piece Per Item)	RFQ	HOPE	Govt. fund		Planned dates	Aug 2024			As per PPR				
								Planned days								
								Actual Dates								
								Planned days								
								Actual Dates								
13.	Purchasing of Jute Bag, SMEF Pad and Pen	Pcs	600 (200 piece per item)	RFQ	HOPE	Govt. fund		Planned dates	Aug 2024			As per PPR				
								Planned days								
								Actual Dates								
14.	Printing of Annual Report	Pcs	250	RFQ	HOPE	Govt. fund		Planned dates	Aug 2024			As per PPR				
								Planned days								
								Actual Dates								

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15.	Printing of News Letter (For 1 <sup>st</sup> Quarter)	Pcs	1,500	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	August 2024		As per PPR					
16.	Consultant/ Consulting firm hiring For "Development of (10) SME Business Profile".	No.	As per requirements	EOI	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Aug 2024		As per PPR					
17.	Purchase of Stationery items	Pcs	As per requirements	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Sep 2024		As per PPR					
18.	Purchase of Printer Toner, Photocopy Toner	Pcs	As per requirements	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Sep 2024		As per PPR					
19.	Purchase of SMEF Writing Pad and Pen with SMEF Logo	Pcs	800 (400 piece Per Item)	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Sep 2024		As per PPR					
20.	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	Sep 2024		As per PPR					
21.	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	Sep 2024		As per PPR					
22.	Consultant/ Consulting firm hiring For "Research on Ensuring Equitable Access: Examining the	No.	As per requirements	EOI	HOPE	Govt. fund		Planned dates Planned days	Sep 2024		As per PPR					

2/18/24 [Signatures]

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	utilization of SME benefits in Bangladesh's Business landscape.							Actual Dates								
23.	Purchase of Bag	Pcs	1800	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Sep 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	Sep 2024					As per PPR		
25	Insurance for Vehicle	No.	09	OTM	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Sep 2024					As per PPR		
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	Oct 2024					As per PPR		
27.	Insurance for Vehicle	No.	09	OTM	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Oct 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	Oct 2024					As per PPR		
29.	Group Insurance	No.	01	OTM	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Nov 2024					As per PPR		
30.	Establishing CFC with Automated Machines	Lot	01	OTM	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Nov 2024					As per PPR		

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31.	Purchase of SME Cluster Product Catalogue	Pcs	2000	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Nov 2024			As per PPR				
32.	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				
33.	Purchasing Buyer-Seller Matchmaking Catalogue	Pcs	500	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Nov 2024			As per PPR				
34.	Purchase of Bag	Pcs	1,800	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Dec 2024			As per PPR				
35.	Purchase of Pad, Pen, Certificate	Pcs	10,800 (3,600 piece Per Item)	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Dec 2024			As per PPR				
36	Purchase of Envelope (Big) and Envelope (Small)	Pcs	7,200 (3,600 piece Per Item)	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Dec 2024			As per PPR				
37.	Purchase of Training/Workshop Bag, Training/Workshop Writing Pad, Pen and Certificate	Pcs	3,500 (500 Certificate and the Remaining 1000 piece Per Item)	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Dec 2024			As per PPR				
38.	Purchase of Wing Activities Leaflet	Pcs	5,000	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Dec 2024			As per PPR				
39.	Purchase of SMEF Calendar	Pcs	Calendar (2000)	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Dec 2024			As per PPR				

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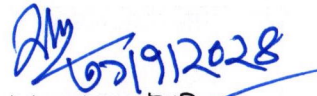
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40.	Purchase of SMEF Diary	Pcs	Diary (2000)	OTM	HOPE	Govt. fund		Planned dates	Dec 2024			As per PPR				
								Planned days								
								Actual Dates								
41.	Corporate Video (Bangla & English)	No	1	RFQ	HOPE	Govt. fund		Planned dates	Dec 2024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

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50.	Stall for-Ekusha Book Fair	Pcs	1	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Jan 2025			As per PPR				
51.	Printing of News Letter (For 3rd Quarter)	Pcs	1500	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Jan 2025			As per PPR				
52.	Printing of SMEF Brochure	Pcs	5,000	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Jan 2025			As per PPR				
53.	Purchase of SMEF Writing Pad and Pen with SMEF Logo	Pcs	800 (400 piece per item)	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Feb 2025			As per PPR				
54.	Purchase of Microbus	Pcs	01	OTM	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Mar 2025			As per PPR				
55.	Purchase of Bag	Pcs	1,800	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Mar 2025			As per PPR				
56.	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				
57.	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				
58.	Printing of Journal	Pcs	1000	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	May 2025			As per PPR				
59.	Printing of News Letter (For 4th Quarter)	Pcs	1500	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	June 2025			As per PPR				

Signature   

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60.	Organize 12 <sup>th</sup> National SME Products Fair-2024 (Organize the opening ceremony and prepare the tents and other things)	Event	01	OTM	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Jun 2025							As per PPR
61.	Organize National SME Award-2024 (Prepare the Crest, Dummy Cheque, Certificate etc)	Nos.	08	RFQ	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Jun 2025							As per PPR
62.	Prepare the video of selected SME Awardee.	Nos.	11	OTM	HOPE	Govt. fund		Planned dates Planned days Actual Dates	Jun 2025							As per PPR

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 (আনোয়ার হোসেন চৌধুরী)  
 ব্যবস্থাপনা পরিচালক  
 এসএমই ফাউন্ডেশন