

ANNUAL PROCUREMENT PLAN (FY 2023-2024)

Ministry/Division:

Power Division

Budget: Revenue

Agency:

Sustainable and Renewable Energy Development Authority (SREDA)

Procuring Entity Name and Code:

SREDA

Package No-	Description of Procurement (Goods)	Unit	Quantity	Procurement & Method Type	Contract Approving Authority	Source of Funds	Est'd Cost in Tk (Lakh)	Time Code for Process	Not Used in Goods	Advetise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Completion of Contract	Total Time (in Days)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1.	Toner/ Cartridge (for Photocopier & Printer)	Nos	40	OTM/RFQ Direct Cash Purchase	HOPE	GOB	5.00	Planned Date & Days for RFQ		01 Dec 2023 -0- days	10 days	02 days	02 days	2 days	Not needed	2 days	18 days
	Anti-virus Software	Nos	30					Planned Date & Days for RFQ		15 May 2024 -0- days	10 days	02 days	02 days	2 days	Not needed	2 days	18 days
	Computer Accessories	Nos	As per requirement					As and When needed		-	-	-	-	-	-	-	-

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
2	ICT & Computer	No	Lot-1	OTM RFQ Direct Cash Purchase	HOPE	GOB	20.00	Planned Date & Days for RFQ		15 Oct 2023	10 days	02 days	02 days	02 days	Not needed	02 days	18-days
		No	Lot-2					Planned Date & Days for OTM		14 Jan 2024	14 days	14 days	5 days	02 days	02 days	14 days	51 days
		No	As per requirement					As and When needed		-	-	-	-	-	-	-	-
3	Office Equipment	No	As per requirement	OTM RFQ Direct Cash Purchase	HOPE	GOB	4.00	As and When needed									



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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
4	Stationary	Lot	Lot-1	OTM/RFQ/Direct	HOPE	GOB	6.00	Planned Date & Days for RFQ		15 Nov 2023	10 days	02 days	02 days	2 days	Not needed	2 days	18 days		
	Cleaning Items	Lot	Lot-2	OTM/RFQ/Direct				As and When needed	-	-	-	-	-	-	-	-	-	-	-
	Stationary & Cleaning Items	No	As per requirement	Cash Purchase				As and When needed	-	-	-	-	-	-	-	-	-	-	-
5	Furniture	No	As per requirement	OTM/RFQ/Direct Cash Purchase	HOPE	GOB	5.00	As and When needed		-	-	-	-	-	-	-	-		
6	Furniture Repair/Maintenance	PCS	As per requirement	Cash Purchase	HOPE	GOB	2.50	As and When needed		-	-	-	-	-	-	-	-		
7	Consultancy services for solar designer, installer, maintenance etc. activities	Lot	1	QCBS	HOPE	GOB	20	Planned Dates	-	13 Oct 23	12 Nov 23	12 Dec 23	31 Dec 23	10 Jan 24	16 Jan 24	106	365		
								Planned Days	-	0	41	30	19	10	6				





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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
8	Publication of Annual Report 2022-23	No	500	OTM/ RFQ/ Direct/ Cash Purchase	HOPE	GOB	5.00	Planned Date & days for RFQ		15 Oct 2023	10 days	02 days	02 days	2 days	Not needed	2 days	18 days
	Printing	No	As per requirement		HOPE	GOB		As and When needed	-	-	-	-	-	-	-	-	-
9	Transport Fuel (Petrol/ Octane/ CNG)	Lit / C.C.	As per requirement Entitlement	Direct Purchase	HOPE	GOB	25.00	As and When needed		-	-	-	-	-	-	-	-
10	Books and Journals	No	As per requirement	Cash Purchase	HOPE	GOB	2.00	As and When needed		-	-	-	-	-	-	-	-
11	Office Equipment maintenance	PCS	As per requirement	Cash Purchase	HOPE	GOB	2.00	As and When needed		-	-	-	-	-	-	-	-





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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
12	Advertisement & Publicity	TBD	As per requirement	Direct Purchase	HOPE	GOB	10.00	As and when needed		-	-	-	-	-	-	-	-
13	Maintenance of Vehicle	No	11	Direct Purchase	HOPE	GOB	11.00	As and when needed		-	-	-	-	-	-	-	-
14	Telephone/Fax/ Photocopy /Intercom/ Internet/ Phone Service	No	30	Cash Purchase	HOPE	GOB	3.00	As and when needed		-	-	-	-	-	-	-	-
15	Postage & Courier	No	As per requirement	Direct Purchase	HOPE	GOB	1.10	As and when needed		-	-	-	-	-	-	-	-
16	Innovation Idea Implementation (Service)	No	1	RFQ	HOPE	GoB	3.00	Planned Date & days for RFQ		15 Oct 2023	10 days	02 days	02 days	02 days	Not needed	02 days	18-days


 Munira Sultan, ndc
 Chairman (Grade-1)
 SREDA