

**Small farmers Development Foundation**  
**ANNUAL PROCUREMENT PLAN FOR THE YEAR 2019-2020**

(a) Name of Organization : Small Farmers Development Foundation (SFDF)  
(b) Procurement Budget Allocation for 2019-2020: 65.00 Lac

**GOODS PROCUREMENT**

(Taka in Lac)

Sl. No.	Description Of Procurement Package (as per Budget)	Unit	Quantity	Procurement Method	Source of Funds	Procuring Entity	Estd. Cost/ Contract Amount	Indicative Dates			Remarks
								Invitation for Tender	Singling of Contract	Completion of Contract	
1	2	3	4	5	6	7	8	9	10	11	12
A) Purchase of Office Equipment :											
1	Fan	no.	15	RFQ	Own	MD, SFDF	0.45	February '20	March '20	March '20	
2	Others	no.	15	RFQ	Own	MD, SFDF	0.75	October'19	November'19	December'19	
Total			30				1.20				
B) Purchase of Office Furniture :											
1	Executive Table for RM	no.	6	RFQ	Own	MD, SFDF	0.66	January'20	February '20	March '20	
2	Executive Chair for RM	no.	6	RFQ	Own	MD, SFDF	0.60	January'20	February '20	March '20	
3	Computer Table & chair for RM office	set	6	RFQ	Own	MD, SFDF	0.53	January'20	February '20	March '20	
4	Executive Table for SUM/UM	no.	13	RFQ	Own	MD, SFDF	1.30	December'19	December'19	January'20	
5	Executive Chair for SUM/UM	no.	30	RFQ	Own	MD, SFDF	3.00	December'19	December'19	January'20	
6	Visitor Chair for SUM/UM	no.	50	RFQ	Own	MD, SFDF	1.50	December'19	December'19	January'20	
7	Executive Table for FO	no.	20	RFQ/OTM	Own	MD, SFDF	1.30	December'19	December'19	January'20	
8	Executive Chair for FO	no.	40	RFQ	Own	MD, SFDF	2.00	December'19	December'19	January'20	
9	Bench for Beneficiaries	no.	10	RFQ/OTM	Own	MD, SFDF	0.20	April '20	May '20	May '20	
10	Almirah	no.	6	RFQ	Own	MD, SFDF	1.32	January '20	February '20	February '20	
11	File Cabinet	no.	10	RFQ	Own	MD, SFDF	1.39	January '20	February '20	February '20	
Total			66				13.80				
C) Purchase of Computer Equipment :											
1	Computer & Laptop	no.	12	RFQ/OTM	Own	MD, SFDF	6.00	September '19	October '19	October '19	
2	Printer	no.	20	RFQ	Own	MD, SFDF	1.60	September '19	October '19	October '19	
3	Scanner	no.	45	RFQ	Own	MD, SFDF	1.40	November'19	November'19	December'19	
Total			77				9.00				
D) Purchase of Vehicle:											
1	Microbus (Recondition Second Hand)	no.	2	OTM	Own	MD, SFDF	35.00	September '19	November'19	December '19	Under e-GP
Total			2				35.00				
Total :			175				59.00				

# WORKS PROCUREMENT

(Taka in Lac)

Sl. No.	Description Of Procurement Package (as per Budget)	Unit	Quantity	Procurement Method	Source of Funds	Procuring Entity	Estd. Cost/Contract Amount	Indicative Dates			Remarks
								Invitation for Tender	Singning of Contract	Completion of Contract	
1	2	3	4	5	6	7	8	9	10	11	12
A) Purchase of Office Printings:											
1	Printings of Forms/ Register/ Books for Field & HQ	no.	2000	RFQ	Own	MD, SFDF	3.00	October'19	November'19	December'19	As per Require of Field & HQ concern division
2	Printings of Forms/ Register/ Books for Field & HQ	no.	5000	RFQ	Own	MD, SFDF	3.00	January '20	February '20	February '20	
3	Printings of Forms/ Register/ Books for Field & HQ	no.	3000	RFQ	Own	MD, SFDF	2.00	April '20	May '20	May '20	
Total			10000				8.00				

A H M Abdullah  
Managing Director  
SFDF

  
30/07/19