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Annual Procurement Plan-2017-18 Appendix-c

Ministry/Division		Agency		Ministry of Public Administration(MOPA)		Project Cost(In TK Lakh)											
Procuring Entity Name and Code		(MOPA)		3-0701-0001		1261.43											
Package No.	Description of procurement GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Tk. (Lakh)	Time Code for Process	Not used codes	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	Postal CODE: 4815	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
2	Telephone /Intercom CODE: 4816	No	List Enclosed-2	Direct Contract (PFR-76g)	Joint Secretary	GOB	110.00	Planned dates Planned days Actual									
3	Internet Bandwith CODE: 4817	No	List Enclosed-3	Direct Contract (PFR-76g)	Joint Secretary	GOB	20.00	Planned dates Planned days Actual									
4	Transport Fuel (Petrol/Octane/ CNG/ Diesel CODE: 4823	ND	List Enclosed-4	Direct Purchase (Petrol/ CNG/ Diesel)	Joint Secretary	GOB	320.00	Planned dates Planned days Actual									
5	Books and Journals CODE: 4831	List is yet to be prepared	List Enclosed-5	OTM/ RFQ	Joint Secretary	GOB	20.00	Planned dates Planned days Actual									
6	Advertisement CODE: 4833	No	List Enclosed-6	Direct Purchase (Magazine Periodic)	Joint/ ADP Secretary	GOB	56.00	Planned dates Planned days Actual									
7	Liveries CODE: 4836	No	List Enclosed-7	OTM/ RFQ	Joint Secretary	GOB	9.00	Planned dates Planned days Actual		Before 05 Jan 2018	26, Jan 2018	27 Jan 2018	03 Feb 2018	08 Feb 2018	29 Feb 2018	06 Mar 2018	74
8	Refreshment CODE: 4845	As per requirement of time	List Enclosed-8		Joint Secretary	GOB	30.00	Planned dates Planned days Actual									
9	Labour CODE: 4851	As per requirement of time	List Enclosed-9		Deputy Secretary	GOB	2.00	Planned dates Planned days Actual									
10	Cleanliness CODE: 4875	As per requirement of time	List Enclosed-10		Deputy/ Joint Secretary		5.00	Planned dates Planned days Actual									

