

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

Ministry/Division : Rural Development & Cooperatives Division
 Agency : Department of Cooperatives
 Procuring Entity Unit & Code : Divisional co-operative Office, Rangpur 1380202

Package no	Description of Procurement package Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Esid. Cost in Million 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	DPM	HOPE	GOB	0.12	As per instant requirement									
GR-02	Books and Periodicals	-	LS	DPM	HOPE	GOB	0.07	As per instant requirement									
GR-03	Computer Materials (Printer Toner & Photocopier Toner)	-	94	DPM	HOPE	GOB	0.30	As per instant requirement									
GR-04	Other Stationary (papers A4, Legal & Other Stationary Items)	-	LS	RFQ/ DPM	HOPE	GOB	0.90	Planned Dates	14.01.25	14.01.25	14.01.25	15.01.25	15.01.25	15.01.25	N/A	N/A	31 days
								Planned Days	10 days	10 days	10 days	11 days	11 days	11 days			
								Actual Dates									
GR-05	Motor Vehicles (Repair & maintenance)	-	LS	DPM	HOPE	GOB	0.17	As per instant requirement									
GR-06	Furniture (Repair & maintenance)	-	LS	DPM	HOPE	GOB	0.14	As per instant requirement									
GR-07	Computers (Repair & maintenance)	-	LS	DPM	HOPE	GOB	0.14	As per instant requirement									
GR-08	Machineries & Equipment (Repair & maintenance)	-	LS	DPM	HOPE	GOB	0.12	As per instant requirement									

[Handwritten Signature]

GR-09	Computers & Accessories Laptop-02 Desktop Computer-05 Lazer Printer-04 Colour Printer-01	-	12	RFQ	HOPE	GOB	0.90	Planned Dates Planned Days Actual Dates	20.08.24	28.08.24	28.08.24	29.08.24	29.08.24	N/A	N/A	31 days
									0 day	9 days	9 days	10 days	10 days			
GR-10	Office Equipment AC 2.0 Ton-01 LED Smart TV 75 Inch-01 Conference Audio System (with 9 fixed microphone & 2 wireless microphone)	-	3	RFQ	HOPE	GOB	0.80	Planned Dates Planned Days Actual Dates	20.08.24	28.08.24	28.08.24	29.08.24	29.08.24	N/A	N/A	31 days
									0 day	9 days	9 days	10 days	10 days			
GR-11	Furniture Visitor Chair-24 Executive Chair-03 Executive Table-06 Book shelf-01 Wodden chair-01 Wodden wall rack-01 Revolbing chair-05 Steel Almirah-03 Computer Table-04 Side Rack-04	-	52	RFQ	HOPE	GOB	0.90	Planned Dates Planned Days Actual Dates	20.08.24	28.08.24	28.08.24	29.08.24	29.08.24	N/A	N/A	31 days
									0 day	9 days	9 days	10 days	10 days			

[Handwritten Signature]
29/08/2024

Joint-Registrar
Divisional Co-operative Office
Rangpur.