

**ANNUAL PROCUREMENT PLAN**

Ministry/Division: Finance Division.

**Fiscal Year: 2023-24**

Agency: CAFO/Local Government Division

Procurement Entity Name & Code:

<b>Package No.</b>	<b>Description of Procurement</b>	<b>Unit</b>	<b>Quantity</b>	<b>Procurement Method &amp; Type</b>	<b>Contract Approving Authority</b>	<b>Source of Fund</b>	<b>Estimated Cost (bdt)</b>
GD-1	Procurement of Computer	No.	03	Quotation	CAFO	GOB	1,50,000
GD-2	Procurement of UV filter	No.	01	Quotation	CAFO	GOB	35,000
GD-3	Procurement of Computer accessories	No.	14	Quotation	CAFO	GOB	2,00,000
GD-4	Procurement of Visitor chair & sofa	No.	6	Quotation	CAFO	GOB	55,000
GD-5	Procurement of Furniture	No.	05	Quotation	CAFO	GOB	1,30,000
GD-6	Procurement of honor board & internal PABX system	No	02	Quotation	CAFO	GOB	30,000
Gd-7	Procurement of Stationary	No. of items	18	Quotation	CAFO	GOB	1,00,000

Package No.	Description of Procurement	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Fund	Estimated cost (bdt)
GD-8	Procurement of glass door	No.	01	Quotation	CAFO	GOB	20,000
GD-9	Procurement of Ceiling Fan	No.	02	Quotation	CAFO	GOB	8,000
GD-10	Procurement of Toner	No.	44	Quotation	CAFO	GOB	80,000
GD-11	Procurement of Air Conditioner	No.	01	Quotation	CAFO	GOB	70,000
GD-12	Procurement of Office Equipment	No. of items	09	Quotation	CAFO	GOB	2,00,000
GD-13	Procurement of Cleaning Goods	No.	09	Quotation	CAFO	GOB	80,000
GD-14	Procurement of paper	No. of rim	100	Quotation	CAFO	GOB	40,000
<b>Grand Total</b>							<b>11,98,000</b>

## ANNUAL PROCUREMENT PLAN (Detail)

Ministry/Division: Finance Division

Fiscal Year: 2023-24

Agency: CAFO/Local Government Division

Procurement Entity Name & Code:

Package No.	Description of Procurement	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Fund	Estimated Cost (bdt)													
GD-1	Procurement of Computer	No	03	Quotation	CAFO	GOB	<b>1,50,000/-</b>													
	<i>Detail</i>	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #e6f2e6;"> <thead> <tr> <th style="width: 5%;"><u>Sl</u></th> <th style="width: 20%;"><u>Item</u></th> <th style="width: 15%;"><u>No. of unit</u></th> <th style="width: 15%;"><u>Estimated price per unit (bdt)</u></th> <th style="width: 45%;"><u>Total estimated price (bdt)</u></th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Desktop Computer</td> <td>03</td> <td>50,000</td> <td>1,50,000</td> </tr> <tr> <td colspan="5" style="text-align: center;">...</td> </tr> </tbody> </table>						<u>Sl</u>	<u>Item</u>	<u>No. of unit</u>	<u>Estimated price per unit (bdt)</u>	<u>Total estimated price (bdt)</u>	01	Desktop Computer	03	50,000	1,50,000	...		
<u>Sl</u>	<u>Item</u>	<u>No. of unit</u>	<u>Estimated price per unit (bdt)</u>	<u>Total estimated price (bdt)</u>																
01	Desktop Computer	03	50,000	1,50,000																
...																				
GD-2	Procurement of Water Filter	No.	01	Quotation	CAFO	GOB	<b>35,000/-</b>													
	<i>Detail</i>	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #e6f2e6;"> <thead> <tr> <th style="width: 5%;"><u>Sl</u></th> <th style="width: 20%;"><u>Item</u></th> <th style="width: 15%;"><u>No. of unit</u></th> <th style="width: 15%;"><u>Estimated price per unit (bdt)</u></th> <th style="width: 45%;"><u>Total estimated price (bdt)</u></th> </tr> </thead> <tbody> <tr> <td>01</td> <td>UV Water Filter</td> <td>01</td> <td>35000</td> <td>35,000</td> </tr> <tr> <td colspan="5" style="text-align: center;">...</td> </tr> </tbody> </table>						<u>Sl</u>	<u>Item</u>	<u>No. of unit</u>	<u>Estimated price per unit (bdt)</u>	<u>Total estimated price (bdt)</u>	01	UV Water Filter	01	35000	35,000	...		
<u>Sl</u>	<u>Item</u>	<u>No. of unit</u>	<u>Estimated price per unit (bdt)</u>	<u>Total estimated price (bdt)</u>																
01	UV Water Filter	01	35000	35,000																
...																				

