

**ANNUAL PROCUREMENT PLAN
FY 2020-2021**

Budget: Revenue

Ministry/Division : Ministry of Commerce
 Agency : Export Promotion Bureau
 Procuring Entity Name & Code : Export Promotion Bureau (Administration & Finance Division)

Project/Programme Name & Code :

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
01.	Car/Zeep (1 zeep + 2 car)	No.	No.	OTM	HOPE (VC, EPB)	EPB	120.00	Planned Dates	-	01-03-21	22-03-21	27-03-21	02-04-21	04-04-21	09-04-21	-	-
								Planned Days	-	0	22	05	06	02	05	40 days	-
								Actual Dates	-	-	-	-	-	-	-	-	-
								Planned Dates	-	01-11-20	08-11-20	9-11-20	11-11-20	-	12-11-20	13 days	5 days
								Planned Days	-	0	08	01	03	-	01	13 days	-
								Actual Dates	-	-	-	-	-	-	-	-	-
02.	Tiles fitting & room decoration	SQF	350	RFQ	HOPE (VC, EPB)	EPB	5.00	Planned Dated	-	03-01-2021	17-01-2021	18-01-2021	20-01-2021	21-01-2021	24-01-2021	21 days	1 month
								Planned Days	-	-	-	-	-	-	-	-	-
								Actual Dates	-	-	-	-	-	-	-	-	-
03.	HR Payroll System	1	1	RFQ/OTM	VC, EPB	Revenue, EPB	15.00	Planned Dated	-	03-01-2021	17-01-2021	18-01-2021	20-01-2021	21-01-2021	24-01-2021	21 days	1 month
								Planned Days	-	-	-	-	-	-	-	-	-
								Actual Dates	-	-	-	-	-	-	-	-	-
04.	Webpage Modification	1	1	OTM	VC, EPB	Revenue, EPB	20.00	Planned Dated	-	03-01-2021	17-01-2021	18-01-2021	20-01-2021	21-01-2021	24-01-2021	21 days	1 month
								Planned Days	-	-	-	-	-	-	-	-	-
								Actual Dates	-	-	-	-	-	-	-	-	-
05.	LAN/WAN	1	1	RFQ	VC, EPB	Revenue, EPB	10.00	Planned Dates	-	20-10-20	28-10-20	29-10-20	30-10-20	-	03-11-20	-	-
								Planned Days	-	0	08	01	01	-	03	13 Days	-
								Actual Dates	-	-	-	-	-	-	-	-	-
06.	Computer Printer Scanner Head phone Laptop	piece piece piece piece piece	10 10 10 10 05	OTM/RFQ/Direct Method	HOPE (VC, EPB)	EPB	13.00	Planned Dates	-	-	16-02-21	25-02-21	26-02-21	02-03-20	04-03-21	05-03-21	20 Days
								Planned Days	-	-	0	09	02	06	02	01	-
								Actual Dates	-	-	15-02-21	24-02-21	25-02-21	02-03-21	03-03-21	04-03-21	-
07.	Projector	piece	5	RFQ	HOPE (VC, EPB)	EPB	3.5	Planned Dates	-	01-04-21	15-04-21	30-04-21	01-05-20	15-05-21	30-05-21	-	-
								Planned Days	-	0	15	15	01	15	15	31 Days	50
								Actual Dates	-	-	-	-	-	-	-	-	-
08.	Computer Accessories (Key board, tonner, mouse, hard disc, web cam, anti-virus etc.)	piece	-	RFQ/Direct Method	HOPE (VC, EPB)	EPB	5.00	Planned Dates	-	16-02-21	25-02-21	26-02-21	02-03-20	04-03-21	05-03-21	-	-
								Planned Days	-	0	09	02	06	02	01	20 Days	50
								Actual Dates	-	15-03-21	24-02-21	25-02-21	02-03-21	03-03-21	04-03-21	-	-
09.	photo copy machine	piece	3	RFQ/Direct Method	HOPE (VC, EPB)	EPB	4.00	Planned Dates	-	01-03-21	09-03-21	11-03-21	16-03-20	18-03-21	19-03-21	-	-
								Planned Days	-	0	09	02	06	02	01	20 Days	50
								Actual Dates	-	15-02-21	24-02-21	25-02-21	02-03-21	03-03-21	04-03-21	-	-

