

**Budget: Revenue**

**Annual Procurement Plan 2024-25**

Ministry/Division: Ministry of Social Welfare  
 Agency: Neuro-Developmental Disability Protection Trust  
 Procurement Entity & Code: Neuro-Developmental Disability Protection Trust  
 Organization Name & Code: Neuro-Developmental Disability Protection Trust\132004500

Package no	Description of Procurement Package	Unit	Quantity	Procurement method & Type	Contract Approving Authority	Source of Fund	Estd. Cost In Lac (BDT)	Time Code for Process		Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award/PO	Signing of Contract	Procurement of Goods	
								Planned Dates	Actual Dates							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	
GD 1	Office Stationeries	Lot	Lot	RFQ/OTM	MD	GOB	3.00	Planned Dates	sep'24	sep'24	oct'24	oct'24	oct'24	oct'24			
GD 2	Printing and Binding	Lot	Lot	RFQ/OTM	MD	GOB	8.00	Planned Dates	oct'24	oct'24	nov'24	nov'24	nov'24	nov'24			
GD 3	Furniture	Lot	Lot	RFQ/OTM	MD	GOB	3.00	Planned Dates	sep'24	sep'24	oct'24	oct'24	oct'24	oct'24			
GD 4	Computer(laptop/Desktop)	Lot	10	RFQ/OTM/LTM	MD	GOB	10.00	Planned Dates	nov'24	nov'24	dec'24	dec'24	dec'24	dec'24			
GD 5	Publication Materials/Manuals/modules etc	Lot	Lot	RFQ/LTM/DM	MD	GOB	7.00	Planned Dates	dec'24	dec'24	dec'24	jan'25	jan'25	jan'25			
GD 6	Computer Accessories Supply(printer,Tone r,Keyboard,Mouse,Perndrive,Cables etc)	Lot	List Enclosed	RFQ/OTM	MD	GOB	5.50	Planned Dates	Nov'24	Nov'24	Nov'24	Dec'24	Dec'24	Dec'24			
GD 7	Event Management (Stage Decoration,Road Branding,program organingetc)	Lot	2	RFQ/DM/OTM	MD	GOB	30.00	Planned Dates	Feb'25	Feb'25	Mar'25	Mar'25	Mar'25	Mar'25			
GD 8	Office Equipment	Lot	List Enclosed	RFQ/OTM	MD	GOB	4.50	Planned Dates	Apr'25	Apr'25	Apr'25	May'25	May'25	May'25			
GD 9	ICT Equipment	Lot	List Enclosed	RFQ/OTM	MD	GOB	10.00	Planned Dates	Jan'25	Jan'25	Jan'25	Feb'25	Feb'25	Feb'25			
WD 1	Office Decoration/Renovation (washroom establishment etc)	Lot	2	RFQ/OTM	MD	GOB	6.00	Planned Dates	Nov'24	Nov'24	Nov'24	Nov'24	Nov'24	Dec'24	Dec'24		

Handwritten signature and date: 8/16/25

Annual Procurement Plan 2024-25													Budget: Revenue			
Ministry/Division: Ministry of Social Welfare																
Agency: Neuro-Developmental Disability Protection Trust																
Procurement Entity & Code: Neuro-Developmental Disability Protection Trust																
Organization Name & Code: Neuro-Developmental Disability Protection Trust \132004500																
Package no	Description of Procurement Package	Unit	Quantity	Procurement method & Type	Contract Approving Authority	Source of Fund	Estd. Cost (In Lac Taka)	Time Code for Process	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to Award	Notification of Award	Signing of Contract	Total time to contract signature	Procurement of Service Time for completion of Contract
1			4			7	8	9	10	11	12	13	14	15	16	17
SD 1	Hiring of Vehicle (Sedan Car)	1	1	OTM	MD	GOB	18.00	Planned Dates Planned Days Actual Dates	Aug'24	Aug'24	Aug'24	Sep'24	Sep'24	Sep'24	17	
SD 2	Procurement Consultant	1	1	OTM	MD	GOB	8.00	Planned Dates Planned Days Actual Dates	Aug'24	Aug'24	Aug'24	Sep'24	Sep'24	Sep'24		
SD 3	Research & Study	Num	2	DM/OTM	MD	GOB	27.00	Planned Dates Planned Days Actual Dates	Jna'25	Jna'25	Jna'25	Feb'25	Feb'25	Mar'25		
SD 4	Innovation	Num	1	DM/OTM	MD	GOB	20.00	Planned Dates Planned Days Actual Dates	Dec'24	Dec'24	Dec'24	Dec'24	Jan'25	Jan'25		
SD 5	Consultant(IT and Social Media	1	1	OTM	MD	GOB	8.00	Planned Dates Planned Days Actual Dates	Sep'24	Sep'24	Sep'24	Oct'24	Oct'24	Nov'24		
SD 6	Audio/Video	Num		RFQ/OTM/DM	MD	GOB	13.00	Planned Dates Planned Days Actual Dates	Dec'24	Dec'24	Dec'24	Jan'25	Jan'25	Jan'25		
SD 7	Documentary,TVC, Publicity,Advertisement etc	Num		RFQ/OTM/DM	MD	GOB	20.00	Planned Dates Planned Days Actual Dates	Feb'25	Feb'25	Feb'25	Mar'25	Mar'25	Mar'25		


  
 08/09/2024