

**ANNUAL PROCUREMENT PLAN FOR FINANCIAL YEAR 2021-2022**

**Ministry/Division** : Ministry of Women and Children Affairs

**Budget: Development**

**Agency** : Joyeeta Foundation

**Procuring Entity Name & Code** : Project Director

**Project / Program Name & Code** : Capacity Building of Joyeeta Foundation Project

(In BDT Lac Taka)

Pack age no	Description pf Procurement Package Goods	Unit	Quanti ty	Procureme nt Method & Type	Contract Approvi ng Authority	Source Of Fund	Est Cost in TK.	Time Code for Process	Not Used in Goods	Invite / advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Singing of Contract	Total Time to Contract Signature	Time for Completi on of Contract	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
1	Estabiishing Joyeeta super shop / Departmental stor	01	01	OTM	PD	GOB	150.00	Planned Date		05/08/21	22/08/21	29/08/21	29/08/21	31/08/21	02/09/21			
								Planned Days										
								Actual Dates										
2	Appointing national consultant	01	01	Single source	PD	GOB	50.00	Planned Date		03/08/21	18/08/21	26/08/21	26/08/21	29/08/21	02/09/21			
								Planned Days										
								Actual Dates										
3	Appointing others consultant	03	03	3 CV method	PD	GOB	50.00	Planned Date		03/08/21	18/08/21	26/08/21	26/08/21	29/08/21	02/09/21			
								Planned Days										
								Actual Dates										
4	Purchasing machineri es for joyeeta design center			OTM	PD	GOB	100.00	Planned Date		03/08/21	18/08/21	26/08/21	26/08/21	29/08/21	02/09/21			
								Planned Days										
								Actual Dates										
5	Renovation of joyeeta business incubation center zerani			OTM	PD	GOB	200.00	Planned Date		03/08/21	18/08/21	26/08/21	26/08/21	29/08/21	02/09/21			
								Planned Days										
								Actual Dates										
6	Conducting countrywide			DPM	PD	GOB	80.00	Planned		08/08/21	18/08/21	26/08/21	26/08/21	29/08/21	09/09/21			

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	survey for investigation and identification of district based famous & business potential products & existing and extinctive crafts ( including baseline & end line survey of WEAs / Wes)							Date											
								Planned Days											
									Actual Dates										
7	Purchasing furniture for PIM office	4	15	Quotation	PD	GOB	20.00	Planned Date		08/08/21	18/08/21	26/08/21	26/08/21	29/08/21	09/09/21				
								Planned Days											
								Actual Dates											
8	Purchasing equipment for Joyeeta Foudation Conference room	5	20	OTM/RFQ	MD / PD	GOB	25.00	Planned Date		08//09/21	16/09/21	26/09/21	26/09/21	29/09/21	30/09/21				
								Planned Days											
								Actual Dates											
9	Purchasing equipment for joyeeta foundation office	5	20	RFQ /DPM	PD	GOB	4.00	Planned Date		08//09/21	16/09/21	26/09/21	26/09/21	29/09/21	30/09/21				
								Planned Days											
								Actual Dates											
10	Purchasing equipment for Conference Room	1	1	RFQ /DPM	PD	GOB	.45	Planned Date		08//09/21	16/09/21	26/09/21	26/09/21	29/09/21	30/09/21				
								Planned Days											
								Actual Dates											
11	Purchasing Computer and computer accessories for PIM office	5	20	OTM/RFQ	MD / PD	GOB	30.00	Planned Date		15//09/21	22/09/21	28/09/21	28/09/21	28/09/21	30/09/21				
								Planned Days											
								Actual Dates											
12	Purchasing CCTV for joyeeta foundation	5		RFQ /DPM	PD	GOB	4.00	Planned Date		15//09/21	22/09/21	28/09/21	28/09/21	28/09/21	30/09/21				
								Planned Days											