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
10.	PA system with microphone	set piece	1 set 25	OTM	HOPE (VC, EPB)	EPB	13.00	Planned Dates	-	01-04-21	24-04-21	26-04-21	29-04-20	30-04-21	03-05-21	-	-
								Planned Days	-	0	24	01	03	01	03	32 Days	50
								Actual Dates	-	-	-	-	-	-	-	-	-
11.	Telephone & accessories- PABX system (New system set-up)	Set	1	RFQ	HOPE (VC, EPB)	EPB	4.00	Planned Dates	-	01-04-21	08-04-21	09-04-21	-	-	15-04-21	-	-
								Planned Days	-	0	08	01	-	-	06	15 Days	50
								Actual Dates	-	-	-	-	-	-	-	-	-
12.	Furniture & fixture Table Chair Sofa etc.	Piece piece Set	12 12 5	RFQ	HOPE (VC, EPB)	EPB	10.00	Planned Dates	-	01-04-21	24-04-21	26-04-21	29-04-21	30-04-21	03-05-21	-	-
								Planned Days	-	0	24	01	03	01	03	32 Days	50
								Actual Dates	-	-	-	-	-	-	-	-	-
13.	Dresses (winter & summer) (Driver & MLSS)	Set	110	RFQ	HOPE (VC, EPB)	EPB	5.00	Planned Dates	-	15-12-20	22-12-20	23-12-20	-	-	31-12-20	-	-
								Planned Days	-	0	07	01	-	-	08	16 Days	-
								Actual Dates	-	-	-	-	-	-	-	-	-
14.	Auditor appointment and others related	Org.	01	RFQ	HOPE (VC, EPB)	EPB	6.5	Planned Dates	-	20-11-20	28-11-20	29-11-20	30-11-20	-	09-12-20	-	-
								Planned Days	-	0	08	01	01	-	03	13 Days	50
								Actual Dates	-	-	-	-	-	-	-	-	-
15.	Establishment of Help Desk	Unit	7	RFQ	EPB	EPB	7.5	Planned Dates	-	17-12-20	6-01-21	13-01-21	14-01-21	17-01-21	20-01-21	-	19-01-21
								Planned Days	-	-	-	-	-	-	-	-	-
								Actual Dates	-	-	-	-	-	-	-	-	-
16.	Innovation	No.	-	RFQ/OTM/EOI	EPB	EPB	20.00	Planned Dates	-	-	-	-	-	-	-	-	-
								Planned Days	-	-	-	-	-	-	-	-	-
								Actual Dates	-	-	-	-	-	-	-	-	-
17.	Miscellaneous [Cup, plate, wall clock, rack cabinet, Barcode Reader, stationary & etc.]	-	1	RFQ	EPB	EPB	20.00	Planned Dates	-	17-12-20	6-01-21	13-01-21	14-01-21	17-01-21	20-01-21	-	19-01-21
								Planned Days	-	-	-	-	-	-	-	-	-
								Actual Dates	-	-	-	-	-	-	-	-	-
	Total value of procurement						281.5										

**ANNULA PROCUREMENT PLAN
FY 2020-2021**

Budget : Revenue

Ministry/Division : Ministry of Commerce
 Agency : Export Promotion Bureau
 Procuring Entity Name & Code : Export Promotion Bureau (Commodities Division)
 Project/Programme Name & Code :

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		
01	CIP (Export) Awarding Ceremony (Venue/Decoration/ Food/ Printing etc.)	1	1	RFQ/DPM	VC, EPB	Market Development Fund, EPB	23.00	Planned Dated		03-01-2021	17-01-2021	18-01-2021	20-01-2021	21-01-2021	24-01-2021	21 days	1 month		
								Planned Days	-	-	-	-	-	-	-	-	-	-	
								Actual Dates	-	-	-	-	-	-	-	-	-	-	-
02	National Export Trophy Distribution Ceremony (Trophy making/ Venue/Decoration/ Food/ Printing etc.)	1	1	OTM/RFQ/ DPM	VC, EPB	Market Development Fund, EPB	80.00	Planned Dated		01-02-2021	25-02-2021	28-02-2021	02-03-2021	04-03-2021	07-03-2021	1 month 7 days	2 month		
								Planned Days	-	-	-	-	-	-	-	-	-	-	-
								Actual Dates	-	-	-	-	-	-	-	-	-	-	-
03	Organizing BFID Expo in Kolkata	1	1	RFQ/OTM	-EPB -BFEA	Market Development Fund, EPB + BFEA	60.00	Planned Dated		02-05-2021	25-05-2021	26-05-2021	27-05-2021	30-05-2021	31-05-2021	1 month	2 month		
								Planned Days	-	-	-	-	-	-	-	-	-	-	-
								Actual Dates	-	-	-	-	-	-	-	-	-	-	-
04	Survey	1	1	OTM	OTM	Market Development Fund, EPB	40.00	Planned Dated		02-02-2020	24-02-2020	03-09-2020	20-12-2020	24-12-2020	12-01-2021	11 month	1 year 6 month		
								Planned Days	-	-	-	-	-	-	-	-	-	-	-
								Actual Dates	-	-	-	-	-	-	-	-	-	-	-
05	Study	1	1	OTM	OTM	Market Development Fund, EPB	35.00	Planned Dated		03-02-2020	24-02-2020	03-09-2020	20-12-2020	24-12-2020	12-01-2021	11 month	1 year 6 month		
								Planned Days	-	-	-	-	-	-	-	-	-	-	-
								Actual Dates	-	-	-	-	-	-	-	-	-	-	-
Total value of procurement		-	-	-	-	-	238.00	-	-	-	-	-	-	-	-	-	-		

