

## Annual Procurement Plan 2024-2025

**Ministry/Division** : Road Transport And Highways Division  
**Implementing Agency** : Bangladesh Road Transport Authority (BRTA), Divisional Office, Rangpur  
**Project/Programme Name** : Deirdector (engg.)/Deputy Director (engg.), BRTA, Divisional Office, Rangpur  
**Revenue** : Revenue

Packs no	Description of Procurement package	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Esti. Cost in Thousand Tk.	Time code for process				Not used in Goods	Tender Advertise Tender	Tender Openin g	Tender Evaluatio n	Approv al to Award	Notifi cation of Award	Signing of Contract	Total Time to contract Signature	Time for completion of contract	
								Planned dates		Actual dates											
								1 <sup>st</sup> quarter	2 <sup>nd</sup> quarter	3 <sup>rd</sup> quarter	4 <sup>th</sup> quarter										
1	2 Cleaning and washing items (code-3211102), Various Types of cleaning elements		As required	Cash purchase	HOPE or As per Deligation	GOB	150	Planned dates	1 <sup>st</sup> quarter	2 <sup>nd</sup> quarter	3 <sup>rd</sup> quarter	4 <sup>th</sup> quarter	When required								01 year
2	Entertainment expenses (code-3211106) Various Types of Snacks		As required	Cash purchase	HOPE or As per Deligation	GOB	120	Planned dates	1 <sup>st</sup> quarter	2 <sup>nd</sup> quarter	3 <sup>rd</sup> quarter	4 <sup>th</sup> quarter	When required								01 year
3	Seminar/Conference expenses (code-3211111) Seminar arrangement		As required	Cash purchase	HOPE or As per Deligation	GOB	100	Planned dates	1 <sup>st</sup> quarter	2 <sup>nd</sup> quarter	3 <sup>rd</sup> quarter	4 <sup>th</sup> quarter	When required								01 year
4	Postage (code-3211119) Buying of postal stamp		As required	Collection of stamps from treasury offices	HOPE or As per Deligation	GOB	10	Planned dates	1 <sup>st</sup> quarter	2 <sup>nd</sup> quarter	3 <sup>rd</sup> quarter	4 <sup>th</sup> quarter	When required								01 year
5	Telephone (code-3211120) Paying telephone bill		As required	Cash purchase	HOPE or As per Deligation	GOB	30	Planned dates	1 <sup>st</sup> quarter	2 <sup>nd</sup> quarter	3 <sup>rd</sup> quarter	4 <sup>th</sup> quarter	When required								01 year
6	Advertising expenses (code-3211125) 1. Various Meeting banners, 2. Printing Sticker and Letter with various slogan for increasing Road Safety and public awareness, 3. Road safety related various public notification in newspaper		As required	Cash purchase or RFO	HOPE or As per Deligation	GOB	100	Planned dates	1 <sup>st</sup> quarter	2 <sup>nd</sup> quarter	3 <sup>rd</sup> quarter	4 <sup>th</sup> quarter	When required								01 year
7	Training (code-3231301) Official Staff Training Program		As required	Cash purchase or RFO	HOPE or As per Deligation	GOB	100	Planned dates	1 <sup>st</sup> quarter	2 <sup>nd</sup> quarter	3 <sup>rd</sup> quarter	4 <sup>th</sup> quarter	When required								01 year
8	Computer consumables (code-3255101) Computer		As required	Cash purchase or RFO	HOPE or As per Deligation	GOB	150	Planned dates	1 <sup>st</sup> quarter	2 <sup>nd</sup> quarter	3 <sup>rd</sup> quarter	4 <sup>th</sup> quarter	When required								01 year






