

**Annual Procurement Plan (APP)
for Goods
FY: 2024-2025**

Budget: Revenue


Ministry/Division : Rural Development & Cooperatives Division
Agency : Department of Cooperatives
Procuring Entity Unit & Code : Head Office, 1380201

Package no	Description of Procurement package Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Esid. Cost in Thousand Tk.	Time Code for Process	Not Used in Goods	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time of 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
GR-01	Cleaning Materials	-	LS	CP/RFQM/DPM	HOPE	GOB	2200	As per instant requirement & authority's approval									
GR-02	Books and Periodicals	-	LS	CP / RFQM	HOPE	GOB	500	Planned Dates		01.08.24	04.08.24	08.08.24	11.08.24	18.08.24	not required	17 days	40 days
								Planned Days		0 day	03 days	04 days	03 days	07 days			
								Actual Dates									
GR-03	Computer Printer Toner	-	370	CP / RFQM	HOPE	GOB	700	Planned Dates		04.08.24	07.08.24	11.08.24	14.08.24	18.08.24	not required	14 days	40 days
								Planned Days		0 day	03 days	04 days	03 days	04 days			
								Actual Dates									
GR-04	Photocopier Toner	-	60	CP / RFQM	HOPE	GOB	500	Planned Dates		11.08.24	18.08.24	21.08.24	28.08.24	01.09.24	not required	21 days	40 days
								Planned Days		0 day	07 days	03 days	07 days	04 days			
								Actual Dates									
GR-05	Other Expenses (papers A4, Legal & photocopy)	-	LS	OTM/RFQM	HOPE	GOB	2500	Planned Dates		18.08.24	02.09.24	17.09.24	24.09.24	14.10.24	needed	57days	120 days
								Planned Days		0 day	15 days	15 days	07 days	20 days			
								Actual Dates									
GR-06		-	LS	OTM/RFQM/DPM	HOPE	GOB	2500	Planned Dates		22.08.24	05.09.24	19.09.24	26.09.24	17.10.24			



	Other Expenses (Stationary, Materials Items)							Planned Days		0 day	14 days	14 days	07 days	21 days	needed	56 days	120 days		
								Actual Dates											
GR-07	Other Expenses (Cookeries & others related Items)	-	LS	CP / RFQM	HOPE	GOB	1000	Planned Dates		01.09.24	04.09.24	11.09.24	18.09.24	22.09.24	needed	21 days	40 days		
								Planned Days	0 day	03 days	07 days	07 days	04 days						
								Actual Dates											
GR-08	Other Expenses (Miscellaneous)	-	LS	CP / RFQM	HOPE	GOB	2500	As per instant requirement & authority's approval											
GR-09	Staff Leverage (MLSS, Office Assistance & Driver)	-	LS	CP /RFQM	HOPE	GOB	800	Planned Dates		10.09.24	17.09.24	22.09.24	29.09.24	03.11.24	not required	24 days	40 days		
								Planned Days	0 day	07 days	05 days	07 days	05 days						
								Actual Dates											
GR-10	Event Management, festival & others day Celebration	-	LS	OTM/RFQ M/DPM	HOPE	GOB	4000	Planned Dates		04.08.24	19.08.24	03.09.24	10.09.24	30.10.24	needed	57days	120 days		
								Planned Days	0 day	15 days	15 days	07 days	20 days						
								Actual Dates											
GR-11	Motor Vehicles (Repair & maintenance)	-	LS	CP/DPM	HOPE	GOB	2000	As per instant requirement & authority's approval											
GR-12	Furniture (Repair & maintenance)	-	LS	CP/DPM	HOPE	GOB	1000	As per instant requirement & authority's approval											
GR-13	Computers (Repair & maintenance)	-	LS	CP/DPM	HOPE	GOB	700	As per instant requirement & authority's approval											
GR-14	Machineries & Equipment (Repair & maintenance)	-	LS	CP/RFQM/ DPM	HOPE	GOB	1700	As per instant requirement & authority's approval											

GR-15	Motor Vehicles (Purchase)	-	01	DPM / OTM	HOPE	GOB	5200	Already the Ministry of finance has been issued and order to stop purchasing any vehicles for the fiscal year 2024-25									
GR-16	Desktop Computer Scanner UPS Printer	25 30 30 20	Total 105	OTM / RFQM	HOPE	GOB	4068	Planned Dates		22.09.24	07.10.24	22.10.24	29.10.24	20.11.24	needed	58 days	120 days
								Planned Days		0 day	15 days	15 days	07 days	21 days			
								Actual Dates									
GR-17	Laptop	-	15	OTM / RFQM	HOPE	GOB	1932	Planned Dates		25.09.24	10.10.24	25.10.24	31.10.24	21.11.24	needed	57 days	120 days
								Planned Days		0 day	15 days	15 days	06 days	21 days			
								Actual Dates									
GR-18	Computers Accessories (Miscellaneous)	-	No's	CP/RFQM	HOPE	GOB	1000	As per instant requirement & authority's approval									
GR-19	Office Equipment Purchase	-	No's	OTM/RFQM	HOPE	GOB	4100	Planned Dates		01.10.24	15.10.24	30.10.24	07.11.24	28.11.24	needed	58 days	120 days
								Planned Days		0 day	15 days	15 days	07 days	21 days			
								Actual Dates									
GR-20	Furniture (Purchase)	-	LS	OTM	HOPE	GOB	3000	Planned Dates		07.10.24	14.10.24	20.10.24	27.10.24	31.10.24	needed	24 days	40 days
								Planned Days		0 day	07 days	06 days	07 days	04 days			
								Actual Dates									
GR-21	Softwares	-	LS	CP	HOPE	GOB	150	As per instant requirement & authority's approval									


 31.7.24
 Registrar & Director General
 Head of Procuring Entity
 Department of Co-operative