Package no	Description of Procurement Package Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source Of Fund	Est Cost in TK.	Time Code for Process	Not Used in Goods	Invite / advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Singing of Contract	Total Time to Contract Signature	Time for Completion of Contract
								Actual Dates									
13	Purchasing equipment for MDs Room	5	20	RFQ /DPM	MD / PD	GOB	0.50	Planned Date		15//09/21	22/09/21	28/09/21	28/09/21	28/09/21	30/09/21		
								Planned Days									
								Actual Dates									
14	Set up High Speed wifi for joyeeta foundation and joyeeta marketing center	5	20	RFQ /DPM	PD	GOB	10.00	Planned Date		15//09/21	22/09/21	28/09/21	28/09/21	28/09/21	30/09/21		
								Planned Days									
								Actual Dates									
15	Purchasing Computer and computer accessories for design center	5	20	RFQ /DPM	PD	GOB	30.00	Planned Date		15//09/21	22/09/21	28/09/21	28/09/21	28/09/21	30/09/21		
								Planned Days									
								Actual Dates									
16	Hiring car through outsourcing for capacity building for joyeeta foundation	01	01	OTM/RFQ	PD / MD	GOB	15.00	Planned Date		15//09/21	22/09/21	28/09/21	28/09/21	28/09/21	30/09/21		
								Planned Days									
								Actual Dates									
17	Purchasing equipment for joyeeta foundation	05	30	RFQ /DPM	PD / MD	GOB	20.00	Planned Date		14/10/21	28/10/21	31/10/21	01/11/21	02/11/21	04/11/21		
								Planned Days									
								Actual Dates									

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18	Purchasing equipment for PIM office			RFQ /DPM		GOB	20.00	Planned Date		14/10/21	28/10/21	31/10/21	01/11/21	02/11/21	04/11/21			
								Planned Days										
								Actual Dates										
19	Purchasing equipment for joyeeta sales center			RFQ /DPM		GOB	30.00	Planned Date		14/10/21	28/10/21	31/10/21	01/11/21	02/11/21	04/11/21			
								Planned Days										
								Actual Dates										

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Package no	Description of Procurement Package Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source Of Fund	Est Cost in TK.	Time Code for Process	Not Used in Goods	Invite / advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Singing of Contract	Total Time to 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		
20	Purchasing equipment for joyeeta foundation			RFQ /DPM		GOB	40.00	Planned Date		01/12/21	07/12/21	12/12/21	13/12/21	14/12/21	15/12/21				
								Planned Days											
								Actual Dates											
21	Purchasing equipment for PIM office			RFQ /DPM		GOB	20.00	Planned Date		01/12/21	07/12/21	12/12/21	13/12/21	14/12/21	15/12/21				
								Planned Days											
								Actual Dates											
22	Purchasing equipment for joyeeta sales center			RFQ /DPM		GOB	20.00	Planned Date		01/12/21	07/12/21	12/12/21	13/12/21	14/12/21	15/12/21				
								Planned Days											
								Actual Dates											

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
23	Purchasing equipment for joyeeta foundation			OTM/RFQ		GOB	50.00	Planned Date		01/12/21	07/12/21	12/12/21	13/12/21	14/12/21	15/12/21			
								Planned Days										
								Actual Dates										
24	Purchasing equipment for PIM office			OTM/RFQ		GOB	50.00	Planned Date		01/12/21	07/12/21	12/12/21	13/12/21	14/12/21	15/12/21			
								Planned Days										
								Actual Dates										
25	Purchasing equipment for joyeeta sales center			OTM/RFQ		GOB	100.00	Planned Date		01/12/21	07/12/21	12/12/21	13/12/21	14/12/21	15/12/21			
								Planned Days										
								Actual Dates										

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
26	Reforming joyeeta Business Outlet			OTM/RFQ		GOB	120.00	Planned Date		09/12/21	23/12/21	30/12/21	03/01/22	04/01/22	06/01/22			
								Planned Days										
								Actual Dates										
27	Supporting joyeetas Innovation			OTM/RFQ		GOB	20.00	Planned Date		09/12/21	23/12/21	30/12/21	03/01/22	04/01/22	06/01/22			
								Planned Days										
								Actual Dates										
28	Promoting Diversification of joyeeta ventures			OTM/RFQ		GOB	20.00	Planned Date		09/12/21	23/12/21	30/12/21	03/01/22	04/01/22	06/01/22			
								Planned Days										
								Actual Dates										



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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
29	formulating strategic master plan for development of joyeeta foundation	5	20	RFQ /DPM	MD / PD	GOB	10.00	Planned Date		09/12/21	23/12/21	30/12/21	03/01/22	04/01/22	06/01/22			
								Planned Days										
								Actual Dates										
30	designing and developing a standard operating procedures (SOP) for joyeeta foundation			RFQ /DPM		GOB	10.00	Planned Date		09/12/21	23/12/21	30/12/21	03/01/22	04/01/22	06/01/22			
								Planned Days										
								Actual Dates										
31	conducting market research on joyeeta products			OTM/RFQ		GOB	20.00	Planned Date		09/12/21	23/12/21	30/12/21	03/01/22	04/01/22	06/01/22			
								Planned Days										
								Actual Dates										



