

**Annual Procurement Plan 2023-2024**

Ministry/Division: Information and Communication Technology Division  
 Agency: National Cyber Security Agency (Former Name: Digital Security Agency)  
 Procuring Entity Name: Director Admin

Budget: Revenue

SL	Package No	Description of Procurement Package GOODS	Unit	Package Qty	Procurement method and Type	Contract Approving Authority	Source of Funds	Estd. Cost in Lac TK	Time code for Process	Not Used in GOODS	Invite/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	
1	NCSA_GD1	Procurement of Promotion and Advertising	Nos	As per requirement	RFQ	HOPE	GoB	2.00	Planned Date		11-Feb-24	25-Feb-24	3-Mar-24	10-Mar-24	17-Mar-24	24-Mar-24	42	90
									Planned Days		14	7	7	7	7			
									Actual Date									
2	NCSA_GD2	Procurement of Computer Equipments for NCSA (printer, toner, portable router etc.)	Nos	As per requirement	RFQ	HOPE	GoB	3.00	Planned Date		18-Feb-24	3-Mar-24	10-Mar-24	17-Mar-24	24-Mar-24	31-Mar-24	42	40
									Planned Days		14	7	7	7	7			
									Actual Date									
3	NCSA_GD3	Printing and Binding for NCSA Publications	Unit	As per requirement	RFQ	HOPE	GoB	3.00	Planned Date		11-Feb-24	21-Feb-24	28-Feb-24	2-Mar-24	4-Mar-24	4-Mar-24	22	100
									Planned Days		10	7	3	2	0			
									Actual Date									
4	NCSA_GD4	Procurement of Necessary Manihari Materials for NCSA	Nos	As per requirement	RFQ	HOPE	GoB	3.00	Planned Date		28-Jan-24	7-Feb-24	14-Feb-24	17-Feb-24	19-Feb-24	19-Feb-24	22	40
									Planned Days		10	7	3	2	0			
									Actual Date									
5	NCSA_GD5	Procurement of Innovation Software	No	1	RFQ	HOPE	GoB	3.00	Planned Date		23-Jan-24	4-Feb-24	11-Feb-24	15-Feb-24	17-Feb-24	22-Feb-24	30	50
									Planned Days		12	7	4	2	5			
									Actual Date									
6	NCSA_GD6	Purchase of NCSA's Electrical Equipment	Nos	As per requirement	RFQ	HOPE	GoB	1.00	Planned Date		28-Jan-24	9-Feb-24	16-Feb-24	20-Feb-24	22-Feb-24	27-Feb-24	30	63
									Planned Days		12	7	4	2	5			
									Actual Date									
7	NCSA_GD7	Purchase of NCSA's Office Equipment	Nos	As per requirement	OTM	HOPE	GoB	10.00	Planned Date		11-Feb-24	21-Feb-24	28-Feb-24	2-Mar-24	4-Mar-24	4-Mar-24	22	110
									Planned Days		10	7	3	2	0			
									Actual Date									
8	NCSA_GD8	Purchase of Computer and Accessories for NCSA	Unit	As per requirement	OTM	HOPE	GoB	12.00	Planned Date		4-Feb-24	18-Feb-24	25-Feb-24	3-Mar-24	10-Mar-24	17-Mar-24	42	90
									Planned Days		14	7	7	7	7			
									Actual Date									

*B. Rahman*  
 ২১.০১.২৪  
**বুশরা রহমান**  
 সহকারী পরিচালক  
 জাতীয় সাইবার নিরাপত্তা এজেন্সি

*PA/03*  
 21/04/2024  
**ফারজানা আফরোজ**  
 পরিচালক (প্রশাসন)  
 জাতীয় সাইবার নিরাপত্তা এজেন্সি

*20/02/2028*  
**আবু সাঈদ মোঃ কামরুজ্জামান**  
 মহাপরিচালক  
 জাতীয় সাইবার নিরাপত্তা এজেন্সি  
 প্রযুক্তি বিভাগ

SL	Package No	Description of Procurement Package WORKS	Unit	Package Qty	Procurement method and Type	Contract Approving Authority	Source of Funds	Estd. Cost in Lac TK	Time code for Process	Not Used in WORKS	Invite/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	
1	NCSA_WD1	Expenditure for NCSA's Interior Decoration	Unit	As per requirement	RFQ	HOPE	GoB	2.80	Planned Date		15-Feb-24	25-Feb-24	3-Mar-24	10-Mar-24	13-Mar-24	16-Mar-24		15-Apr-24
									Planned Days		10	7	7	3	3		30	30
									Actual Date									

SL	Package No	Description of Procurement Package SERVICES (Non-Consultancy)	Unit	Package Qty	Procurement method and Type	Contract Approving Authority	Source of Funds	Estd. Cost in Lac TK	Time code for Process	Not Used in Services	Invite/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	
1	NCSA_SD1	Rent of Car	No	1	OTM	HOPE	GoB	10.00	Planned Date		23-Jan-24	6-Feb-24	13-Feb-24	20-Feb-24	27-Feb-24	5-Mar-24		30-Jun-24
									Planned Days		14	7	7	7	7		42	117
									Actual Date									

Rehman 25.01.24  
 বুশরা রহমান  
 সহকারী পরিচালক  
 জাতীয় সাইবার নিরাপত্তা এজেন্সি

FA/wg 21/01/2024  
 ফারজানা আফরোজ  
 পরিচালক (প্রশাসন)  
 জাতীয় সাইবার নিরাপত্তা এজেন্সি

25/01/2024  
 আবু সাদিদ মোঃ কামরুজ্জামান  
 মহাপরিচালক  
 জাতীয় সাইবার নিরাপত্তা এজেন্সি  
 তথ্য ও যোগাযোগ প্রযুক্তি বিভাগ