

**Ministry of Foreign Affairs
Public Diplomacy Wing
Annual Procurement Plan for FY 2022-23 (Revised)**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
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
01.	Printing & Binding (E. Code-3255102)	NOS	List-1 Enclosed	OTM/ RFQ/ Direct *1	Subject to the authority delegated in the Delegation of Financial Power of this Secretary – Director General.	GOB	110	Planned Dates for OTM		01 Sep 2022	14 Sep 2022	21 Sep 2022	26 Sep 2022	02 Oct 2022	30 Oct 2022	--	5 weeks
Planned Days for OTM									0 Day	14 Days	07 Days	05 Days	06 Days	28 Days	60 Days		
Actual Dates for OTM																	
								Planned Dates for RFQ		22 August 2022	28 August 2022	28 August 2022	01 Sep 2022	05 Sep 2022	05 Sep 2022	--	01 week
								Planned Days for RFQ		0 Day	07 Days	00 Days	04 Days	04 Days	0 Day	15 Days	
								Actual Dates for RFQ									
								Planned Dates for RFQ		23 Oct 2022	30 Oct 2022	30 Oct 2022	03 Nov 2022	08 Nov 2022	08 Nov 2022		01 week
								Planned Days		0 Day	07 Days	0 Day	04 Days	05 Days	0 day	16 Days	

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								for RFQ												
								Actual Dates for RFQ												
								Planned Dates for RFQ	22 March 2023	28 March 2023	28 March 2023	02 April 2023	06 April 2023	06 April 2023					01 week	
								Planned Days for RFQ	0 Day	07 Days	0 Days	05 Days	04 Days	0 Day	16 Days					
								Actual Dates for RFQ												
								Planned Dates for RFQ	03 April 2023	09 April 2023	09 April 2023	13 April 2023	18 April 2023	18 April 2023					01 week	
								Planned Days for RFQ	0 Day	07 Days	0 Days	04 Days	05 Days	0 Day	16 Days					
								Actual Dates for RFQ												
								Planned Dates for RFQ	08 May 2023	14 May 2023	14 May 2023	18 May June 2023	23 May 2023	23 May 2023					01 week	
								Planned Days for RFQ	0 Day	07 Days	0 Days	04 Days	05 Days	0 day	16 Days					
								Actual Dates for RFQ												
								DPMs	As Per Requirement											

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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
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
02.	Publicity and Advertisement (E Code 3211125)	NOS	List-2 Enclosed	RFQ/ DPM	Do.	GOB	70	Planned Dates for DPM		06 Dec 2022	07 Dec 2022	07 Dec 2022	08 Dec 2022	08 Dec 2022	08 Dec 2022	--	01 week
								Planned Days for DPM		0 Day	1 Day	0Day	1 Day	0 Day	0 Day	3 days	
								Actual Dates for DPM									
								Planned Dates for RFQ		13 Oct 2022	20 Oct2022	20 Oct 2022	25 Oct 2022	30 Oct 2022	30 Oct 2022	--	01 week
								Planned Days for RFQ		0 Day	08 Days	0 Day	05 Days	05 Days	0 Day	18 Days	
								Actual Dates for RFQ									
								Planned Dates for RFQ		15 Jan 2023	22 Jan2023	22 Jan2023	29 Jan2023	02 Feb 2023	02 Feb 2023	--	01 week
								Planned Days for RFQ		0 Day	08 Days	0 Day	07 Days	04 Days	0 Day	19 Days	
								Actual Dates for RFQ									

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								Planned Dates for RFQ		13 April 2023	20 April 2023	20 April 2023	26 April 2023	30 April 2023	30 April 2023	--	01 week
								Planned Days for RFQ		0 Day	07 Days	0 Day	06 Days	05 Days	0 Day	18 Days	
								Actual Dates for RFQ									
								Planned Dates for RFQ		02 May 2023	08 May 2023	08 May 2023	14 May 2023	18 May 2023	18 May 2023	--	01 week
								Planned Days for RFQ		0 Day	07 Days	0 Day	06 Days	04 Days	0 Day	17 Days	
								Actual Dates for RFQ									
								Planned Dates for RFQ		08 May 2023	14 May 2023	14 May 2023	21 May 2023	25 May 2023	25 May 2023	--	01 week
								Planned Days for RFQ		0 Day	07 Days	0 Day	07 Days	04 Days	0 Day	18 Days	
								Actual Dates for RFQ									
								DPMs	As Per Requirement								

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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
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
03.	Audio-Video/ Film Making (E-Code-3211126)	NOS	List-3 Enclosed	OTM/ RFQ/ Direct	Do	GOB	100	Planned Dates for RFQ		8 Nov 2022	14 Nov 2022	14 Nov 2022	20 Nov 2022	24 Nov 2022	24 Nov 2022	--	01 week
								Planned Days for RFQ		0 Day	07 Days	0 Day	06 Days	04 Days	0 Day	17 Days	
								Actual Dates for RFQ									
								Planned Dates for RFQ		15 Jan 2023	22 Jan 2023	22 Jan 2023	26 Jan 2023	31 Jan 2023	31 Jan 2023	--	01 week
								Planned Days for RFQ		0 Day	08 Days	0 Day	04 Days	05 Days	0 Day	17 Days	
								Actual Dates for RFQ									
								Planned Dates for RFQ		13 April 2023	19 April 2023	19 April 2023	25 April 2023	30 April 2023	30 April 2023	--	01 week
								Planned Days for RFQ		0 Day	07 Days	0 Day	06 Days	05 Days	0 Day	18 Days	
								Actual Dates for RFQ									
								DPMs	As Per Requirement								

