

Ministry of Environment, Forest & Climate Change
Section: Administration -3 Branch

ANNUAL PROCUREMENT PLAN 2021-22

Procuring Entity: Secretary, Ministry of Environment, Forest & Climate Change
Source of Fund : Revenue (GOB)

Package	2	3	4	5	6	8	9	10	11	12	13	14	15	16	17	18
	Description of Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Estd Cost in Tk (lakh)	Not Used in Goods	Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Completion of Contract	Total Time (in Days)	
Code: 4112202 (Computer and others related)																
1	Procurement of Desktop Computer with Monitor	Nos	20	OTM	As per delegation	10.00		01 Nov-21		As per PPR Process						
2	Procurement of Laptop	Nos	15	OTM/R FQ	As per delegation	9.00		01 Nov-21		As per PPR Process						
3	Procurement of Duplex Computer Printers	Nos	25	OTM/R FQ	As per delegation	8.00		01 Nov-21		As per PPR Process						
4	Procurement of Scanner	Nos	15	RFQ	As per delegation	1.50		01 Nov-21		As per PPR Process						
5	Antivirus	Nos	150	OTM/R FQ	As per delegation	1.50		01 Nov-21		As per PPR Process						
6	Procurement of Software	Nos	01	OTM/R FQ	As per delegation	5.00		When needed								
					Total=	35.00										
Code: 3255101 (Computer Accessories)																
7	Procurement of Computer printer Toner	Nos	250	OTM/R FQ	As per delegation	10.00		01 Dec-21		As per PPR Process						
8	Computer Accessories (Key Board, Mouse, 'ad, Pen drive, Multiplug, CD, Router, web lam/Head Phone, Speaker etc.)	Nos	LS	RFQ	As per delegation	7.00		01 Dec-21		As per PPR Process						
					Total=	17.00										
Code: 4112310 (Office Accessories)																
9	Procurement of Photocopiers Machines	Nos	01	OTM	As per delegation	3.00		01 Nov-21		As per PPR Process						
10	Procurement of Sound System	Nos	01	OTM/R FQ	As per delegation	6.00		When needed								
					Total=	9.00										

Code: 4112314 (Furniture)									
11	Procurement of Sofa Set	Nos	6	OTM/R FO	As per delegation	9.00		01 Nov-21	As per PPR Process
12	Procurement of Executive Chair	Nos	12	OTM/R FO	As per delegation	2.80		01 Jan-22	As per PPR Process
13	Procurement of Visitor Chair	Nos	20	OTM/R FO	As per delegation	1.00		01 Dec-21	As per PPR Process
14	Procurement of executive Table	Nos	4	OTM/R FO	As per delegation	2.40		01 Mar-22	As per PPR Process
15	Procurement of Computer Table	Nos	8	OTM/R FO	As per delegation	2.00		01 Nov-21	As per PPR Process
16	Procurement of Almira	Nos	4	OTM/R FO	As per delegation	2.00		01 Dec-21	As per PPR Process
Total=						19.20			
Code: 4112204 (Telecommunication Accessories)									
17	Procurement of Telephone and Intercom set	Nos	55	RFQ	As per delegation	2.20		01 Nov-21	As per PPR Process
18	Procurement of P.O. Set	Nos	25	RFQ	As per delegation	2.86		01 Nov-21	As per PPR Process
19	Procurement of Mobile Set	Nos	2	RFQ	As per delegation	1.50		01 Nov-21	As per PPR Process
Total=						6.56			
Code: 3255105 (Stationary)									
20	Procurement of Stationary Goods	Nos	As per need	OTM/R FO	As per delegation	7.00		01 Nov-21	As per PPR Process
21	Procurement of Toner of Photocopy Machine	Nos	27	OTM/R FO	As per delegation	4.00		01 Dec-21	As per PPR Process
22	Others	Nos	As per need	DPM	As per delegation	10.00		When needed	As per PPR Process
Total=						21.00			

Md. Rafiqul Islam
Assistant Secretary

Dr. Md. Ashfaqul Islam Babool
Joint Secretary

Dr. Md. Iqbal Abdullah Harun
Additional Secretary

Md. Mostafa Kamal
Secretary