GD-3	Procurement of Computer accessories	No	14	Quotation	CAFO	GOB	2,00,000/-																																						
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<u>Sl</u>	<u>Item</u>	<u>No. of unit</u>	<u>Estimated price per unit (bdt)</u>	<u>Total estimated price (bdt)</u>																																									
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02	Scanner	04	14,000	56,000																																									
03	Mouse	01	500	500																																									
04	Mouse (Wireless)	01	2,000	2,000																																									
05	Router	02	4,000	8,000																																									
06	Miscellaneous (Emergency purpose)	-	-	38,000																																									
<b>Grand total</b>				<b>2,00,000</b>																																									
GD-4	Procurement of visitor's chair & sofa	No	06	Quotation	CAFO	GOB	55,000/-																																						
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<u>Sl</u>	<u>Item</u>	<u>No. of unit</u>	<u>Estimated price per unit (bdt)</u>	<u>Total estimated price (bdt)</u>																																									
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02	Visitor's Sofa	01	15,000	15,000																																									
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GD-5	Procurement of furniture	No	05	Quotation	CAFO	GOB	1,30,000/-																																	
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<u>Sl</u>	<u>Item</u>	<u>No. of unit</u>	<u>Estimated price per unit (bdt)</u>	<u>Total estimated price (bdt)</u>																																				
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<u>Sl</u>	<u>Item</u>	<u>No. of unit</u>	<u>Estimated price per unit (bdt)</u>	<u>Total estimated price (bdt)</u>																																				
01	Honor Board	1	10,000	10,000																																				
02	Internal PABX system	1	20,000	20,000																																				

Gd-7	Procurement of stationaries	No of items	17	Quotation	CAFO	GOB	1,00,000/-																																																								
	Detail	<table border="1"> <thead> <tr> <th>Sl</th> <th>Item</th> <th>No. of unit</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Sticky pad</td> <td>30</td> </tr> <tr> <td>02</td> <td>File tag</td> <td>30</td> </tr> <tr> <td>03</td> <td>File board</td> <td>450</td> </tr> <tr> <td>04</td> <td>File cover</td> <td>450</td> </tr> <tr> <td>05</td> <td>Stapler machine</td> <td>15</td> </tr> <tr> <td>06</td> <td>Stapler pin</td> <td>30 box</td> </tr> <tr> <td>07</td> <td>Audit register</td> <td>10</td> </tr> <tr> <td>08</td> <td>GPF register</td> <td>10</td> </tr> <tr> <td>09</td> <td>'Bill receive' register</td> <td>40</td> </tr> <tr> <td>10</td> <td>Envelope</td> <td>500</td> </tr> <tr> <td>11</td> <td>Scale</td> <td>12</td> </tr> <tr> <td>12</td> <td>Highlighter</td> <td>20</td> </tr> <tr> <td>13</td> <td>Pen</td> <td>16 dozen</td> </tr> <tr> <td>14</td> <td>Pencil</td> <td>2 dozen</td> </tr> <tr> <td>15</td> <td>Punch machine</td> <td>20</td> </tr> <tr> <td>16</td> <td>Staple remover</td> <td>20</td> </tr> <tr> <td>17</td> <td>Paper weight</td> <td>20</td> </tr> <tr> <td>18</td> <td>Miscellaneous</td> <td>-</td> </tr> </tbody> </table> <p>**Price of these items varies due to market price and availability of products.</p>						Sl	Item	No. of unit	01	Sticky pad	30	02	File tag	30	03	File board	450	04	File cover	450	05	Stapler machine	15	06	Stapler pin	30 box	07	Audit register	10	08	GPF register	10	09	'Bill receive' register	40	10	Envelope	500	11	Scale	12	12	Highlighter	20	13	Pen	16 dozen	14	Pencil	2 dozen	15	Punch machine	20	16	Staple remover	20	17	Paper weight	20	18	Miscellaneous
Sl		Item	No. of unit																																																												
01		Sticky pad	30																																																												
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17		Paper weight	20																																																												
18	Miscellaneous	-																																																													