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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
32	designing and developing a comprehensive self reliance strategic for joyeeta foundation			RFQ /DPM		GOB	10.00	Planned Date		09/12/21	23/12/21	30/12/21	03/01/22	04/01/22	06/01/22			
								Planned Days										
								Actual Dates										
33	designing and developing joyeetas brand image building strategies			RFQ /DPM		GOB	10.00	Planned Date		09/12/21	23/12/21	30/12/21	03/01/22	04/01/22	06/01/22			
								Planned Days										
								Actual Quotation Dates										
34	designing and developing partnership approach for working with WEAs/Wes			RFQ /DPM		GOB	10.00	Planned Date		09/12/21	23/12/21	30/12/21	03/01/22	04/01/22	06/01/22			
								Planned Days										
								Actual Dates										



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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
35	formulation of an integrated strategic action plan for Women economic empowerment			RFQ /DPM		GOB	15.00	Planned Date		10/01/22	24/01/22	31/01/22	02/02/22	03/02/22	06/02/22		
								Planned Days									
								Actual Dates									
36	Appointment consultants			OTM/RFQ		GOB	25.00	Planned Date		10/01/22	24/01/22	31/01/22	02/02/22	03/02/22	06/02/22		
								Planned Days									
								Actual Dates									
37	formulation of an competitive & strategic Business policy			RFQ /DPM		GOB	5.00	Planned Date		10/01/22	24/01/22	31/01/22	02/02/22	03/02/22	06/02/22		
								Planned Days									
								Actual Dates									

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
38	designing and developing appropriate coordination mechanisms between products demand and suppliers			OTM/RFQ		GOB	45.00	Planned Date		10/01/22	24/01/22	31/01/22	02/02/22	03/02/22	06/02/22			
								Planned Days										
								Actual Dates										
39	designing and developing quality control mechanisms / system for joyeeta products option			RFQ /DPM		GOB	5.00	Planned Date		10/01/22	24/01/22	31/01/22	02/02/22	03/02/22	06/02/22			
								Planned Days										
								Actual Dates										
40	designing and developing a strong monitoring and accountability system for joyeeta foundation			RFQ /DPM		GOB	5.00	Planned Date		10/01/22	24/01/22	31/01/22	02/02/22	03/02/22	06/02/22			
								Planned Days										
								Actual Dates										

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
41	conducting division wise service research			OTM/RFQ		GOB	40.00	Planned Date		15/02/22	01/03/22	08/03/22	09/03/22	06/03/22	07/03/22			
								Planned Days										
								Actual Dates										
42	foreign visit programs			OTM/RFQ		GOB	30.00	Planned Date		15/02/22	01/03/22	08/03/22	09/03/22	06/03/22	07/03/22			
								Planned Days										
								Actual Dates										
43	Countrywide district based famous & Business potential products & crafts mapping and branding			OTM/RFQ		GOB	200.00	Planned Date		15/02/22	01/03/22	08/03/22	09/03/22	06/03/22	07/03/22			
								Planned Days										
								Actual Dates										

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
44	Conducting basic office management and communication skills development course for joyeetas and joyeeta foundation			RFQ /DPM		GOB	11.22	Planned Date		15/02/22	01/03/22	08/03/22	09/03/22	06/03/22	07/03/22			
								Planned Days										
								Actual Dates										
45	Conducting basic financial management course for joyeetas and joyeeta foundation			RFQ /DPM		GOB	11.22	Planned Date		15/02/22	01/03/22	08/03/22	09/03/22	06/03/22	07/03/22			
								Planned Days										
								Actual Dates										
46	Estimate for designing and developing disbursement procedures of revolving capital support fund			direct purchased		GOB	1.25	Planned Date		15/02/22	01/03/22	08/03/22	09/03/22	06/03/22	07/03/22			
								Planned Days										
								Actual Dates										

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
47	Developing different customized courses and course curriculum			OTM/RFQ		GOB	46.20	Planned Date		15/03/22	29/03/22	03/04/22	05/04/22	06/04/22	07/04/22		
								Planned Days									
								Actual Dates									
48	Supporting joyeetas innovation in business			OTM/RFQ		GOB	20.00	Planned Date		15/03/22	29/03/22	03/04/22	05/04/22	06/04/22	07/04/22		
								Planned Days									
								Actual Dates									
49	Reforming joyeetas sales center			OTM/RFQ		GOB	110.00	Planned Date		15/03/22	29/03/22	03/04/22	05/04/22	06/04/22	07/04/22		
								Planned Days									
								Actual Dates									