**ANNULA PROCUREMENT PLAN
FY 2020-2021**

Ministry/Division : Ministry of Commerce
Agency : Export Promotion Bureau

Budget : Revenue

Procuring Entity Name & Code : Export Promotion Bureau (Fair & Display Division)

Pack age No.	Description of Procurement Package GOODS	Unit	Quantity	Procure ment Method & Type	Contract Approved Authority	Sour ce of Funds	Estd Cost (In Tk. Lakh)	Time Code for Process	Not used in GOOD	Invite/Ad vertise Tene r	Tender Opening	Tender Evaluation	Approval To Award	Notification of Award/ Purchase Order	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.	Procurement of the Exhibits as per requirement of the Bangladesh Foreign Mission Abroad	Piece	LS (As required)	RFQ/Dir ect Method	HOPE (VC,EPB)	EPB (M.D .Fund)	5.00	Planned Dates		29-11-20	09-12-20	10-12-20	13-12-20	15-12-20	17-12-20	-	-
								Planned Days		0	11	01	03	02	02	19 days	50
								Actual Dates		29-11-20	07-12-20	07-12-20	10-12-20	13-12-20	14-12-20	-	-
2.	Souvenirs for Visitors in Bangladesh Pavilion	Piece	LS (As required)	RFQ/Dir ect Method	HOPE (VC,EPB)	EPB (M.D .Fund)	5.00	Planned Dates		15-02-21	24-02-21	25-02-21	01-03-21	03-03-21	04-03-21	-	-
								Planned Days		0	09	02	06	02	01	20 days	50
								Actual Dates		15-2-21	23-02-21	24-02-21	01-03-21	02-03-21	03-03-21	-	-
3.	Making of the documentary	No.	01	RFQ/Dir ect Method	HOPE (VC,EPB)	EPB (M.D .Fund)	5.00	Planned Dates		23-04-21	04-05-21	05-05-21	11-05-21	14-05-21	08-05-21	-	-
								Planned Days		0	12	01	06	03	04	26	120
								Actual Dates		23-04-21	04-05-21	05-05-21	11-05-21	14-05-21	08-05-21	-	-
Total value of procurement		-	-	-	-	-	15.00	-	-	-	-	-	-	-	-	-	-

**MD FUND: Market Development Fund

**ANNUAL PROCUREMENT PLAN
FY 2020-2021**

Ministry/Division : Ministry of Commerce
 Agency : Export Promotion Bureau
 Procuring Entity Name & Code : Export Promotion Bureau (Information Division)

