

ANNUAL PROCUREMENT PLAN

FY : 2020-21

Ministry/Division : Prime Minister's Office

Agency : NGO Affairs Bureau

Procuring Entity Name & Code : NGO Affairs Bureau, Code:100118

Budget: Development

Package No.	Description of Procurement Package	Unit	Quantity	Procurement Method & Type	Contract Approved Authority	Source of Funds	Estd Cost (In Tk. lakh)	Time Code for Process	Not used in GOOD	Invite/ Advertis the 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
01	Stationary	No.	-	RFQ, DPM	HOPE	GOB	0.00	Planned Dates		06 Dec	15 Dec	21 Dec	27 Dec	4 Janu	11 Janu	5 pm	-
								Planned Days		06 Dec	15 Dec	21 Dec	27 Dec	4 Janu	11 Janu	5 pm	90
								Actual Dates		10 Dec	24 Dec	30 Dec	10 Janu	20 Janu	25 Janu	5 pm	
								Planned Dates		05 Janu	20 Janu	21 Janu	25 Janu	30 Janu	10 Janu	5 pm	-
								Planned Days		05 Janu	20 Janu	21 Janu	25 Janu	30 Janu	10 Janu	5 pm	90
								Actual Dates		10 Janu	25 Janu	30 Janu	5 Feb	10 Feb	10 Feb	5 pm	
02	Electrical Materials	No.	-	E-GP, DPM	HOPE	GOB	00.00										

  
**Md. Rashadul Islam**  
 Director General (Grade-1)  
 NGO Affairs Bureau  
 Prime Minister's Office.

03	Computer & Others	No.	-	RFQ, DPM	HOPE	GOB	00.00	Planned Dates		06 Dec	15 Dec	21 Dec	27 Dec	4 Janu	11 Janu	5 pm	-
								Planned Days		06 Dec	15 Dec	21 Dec	27 Dec	4 Janu	11 Janu	5 pm	90
04	Furniture	No.	-	RFQ, DPM	HOPE	GOB	00.00	Actual Dates		10 Dec	24 Dec	30 Dec	10 Janu	20 Janu	25 Janu	5 pm	-
								Planned Dates		05 Janu	20 Janu	21 Janu	25 Janu	30 Janu	10 Janu	5 pm	90
								Planned Days		05 Janu	20 Janu	21 Janu	25 Janu	30 Janu	10 Janu	5 pm	
05	Publications		-	RFQ		Total	00.00	Actual Dates		10 Janu	25 Janu	30 Janu	5 Feb	10 Feb	10 Feb	5 pm	
								Planned Dates		04 Feb	14 Feb	21 Feb	24 Feb	28 Feb	04 Mar	5 pm	
								Planned Days		04 Feb	14 Feb	21 Feb	24 Feb	28 Feb	04 Mar	5 pm	
06	Books & Periodicals		-	RFQ, DPM	HOPE	GOB	00.00	Actual Dates		09 Feb	23 Feb	28 Feb	08 Feb	14 Feb	22 Feb	5 pm	
								Planned Dates		04 Feb	14 Feb	21 Feb	24 Feb	28 Feb	04 Mar	5 pm	
								Planned Days		04 Feb	14 Feb	21 Feb	24 Feb	28 Feb	04 Mar	5 pm	180
								Actual Dates		09 Feb	23 Feb	28 Feb	08 Feb	14 Feb	22 Feb	5 pm	

*Handwritten signature/initials*

**Md. Rashadul Islam**  
 Director General (Grade-1)  
**NGO Affairs Bureau**  
 Prime Minister's Office.