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
50	Arrangement PSC Meeting			direct purchased		GOB	2.09	Planned Date		15/03/22	29/03/22	03/04/22	05/04/22	06/04/22	07/04/22			
								Planned Days										
								Actual Dates										
51	Arrangement PIC Meeting			direct purchased		GOB	3.22	Planned Date		15/03/22	29/03/22	03/04/22	05/04/22	06/04/22	07/04/22			
								Planned Days										
								Actual Dates										
52	Arrangement Manpower Recruitment Committee			direct purchased		GOB	0.24	Planned Date		15/03/22	29/03/22	03/04/22	05/04/22	06/04/22	07/04/22			
								Planned Days										
								Actual Dates										



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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
53	Arrangement Tender Evaluation Committee			RFQ /DPM		GOB	5.25	Planned Date		15/03/22	29/03/22	03/04/22	05/04/22	06/04/22	07/04/22			
								Planned Days										
								Actual Dates										
54	Arrangement Tender Opening Committee			RFQ /DPM		GOB	5.25	Planned Date		15/03/22	29/03/22	03/04/22	05/04/22	06/04/22	07/04/22			
								Planned Days										
								Actual Dates										
55	Arrangement Component Management Committee			RFQ /DPM		GOB	1.26	Planned Date		15/03/22	29/03/22	03/04/22	05/04/22	06/04/22	07/04/22			
								Planned Days										
								Actual Dates										



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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
56	Arrangement Technical Committee meeting			RFQ /DPM		GOB	9.75	Planned Date		15/03/22	29/03/22	03/04/22	05/04/22	06/04/22	07/04/22		
								Planned Days									
								Actual Dates									
57	Operation and maintenance			OTM/RFQ		GOB	45.50	Planned Date		17/04/22	02/05/22	09/05/22	10/05/22	11/05/22	12/05/22		
								Planned Days									
								Actual Dates									
58	Supply and Service			OTM/RFQ		GOB	24.00	Planned Date		17/04/22	02/05/22	09/05/22	10/05/22	11/05/22	12/05/22		
								Planned Days									
								Actual Dates									



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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
59	Renovation of outfit training arrangement (jiranni)			OTM/RFQ		GOB	150.00	Planned Date		17/04/22	02/05/22	09/05/22	10/05/22	11/05/22	12/05/22			
								Planned Days										
								Actual Dates										
60	Redesigning and upgrading the website of Joyeeta Foundation			OTM/RFQ			18.20	Planned Date		17/04/22	02/05/22	09/05/22	10/05/22	11/05/22	12/05/22			
								Planned Days										
								Actual Dates										
61	Purchasing printing and publications and other logistic for PIM office and Joyeeta Foundation			OTM/RFQ		GOB	326.4	Planned Date		15/05/22	29/05/22	05/06/22	06/06/22	07/06/22	09/06/22			
								Planned Days										
								Actual Dates										
62	Purchasing Stationary and other logistic for PIM office and Joyeeta Foundation			OTM/RFQ		GOB	100.00	Planned Date		15/05/22	29/05/22	05/06/22	06/06/22	07/06/22	09/06/22			
								Planned Days										
								Actual Dates										

(In BDT Lac Taka)

Package no	Description of Procurement Package Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source Of Fund	Est Cost in TK.	Time Code for Process	Not Used in Goods	Invite / advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Singing of Contract	Total Time to 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	
63	Fees, Charges and Commissions			OTM/RFQ		GOB	150.00	Planned Date		15/05/22	29/05/22	05/06/22	06/06/22	07/06/22	09/06/22			
								Planned Days										
								Actual Dates										
64	Honorarium of Professional Service and Special cost			OTM/RFQ		GOB	100.00	Planned Date		15/05/22	29/05/22	05/06/22	06/06/22	07/06/22	09/06/22			
								Planned Days										
								Actual Dates										
65	Miscellaneous Expense			OTM/ Quotation/ direct purchased		GOB	140.00	Planned Date		15/05/22	29/05/22	05/06/22	06/06/22	07/06/22	09/06/22			
								Planned Days										
								Actual Dates										
66	Revolving credit support fund for women entrepreneur			DPM			1000.00	Planned Date		15/05/22	29/05/22	05/06/22	06/06/22	07/06/22	09/06/22			
								Planned Days										
								Actual Dates										
67	Total					GOB	4000.00											