Budget : Revenue

Package 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	Not used in GOOD	Invite/Advertise Tender	Tender Opening	Tender Evaluation	Approval To Award	Notification of Award/Purchase Order	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
-	SAFTA KOREA CO CHILE CO	-	100000 50000 20000	Single Source	Vice Chairman, EPB	Revenue	22.00 12.00 5.50	Planned Dates		02-07-2020	15-07-20	26-07-20	01-09-20	06-09-20	10-09-20	02-12-20	15-12-20
								Planned Days	-	02-07-2020	15-07-20	26-07-20	01-09-20	06-09-20	10-09-20	02-12-20	15-12-20
								Actual Dates		8-07-20	23-07-20	28-07-20	02-08-20	10-09-20	10-09-20	14-09-20	31-12-20
2	Annual Export Statistics Book 2018-2019 Annual Export Statistics Book 2019-2020	-	200	RFQ	Vice Chairman, EPB	Revenue	2.00	Planned Dates		02-15-20	15-07-2020	26-07-2020	03-08-2020	10-08-2020	12-08-20	12-08-20	31-11-2012
								Planned Days		02-15-20	15-07-20	26-07-20	03-08-20	10-08-20	12-08-20	12-08-20	31-11-2012
								Actual Dates		20-08-20	01-09-20	21-09-20	08-10-20	18-10-20	18-10-20	25-10-20	31-12-20
-3	Annual Report 2018-2019 Annual Report 2019-2020	-	200	RFQ	Vice Chairman, EPB	Revenue	2.00	Planned Dates		15-07-20	30-07-20	08-08-20	18-08-20	06-09-20	09-09-20	16-09-20	30-11-20
								Planned Days	-	15-07-20	30-07-20	08-08-20	18-08-20	06-09-20	09-09-20	16-09-20	30-11-2020
								Actual Dates		26-07-20	10-08-20	18-08-20	09-09-2020	16-09-2020	23-09-2020	26-09-2020	31-12-2020
4	Product Poster Printing Pocket Statistics Booklet 2019-2020 Quarterly Export Review	-	10,000	RFQ/OTM	Vice Chairman, EPB	Revenue	32.00	Planned Dates		15-11-2020 (tentative)	30-12-2020 (tentative)	25-01-2021 (tentative)	15-02-2021 (tentative)	27-02-2021 (tentative)	10-03-2021 (tentative)	05-06-2021 (tentative)	20-06-2021 (tentative)
								Planned Days		15-11-2020 (tentative)	30-12-2020 (tentative)	25-01-2021 (tentative)	15-02-2021 (tentative)	27-02-2021 (tentative)	10-03-2021 (tentative)	05-06-2021 (tentative)	20-06-2021 (tentative)
								Actual Dates		02-12-20 (tentative)	15-01-2021 (tentative)	30-01-21 (tentative)	26-02-20 (tentative)	8-03-2020 (tentative)	25-03-20 (tentative)	10-06-20 (tentative)	30-06-2021 (tentative)
5	Product Brochure Printing	-	50,000	RFQ/OTM	Vice Chairman, EPB	Revenue	30.00	Planned Dates		17-11-2020 (tentative)	28-12-2020 (tentative)	27-01-2021 (tentative)	17-02-2021 (tentative)	27-02-2021 (tentative)	12-03-2021 (tentative)	06-06-2021 (tentative)	18-06-2021 (tentative)
								Planned Days		17-11-2020 (tentative)	28-12-2020 (tentative)	27-01-2021 (tentative)	17-02-2021 (tentative)	27-02-2021 (tentative)	12-03-2021 (tentative)	06-06-2021 (tentative)	18-06-2021 (tentative)
								Actual Dates		21-11-2020 (tentative)	02-01-2021 (tentative)	30-01-2021 (tentative)	22-02-2021 (tentative)	03-03-2021 (tentative)	18-03-2021 (tentative)	10-06-2021 (tentative)	30-06-2021 (tentative)
6	Exporters' Database	-	1	RFQ	Vice Chairman, EPB	Revenue	1.50	Planned Dates		17-11-2020 (tentative)	28-12-2020 (tentative)	27-01-2021 (tentative)	17-02-2021 (tentative)	27-02-2021 (tentative)	12-03-2021 (tentative)	06-06-2021 (tentative)	18-06-2021 (tentative)
								Planned Days		17-11-2020 (tentative)	28-12-2020 (tentative)	27-01-2021 (tentative)	17-02-2021 (tentative)	27-02-2021 (tentative)	12-03-2021 (tentative)	06-06-2021 (tentative)	18-06-2021 (tentative)
								Actual Dates		21-11-2020 (tentative)	02-01-2021 (tentative)	30-01-2021 (tentative)	22-02-2021 (tentative)	03-03-2021 (tentative)	18-03-2021 (tentative)	10-06-2021 (tentative)	30-06-2021 (tentative)
Total value of procurement		-	-	-	-	-	107.00										

**ANNULA PROCUREMENT PLAN
FY 2020-2021**

Ministry/Division : Ministry of Commerce
 Agency : Export Promotion Bureau
 Procuring Entity Name & Code : Export Promotion Bureau (Textile Division)

Budget: Revenue

Package 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	Not used in GOOD	Invite/Advertise Tender	Tender Opening	Tender Evaluation	Approval To Award	Notification of Award/Purchase Order	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.	Hardware & Software Maintenance [REX Monitoring Software] (Data Marching Software)	Lot	1	Single Source	EPB	GOB	12.00	Planned Dates	-	17-12-20	6-01-21	13-01-21	14-01-21	17-01-21	20-01-21	-	19-01-021
								Planned Days	-	-	-	-	-	-	-	-	-
								Actual Dates	-	-	-	-	-	-	-	-	-
								Planned Days	-	-	-	-	-	-	-	-	-
								Actual Dates	-	-	-	-	-	-	-	-	-
	Total value of Works procurement	-	-	-	-	-	12.00	-	-	-	-	-	-	-	-	-	-