

**Ministry of Foreign Affairs  
Public Diplomacy Wing  
Annual Procurement Plan for FY 2023-24**

Package No	Description of Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Tk. (lakh)	Time Code for Process		Not Used in Goods	Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to Contract Signature	Time for completion of contract
								Planned Dates for RFQ	Actual Dates for RFQ									
GR-1	Printing Design of Diary (E. Code-3255102)	NOS	As per demand	RFQ	Foreign Secretary of MoFA.	GOB	2.00	Planned Dates for RFQ	Actual Dates for RFQ		06 Sep 2023	13 Sep 2023	13 Sep 2023	15 Sep 2023	17 Sep 2023	17 Sep 2023	11 days	1 week
GR-2	Printing Design of Wall Calendar (E. Code-3255102)	NOS	As per demand	RFQ	Foreign Secretary of MoFA	GOB	2.00	Planned Dates for RFQ	Actual Dates for RFQ		06 Sep 2023	13 Sep 2023	13 Sep 2023	15 Sep 2023	17 Sep 2023	17 Sep 2023	11 days	01 week
GR-3	Printing Design of Desk Calendar (E. Code-3255102)	NOS	As per demand	RFQ	Foreign Secretary of MoFA	GOB	2.00	Planned Dates for RFQ	Actual Dates for RFQ		06 Sep 2023	13 Sep 2023	13 Sep 2023	15 Sep 2023	17 Sep 2023	17 Sep 2023	11 days	01 week

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*



GR-7	Printing Eid-Ui-Fitre Greetings Card (E. Code- 3255102)	NOS	As per demand	RFQ/DPM	Foreign Secretary of MoFA	GOB	1.5	Planned Dates for RFQ	01 Mar 2024	07 Mar 2024	07 Mar 2024	12 Mar 2024	16 Mar 2024	16 Mar 2024	15 Days	01 week
GR-8	Printing Eid-Ui-Adha Greetings Card (E. Code- 3255102)	NOS	As per demand	RFQ/DPM	Foreign Secretary of MoFA	GOB	1.5	Actual Dates for RFQ								
								Planned Dates for RFQ	15 May 2024	22 May 2024	22 May 2024	25 May 2024	29 May 2024	29 May 2024	15 Days	01 week
GR-9	Printing Christmas Greetings Card (E. Code- 3255102)	NOS	As per demand	RFQ/DPM	Foreign Secretary of MoFA	GOB	1.00	Actual Dates for RFQ								
								Planned Dates for RFQ	14 Nov 2023	21 Nov 2023	21 Nov 2023	26 Nov 2023	30 Nov 2023	30 Nov 2023	15 Days	01 week
GR-10	Printing Pohela Baishakh Greetings Card (E. Code- 3255102)	NOS	As per demand	RFQ/DPM	Foreign Secretary of MoFA	GOB	2.00	Actual Dates for RFQ								
								Planned Dates for RFQ	02 Jan 2024	09 Jan 2024	09 Jan 2024	14 Jan 2024	18 Jan 2024	18 Jan 2024	16 Days	01 week

*Signature*

*Signature*

*Signature*

*Signature*