Package No.	Description of procurement GOO05	Unit	Quantity	Procurement Method & Type	Contract Approval Authority	Source of Funds	Est'd Cost in Tk. (lakhs)	Time Code for Process	Reqd. in code 5	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
11	Law Expenses CODE: 4882	AS per requirement of time	List Enclosed-11	Direct Purchase (Megna Petroleum)	Joint /ADL Secretary	GOB	13.50	Planned dates Planned days Actual		Before 05 Oct 2017 0	26 Oct 2017 14	27 Oct 2017 14	03 Nov 2017 7	09 Nov 2017 7	29 Nov 2017 28	06 Dec 2017 74	270
12	Computer Accessories CODE: 4888	No	List Enclosed-12	OTM (Framework)	Joint Secretary	GOB	58.00	Planned dates Planned days Actual		Before 05 Oct 2017 0	26 Oct 2017 14	27 Oct 2017 14	03 Nov 2017 7	09 Nov 2017 7	29 Nov 2017 28	06 Dec 2017 74	270
13	Festival festivities CODE: 4890	Jonproshason Podok & 15 August Blood Donation activities	List Enclosed-13	Direct Contract (ppr-75g)/OTM /RFQ		GOB	109.00										
14	Stationery Goods & Miscellaneous CODE: 4899	No		OTM (Framework) /RFQ	Joint Secretary	GOB		Planned dates Planned days Actual		Before 05 Oct 2017 0	26 Oct 2017 14	27 Oct 2017 14	03 Nov 2017 7	09 Nov 2017 7	29 Nov 2017 28	06 Dec 2017 74	270
15	Washing CODE: 4899	No	List Enclosed-14	RFQ/ Direct	Deputy Secretary	GOB	106.00	Planned dates Planned days Actual		Before 05 Oct 2017 0	26 Oct 2017 14	27 Oct 2017 14	03 Nov 2017 7	09 Nov 2017 7	29 Nov 2017 28	06 Dec 2017 74	270
16	Vehicle Repair CODE: 4901	No	List Enclosed-15	Direct Contract (ppr-75g)/ RFQ/OTM	Joint Secretary	GDB	130.00	Planned dates Planned days Actual		Before 05 Oct 2017 0	26 Oct 2017 14	27 Oct 2017 14	03 Nov 2017 7	09 Nov 2017 7	29 Nov 2017 28	06 Dec 2017 74	270
17	Furniture Repair CODE: 4906	No	List Enclosed-16	RFQ/ Direct		GOB	6.50	Planned dates Planned days Actual									
18	Repair of computer & Office Equipment CODE: 4911	No	List Enclosed-17	RFQ/ Direct	N Joint Secretary / Deputy Secretary	GOB	19.00	Planned dates Planned days Actual									
19	Vehicle CODE: 6807	No	List Enclosed-18	OTM	Secretary	GOB	126.00	Planned dates Planned days Actual		Before 05 March 2018 0	27 March 2018 14	27 March 2018 14	03 April 2018 7	09 April 2018 7	29 April 2018 28	06 May 2018 74	90
20	Computer & Machinery CODE: 6815	No	List Enclosed-19	OTM (Framework)	Joint Secretary	GOB	99.89	Planned dates Planned days Actual		Before 05 Oct 2017 0	26 Oct 2017 14	27 Oct 2017 14	03 Nov 2017 7	09 Nov 2017 7	29 Nov 2017 28	06 Dec 2017 74	270
20	Office Equipment CODE: 6819	No	List Enclosed-20	OTM (Framework)	Joint Secretary	GOB	17.75	Planned dates Planned days Actual		Before 05 Oct 2017 0	26 Oct 2017 14	27 Oct 2017 14	03 Nov 2017 7	09 Nov 2017 7	29 Nov 2017 28	06 Dec 2017 74	270

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Package No.	Description of procurement GOODS	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Est. Cost in Tr. (tkh)	Time Code for Process			Not used in code 5	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
								9	10	11									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
21	Furniture CODE: 6821	No	List Enclosed-21	OTM/ RFQ	Joint Secretary	GOB	61.88	Planned dates Planned days		Before 05 Oct 2017 0	26 Oct 2017 14	27 Oct 2017 14	03 Nov 2017 7	09 Nov 2017 7	29 Nov 2017 28	06 Dec 2017 74	270		
22	Telephone Equipment CODE: 6823	No	300 Caller ID Line with cabling up to 600 List Enclosed-22	OTM (Framework)	Joint Secretary	GOB	35.00	Planned dates Planned days Actual		Before 05 Oct 2017 0	26 Oct 2017 14	27 Oct 2017 14	03 Nov 2017 7	09 Nov 2017 7	29 Nov 2017 28	06 Dec 2017 74	270		
23	Electrical Equipment CODE: 6827	No	List Enclosed-23	OTM (Framework)	Joint Secretary	GOB	19.33	Planned dates Planned days Actual		0	26 Oct 2017 14	27 Oct 2017 14	03 Nov 2017 7	09 Nov 2017 7	29 Nov 2017 28	06 Dec 2017 74	270		

For sudden demand of office, procurement under appropriate method like Request For Quotation(RFQ), Direct Purchase etc under the Public Procurement Act, 2006 and PPR, 2008.

(Mohammed Masud Alam Siddique)
Deputy Secretary (Administration-4)

(Md. Mahub Hossain)
Joint Secretary (Administration Branch)

(Md. Muzzem Hossain)
Additional Secretary (Administration Wing)

(Dr. Md. Mozammel Haque Khan)
Senior Secretary

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