

**ANNUAL PROCUREMENT PLAN
FY 2021-2022**

Ministry/Division : Ministry of Commerce
 Agency : Export Promotion Bureau
 Procuring Entity Name & Code : EPB
 Project/Programmed Name & Code :

Budget: Revenue

Package No.	Description of Procurement Package Goods	Unit	Quantity	Procurement Method & Type	Contract Approved Authority	Source of Fund	Estd Cost (in tk Lakh)	Time Code for Process	Not used in Good	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval To Award	Notification of Award	Signing 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
1.	Stationary/Miscellaneous Goods	Pcs	As per List Enclosed-1	OTM /RFQ/LTM	Vice Chairma n	GOB	18.00	Planned Dated		13 Oct. 2021	22 Oct. 2021	12 Nov 2021	20 Nov 2021	28 Nov 2021	5 Dec 2021		5 Feb 2022
								Planned Days		0	15	32	41	48	56	56	60
								Actual Dates									
2.	Interior Design (Board Room & Conference Room)	2	2	OTM /RFQ/LTM	Vice Chairma n	GOB	60.00	Planned Dated		18 Jan. 2022	27 Jan. 2022	30 Jan 2022	01 Feb 2022	01 Feb. 2022	06 Feb 2022		10 Days
								Planned Days		0	10	03	02	0	05		60
								Actual Dates									
3.	Export Database Software	1	1	RFQ/LTM	Vice Chairma n	GOB	5.00	Planned Dated		23 Nov. 2021	02 Dec. 2021	05 Dec 2021	06 Dec 2021	06 Dec 2021			20 Days
								Planned Days		0	10	03	01	0		60	
								Actual Dates									
4.	Computer /Printer/UPS/Sc	Pcs	As per Lot-1	RFQ /OTM/LTM	Vice Chairma n	GOB	10.00	Planned Dated		30 Dec 2021	08 Jan 2021	22 Jan 2021	31 Jan 2021	8 Feb 2022	16 Feb 2022		16 April 2022

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
1	anner & Others Parts Etc.							Planned Days		0	15	32	41	48	56	56	60	
								Actual Dates										
5.	Photocopier Tonner & Printer Tonner	Pcs	36 & 200	RFQ DP (Direct Purchase) /LTM	Vice Chairma n	GOB	3.50	Planned Dated		13 Oct. 2021	22 Oct. 2021	24 Oct 2021	26 Oct 2021	28 Oct 2021	01 Nov 2021		07 Nov. 2021	
								Planned Days		0	10	02	02	02	16		07 Days	
								Actual Dates										
6.	Liveries (4 th Class Employees' Dresses, Shoes, Name Plate and others)	pcs	54	RFQ/LTM	Vice Chairma n	GOB	4.00	Planned Dated		10 April 2022	19 April 2022	24 April 2022	25 April 2022	28 April 2022	02 May 2022		12 May 2022	
								Planned Days		0	10	05	01	03	22		10 Days	
								Actual Dates										
7.	Furniture	Pcs	As per List Enclosed-1	OTM /RFQ/LTM	Vice Chairma n	GOB	18.00	Planned Dated		13 Oct. 2021	27 Oct. 2021	12 Nov 2021	20 Nov 2021	28 Nov 2021	5 Dec 2021		5 Feb 2021	
								Planned Days		0	15	32	41	48	56	56	60	
								Actual Dates										
8.	Furniture Repair	***	***	Single Source/LT M	Vice Chairma n	GOB	1.00	Planned Dated	-	-	-	-	-	-	-	-	-	
								Planned Days	-	-	-	-	-	-	-	-	-	-
								Actual Dates										

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