GD-8	Procurement of glass door	No	01	Quotation	CAFO	GOB	20,000/-																				
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<u>Sl</u>	<u>Item</u>	<u>No. of unit</u>	<u>Estimated price per unit (bdt)</u>	<u>Total estimated price (bdt)</u>																							
01	Glass Door (conference room)	01	20,000	20,000																							
GD-9	Procurement of ceiling fan	No	02	Quotation	CAFO	GOB	8,000/-																				
	Detail	<table border="1"> <thead> <tr> <th><u>Sl</u></th> <th><u>Item</u></th> <th><u>No. of unit</u></th> <th><u>Estimated price per unit (bdt)</u></th> <th><u>Total estimated price (bdt)</u></th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Ceiling fan</td> <td>02</td> <td>4,000</td> <td>8,000</td> </tr> </tbody> </table>						<u>Sl</u>	<u>Item</u>	<u>No. of unit</u>	<u>Estimated price per unit (bdt)</u>	<u>Total estimated price (bdt)</u>	01	Ceiling fan	02	4,000	8,000										
<u>Sl</u>	<u>Item</u>	<u>No. of unit</u>	<u>Estimated price per unit (bdt)</u>	<u>Total estimated price (bdt)</u>																							
01	Ceiling fan	02	4,000	8,000																							
GD-10	Procurement of toner	No	44	Quotation	CAFO	GOB	80,000/-																				
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	<u>Sl</u>	<u>Item</u>	<u>No. of unit</u>	<u>Estimated price per unit (bdt)</u>	<u>Total estimated price (bdt)</u>																						
	01	Toner (Compatible)	40	1,500	60,000																						
02	Toner (Brand)	04	5,000	20,000																							
Grand total				80,000																							

GD-11	<b>Procurement of Air Conditioner</b>	No	01	Quotation	CAFO	GOB	70,000/-																																																					
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GD-12	<b>Procurement of office equipment</b>	No of items	09	Quotation	CAFO	GOB	2,00,000/-																																																					
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GD-13	Procurement of cleaning goods	No	07	Quotation	CAFO	GOB	80,000/-																																																	
	Detail	<table border="1"> <thead> <tr> <th>Sl</th> <th>Item</th> <th>No. of unit</th> <th>Estimated price per unit (bdt)</th> <th>Total estimated price (bdt)</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Doormat (পাপোশ)</td> <td>02 (small) 01 (large)</td> <td>1000*2 3000*1</td> <td>5,000</td> </tr> <tr> <td>02</td> <td>Water filter kit</td> <td></td> <td></td> <td>n/a</td> </tr> <tr> <td>03</td> <td>Harpick (washroom)</td> <td>20</td> <td>300</td> <td>6,000</td> </tr> <tr> <td>04</td> <td>Glass cleaner</td> <td>10</td> <td>300</td> <td>3,000</td> </tr> <tr> <td>05</td> <td>Cleaning brush</td> <td>20</td> <td>350</td> <td>7,000</td> </tr> <tr> <td>06</td> <td>Broom</td> <td>50</td> <td>300</td> <td>15,000</td> </tr> <tr> <td>07</td> <td>Laijol (cleaning purpose)</td> <td>12</td> <td>300</td> <td>3,600</td> </tr> <tr> <td>08</td> <td>Miscellaneous (undefined)</td> <td>-</td> <td>-</td> <td>40,400</td> </tr> <tr> <td colspan="4"><b>Grand total</b></td> <td><b>80,000</b></td> <td></td> </tr> </tbody> </table>		Sl	Item	No. of unit		Estimated price per unit (bdt)	Total estimated price (bdt)	01	Doormat (পাপোশ)	02 (small) 01 (large)	1000*2 3000*1	5,000	02	Water filter kit			n/a	03	Harpick (washroom)	20	300	6,000	04	Glass cleaner	10	300	3,000	05	Cleaning brush	20	350	7,000	06	Broom	50	300	15,000	07	Laijol (cleaning purpose)	12	300	3,600	08	Miscellaneous (undefined)	-	-	40,400	<b>Grand total</b>				<b>80,000</b>		
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GD-14	Procurement of paper	No of rim	100	Quotation	CAFO	GOB	40,000/-																																																	
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