Package no	Description of Procurement package	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Est. Cost in Thousand TL	Time codes for process	Not used in Goods	Inviter Advertisement	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total Time to contract Signature	Time for completion of contract
9	Monitor, printer, Toner & other accessories (Black white and color), Printing & Binding (code-3255102) Route permit volume register, acknowledgement slip, note book printing and binding etc.		As required	Cash purchase	HOPE or As per Delegation	GOB	20	Planned dates 1 <sup>st</sup> quarter 2 <sup>nd</sup> quarter 3 <sup>rd</sup> quarter 4 <sup>th</sup> quarter Actual dates		When required When required When required When required							01 year
10	Stamp and Seals (Code-3255104) Various Types of Stamp & Seal		As required	Cash purchase	HOPE or As per Delegation	GOB	20	Planned dates 1 <sup>st</sup> quarter 2 <sup>nd</sup> quarter 3 <sup>rd</sup> quarter 4 <sup>th</sup> quarter Actual dates		When required When required When required When required							01 year
11	Other stationary (code-3255105) A4 paper, Legal paper, Stapler, Stapler pin, tube light & ballp. ball pen and Various Types of official using elements		As required	Cash purchase	HOPE or As per Delegation	GOB	150	Planned dates 1 <sup>st</sup> quarter 2 <sup>nd</sup> quarter 3 <sup>rd</sup> quarter 4 <sup>th</sup> quarter Actual dates		When required When required When required When required							01 year
12	Honorarium (code-3257206) Official Staff Training		As required	Cash purchase	HOPE or As per Delegation	GOB	100	Planned dates 1 <sup>st</sup> quarter 2 <sup>nd</sup> quarter 3 <sup>rd</sup> quarter 4 <sup>th</sup> quarter Actual dates		When required When required When required When required							01 year
13	Ceremonials/ Fezhtvals (code-3257301) To celebrate Independence day, Victory day, International Mother language day, national mourning day & national Road safety day etc.		As required	Cash purchase	HOPE or As per Delegation	GOB	100	Planned dates 1 <sup>st</sup> quarter 2 <sup>nd</sup> quarter 3 <sup>rd</sup> quarter 4 <sup>th</sup> quarter Actual dates		When required When required When required When required							01 year
14	Furniture Repair (code-3258102) Furniture Repair		As required	Cash purchase	HOPE or As per Delegation	GOB	40	Planned dates 1 <sup>st</sup> quarter 2 <sup>nd</sup> quarter 3 <sup>rd</sup> quarter 4 <sup>th</sup> quarter Actual dates		When required When required When required When required							01 year
15	Computer (repair) (code-3258103) Computer Software & Hardware Servicing		As required	Cash purchase	HOPE or As per Delegation	GOB	40	Planned dates 1 <sup>st</sup> quarter 2 <sup>nd</sup> quarter 3 <sup>rd</sup> quarter 4 <sup>th</sup> quarter Actual dates		When required When required When required When required							01 year
16	Other machineries and equipment (code-3258105) Buying & Repairing of different office equipment		As required	Cash purchase	HOPE or As per Delegation	GOB	18	Planned dates 1 <sup>st</sup> quarter 2 <sup>nd</sup> quarter 3 <sup>rd</sup> quarter 4 <sup>th</sup> quarter Actual dates		When required When required When required When required							01 year


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Package no	Description of Procurement package	unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Thousand Tk.	Procurement date & Time	Time for completion of contract
18	Computers and accessories (code-4112202) 1. Buy a full set computer & Laptop. 2. Buy a different parts of computer instruments.	Nos	As required	DPM or RFQ	HOPE or As per Deligation	GOB	120	As per govt. rules and needs	01 year
19	Furniture (code-4112314) 1. Executive table-1 & Chair-3 2. Computer table-02 3. Office visitor for chair-10	Nos	As required	DPM or RFQ	HOPE or As per Deligation	GOB	200	As per govt. rules and needs	01 year
20	Other machineries and equipment (code-4112316) Purchase Equipment for official use (AC, IPS, Television etc)	Nos	As required	DPM or RFQ	HOPE or As per Deligation	GOB	100	As per govt. rules and needs	01 year

  
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