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Pack age No	Description of Procurement Goods	Unit	Quantity	Procurement Method & Type	Contract Approvin g Authority	Sourc e of Funds	Estd. Cost in Tk. (lakh)	Time Code for Process	Not Used in Goods	Advertise Tender	Tender Openin g	Tender Evaluatio n	Approva l to Award	Notification of Award	Signing of Contract	Total time to Contract Signatur e	Time for completion of contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
04.	Books and Periodicals (E Code 3211127)	NOS	List-4 Enclosed	OTM/ RFQ/ Direct	Do	GOB	86	Planned Dates for RFQ		08 Nov 2022	14 Nov 2022	14 Nov 2022	20 Nov 2022	24 Nov 2022	24 Nov 2022	--	01 week
Planned Days for RFQ									0 Day	07 Days	0 Day	06 Days	04 Days	0 Day	17 Days		
Actual Dates for RFQ																	
								Planned Dates for RFQ		16 Jan 2023	22 Jan 2023	22 Jan 2023	29 Jan 2023	01 Feb 2023	01 Feb 2023	--	01 week
								Planned Days for RFQ		0 Day	07 Days	0 day	7 Days	03 Days	0 Day	17 Days	
								Actual Dates for RFQ									
								Planned Dates for RFQ		05 Feb 2023	12 Feb 2023	12 Feb 2023	19 Feb 2023	23 Feb 2023	23 Feb 2023	--	01 week
								Planned Days for RFQ		0 Day	07 Days	0 Day	07 Days	04 Days	0 Day	18 Days	
								Actual Dates for RFQ									

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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	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
								Planned Dates for RFQ		01 March 2023	07 March 2023	07 March 2023	14 March 2023	19 March 2023	19 March 2023	--	01 week	
								Planned Days for RFQ		0 Day	07 Days	0 Day	07 Days	05 Days	0 Day	19 Days		
								Actual Dates for RFQ										
								Planned Dates for RFQ		13 April 2023	19 April 2023	19 April 2023	25 April 2023	30 April 2023	30 April 2023	--	01 week	
								Planned Days for RFQ		0 Day	07 Days	0 Day	06 Days	05 Days	0 Day	18 Days		
								Actual Dates for RFQ										
								Planned Dates for RFQ		03 May 2023	09 May 2023	09 May 2023	15 May 2023	21 May 2023	21 May 2023	--	01 week	
								Planned Days for RFQ		0 Day	07 Days	0 Day	06 Days	06 Days	0 Day	19 Days		
								Actual Dates for RFQ										
								DPMs	As Per Requirement									

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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
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
05.	Publications (E-Code-3211128)	NOS	List-5 Enclosed	OTM/ RFQ/ Direct	Do	GOB	90	Planned Dates for RFQ		13 Oct 2022	19 Oct 2022	19 Oct 2022	24 Oct 2022	30 Oct 2022	30 Oct 2022		01 week
								Planned Days for RFQ		0 Day	07 Days	0 Day	05 Day	06 Days	0 Day	18 Days	
								Actual Dates for RFQ									
								Planned Dates for RFQ		15 Jan 2023	22 Jan 2023	22 Jan 2023	29 Jan 2023	02 Feb 2023	02 Feb 2023	--	01 week
								Planned Days for RFQ		0 Day	08 Days	0 Day	07 Days	04 Days	0 Day	19 Days	
								Actual Dates for RFQ									
								Planned Dates for RFQ		06 Feb 2023	12 Feb 2023	12 Feb 2023	16 Feb 2023	22 Feb 2023	22 Feb 2023	--	01 week
								Planned Days for RFQ		0 Day	07 Days	0 day	4 Days	06 Days	0 Day	17 Days	
								Actual Dates for RFQ									
								Planned Dates for RFQ		13 April 2023	19 April 2023	19 April 2023	25 April 2023	30 April 2023	30 April 2023	--	01 week

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								Planned Days for RFQ		0 Day	07 Days	0 Day	06 Days	05 Days	0 Day	18 Days	
								Actual Dates for RFQ									
								Planned Dates for RFQ		02 May 2023	08 May 2023	08 May 2023	14 May 2023	18 May 2023	18 May 2023	--	01 week
								Planned Days for RFQ		0 Day	07 Days	0 Day	06 Days	04 Days	0 Day	17 Days	
								Actual Dates for RFQ									
								DPMs	As Per Requirement								

*1 Direct procurement includes procurement of newspapers, periodicals and journals (National and International), Books from Bangla Academy and other sole publishers, advertisement on newspapers, Television, billboards etc.


* Most of the purchases by the PD Wing are requirement based, while some are done routinely. These purchases have to be done within a considerably short notice. In most cases the expenditure of a single purchase does not exceed the limit permitted by RFQ or DPM.


AS-1 (PD)
Sadman Sakib
Assistant Secretary
Ministry of Foreign Affairs,
Dhaka.


AS-2 (PD)
মোঃ সাকিবুর রহমান ভূইয়া
সহকারী সচিব
জনকূটনীতি অনুবিভাগ
পররাষ্ট্র মন্ত্রণালয়, ঢাকা


SAS (PD)
Ad. Jahangir Alam
Senior Assistant Secretary
Public Diplomacy Wing
Ministry of Foreign Affairs, Dhaka


Director (Media)
(Pranab Kumar Bhattacharjee)
Director (Public Diplomacy Wing)
Ministry of Foreign Affairs
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Director General (PD)
সেহেলী সাবরীন
মহাপরিচালক
পররাষ্ট্র মন্ত্রণালয়
ঢাকা