

**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 : Divisional Cooperative Office, Barishal & 3831

Package No.	Description of Procurement Package Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. 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-1	Seminar/Conference 3211111	LS	LS	DPM	HOPE	GOB	300	As per instant requisition									
GR-2	In House Training 3231301	LS	LS	DPM	HOPE	GOB	800	As per instant requirement & training schedule									
GR-3	Computer accessories 3255101	LS	LS	DPM	HOPE	GOB	150	As per instant requisition									
GR-4	Printing and binding 3255102	LS	LS	DPM	HOPE	GOB	30	As per instant requisition									
GR-5	Motor Vehicles (Repair & Maintenance) 3258101	LS	LS	DPM	HOPE	GOB	100	As per instant requisition									
GR-6	Furniture (Repair & Maintenance)	LS	LS	DPM	HOPE	GOB	100	As per instant requisition									
GR-7	Computers and Office Equipment (Repair & Maintenance) 3258103	LS	LS	DPM	HOPE	GOB	100	As per instant requisition									
GR-8	Other machinery and equipment Repair 3258105	LS	LS	DPM	HOPE	GOB	100	As per instant requirement									
GR-9	Laptop 4112202	No's	2	RFQM	HOPE	GOB	500	Planned Dates		10 Oct 2024	17 Oct 2024	17 Oct 2024	24 Oct 2024	30 Oct 2024	Not Needed	20 days	35 days
	Computer 4112202		3					Planned Days		0 day	7 days	1 day	7 days	6 days			
	UPS 4112202		6					Actual Date									
	Printer 4112202		2					Actual Dates									
	Scanner 4112202		2					Actual Dates									

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GR-10	AC 2 ton 4112310	No's	2	RFQM	HOPE	GOB	400	Planned Dates	03 Nov 2024	10 Nov 2024	10 Nov 2024	17 Nov 2024	20 Nov 2024	Not Needed	18 days	38 days
	Photocopier 4112310		1					Planned Days	0 day	7 days	1 day	7 days	3 days			
	Door and window screen 4112310							Actual Dates								
GR-11	Table 4112314	No's	2	RFQM	HOPE	GOB	500	Planned Dates	05 Dec 2024	12 Dec 2024	12 Dec 2024	19 Dec 2024	22 Dec 2024	Not Needed	18 days	38 days
	Revolving chair 4112314		5					Planned Days	0 day	7 days	1 day	7 days	3 days			
	Visitor Chair 4112314		10					Actual Dates								
	File cabinet 4112314		4					Actual Dates								
	Steel rack 4112314		4													

Issue No.: , Dated: /07/2024

Sabuj
৩০/০৭/২৪
সবুজ মৌল্লা
অফিস সহকারী কাম কম্পিউটার অপারেটর

হাসান
৩০/০৭/২৪
মোঃ হাসান হাশেম
অফিস সহকারী

মোহাম্মদ
৩০/০৭/২৪
মোহাম্মদ মোস্তাফিজ
উপবিভাগ (স্বাস্থ্য)

Muhammad
৩০/০৭/২৪
মুহাম্মদ আবদুল্লা আল মামুন
যুগ্মনিবন্ধক
বিভাগীয় সমবায় কার্যালয়, বরিশাল