

**Government of the People's Republic of Bangladesh**



**Finance Division, Ministry of Finance**

*Scheme on Internal Audit and Audit Follow-up*

**ANNUAL PROCUREMENT PLAN)  
FY 2021-2022**

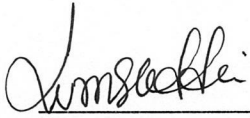
**Strengthening Public Financial Management Program to Enable Service Delivery**

(Annual PROCUREMENT PLAN)  
FY 2021-2022

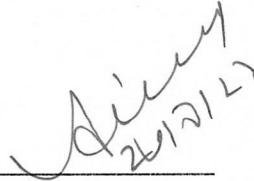
Summary of Procurement:

FY 2021-2023

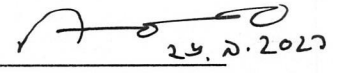
	BDT in Lac
Goods	185.00
Consulting Service (Individual)	217.00
Non Consulting Service (Firm)	22.80
Consulting Service (Firm)	100.00
Total	524.80



Prepared by  
**মোঃ সামছুউদ্দীন**  
জুনিয়র পরামর্শক (এক্সিকিউটিভ)  
পিএফএম রিফর্মস সিক্টরশিপ, কো-অর্ডিনেশন আন্ড মনিটরিং ডিভি  
সরকারি আর্থিক ব্যবস্থাপনা শক্তিশালীকরণ কর্মসূচি  
অর্থবিভাগ, অর্থমন্ত্রণালয়



Checked by  
**Saima Shahin Sultana**  
Program Executive & Coordinator (Deputy Secretary)  
Strengthening Public Financial Management Program (SPFMS)  
Finance Division, Ministry of Finance



(<sup>NPD</sup>Nazma Mobarek)  
National Program Director (Additional Secretary)  
Strengthening Public Financial Management Program to  
Enable Service Delivery (SPFMS)  
Finance Division, Ministry of Finance

ANNUAL PROCUREMENT PLAN

Finance Ministry / Division-Finance  
 Agency Finance Division  
 Procuring Entity Name & Code

Programme Name & Code: Strengthening Public Financial Management to Enable Service Delivery (SPFMS) 1090101-320000-200

Scheme Name: Scheme on Internal Audit and Audit Follow-Up

Goods

Package No	Product Description	Measure of Unit	Total Quantity	Procurement Method & Pattern	Procurement Approving Authority	Total cost in Lac Taka	Time Code for Process	invita/ Advertise Tender	Tender Opening	Tender Evaluation	Appraisal 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			
IA-G1	<b>Computer &amp; Accessories</b>			OTM	NPD	60.00	Planned Dates	1-Nov-21	17-Nov-21	15-Dec-21	22-Dec-21	29-Dec-21	26-Jan-22	86	30.06.2022			
	Laptop		10				Planned Dates											
	Desktop Computer		20				Planned Days		16	28	7	7	28	86				
	Server		1				Actual Dates											
	UPS		20															
	Printer (Big Size Color)		1															
	Printer (Small Size)	Nos	20															
	Multimedia Set		2															
	Scanner (Duplex)		7															
External Storage device		8																
IA-G2	Computer & Accessories	nos	5	RFQ	NPD	5.00	Planned Dates	1-Oct-21	1-Oct-21	8-Oct-21	15-Oct-21	18-Oct-21	25-Oct-21		30.06.2022			
							Planned Days		0	7	7	3	7					
							Actual Dates											
IA-G3	Computer & Accessories	nos	5	RFQ	NPD	5.00	Planned Dates	5-Nov-21	5-Nov-21	12-Nov-21	19-Nov-21	22-Nov-21	29-Nov-21		30.06.2022			
							Planned Days		0	7	7	3	7					
							Actual Dates											

Package No	Product Description	Measure of Unit	Total Quantity	Procurement Method & Pattern	Procurement Approving Authority	Total cost in Lac Taka	Time Code for Process	invita/ Advertise Tander	Tender Opening	Tender Evaluation	Appraisal 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		
IA-C6	<b>Office Equipment</b>	nos		OTM	NPD	15.00	Planned Dates	1-Dec-21	17-Dec-21	14-Jan-22	21-Jan-22	28-Jan-22	25-Feb-22	72	30.06.2022		
	Photocopier		1				Planned Days		16	21	7	7	21	72			
	Laminating Machine		2														
	Spiral binding machine		5														
	Water Dispenser		2														
	Microwave Oven		3														
	Refrigerator		1														
	Coffee Maker		5														
	Web Camera		10														
	HeadPhone		10														
	Crockeries		5														
	Electric Cattle		5								Actual Days						
	Multiplug		45														
	Indoor Plant Table		10														
IA-C7	Smart TV-2 & Photocopier-1	nos	3	RFQ	NPD	5.00	Planned Dates	1-Oct-21	1-Oct-21	8-Oct-21	15-Oct-21	18-Oct-21	25-Oct-21		30.06.2022		
							Planned Days		0	7	7	3	7				
							Actual Dates										
							Actual Days										
IA-C8	Sound System with Microphone, Web Camera and Headphone	nos	30	RFQ	NPD	5.00	Planned Dates	1-Nov-21	1-Nov-21	8-Nov-21	15-Nov-21	18-Nov-21	25-Nov-21		30.06.2022		
							Planned Days		0	7	7	3	7				
							Actual Dates										
							Actual Days										

Package No	Product Description	Measure of Unit	Total Quantity	Procurement Method & Pattern	Procurement Approving Authority	Total cost in Lac Taka	Time Code for Process	invita/ Advertise Tander	Tender Opening	Tender Evaluation	Appral 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				
IA-G11	<b>Furniture</b>	Nos		OTM	NPD	30.00	Planned Dates	1-Oct-21	17-Oct-21	7-Nov-21	14-Nov-21	21-Nov-21	12-Dec-21	72	30.06.2022				
	Sofa		3				Planned Days	16	21	7	7	21	72						
	Centre Table		10																
	Steel Cupboard		2																
	Wooden Cabinets		10																
	File Cabinet		15																
	Small Drawer/Side Drawer		10																
	Multipurpose Shelf		8																
	Computer Table		25																
	Tea Table		10																
	Tea Trolley		3																
	Executive Tabe		5																
	Office Desk		7																
	Office Desk Chair		14																
	Office Chair		24																
SOE-G12	Office Furniture	Nos		RFQ	NPD	5.00	Planned Dates	1-Oct-21	1-Oct-21	8-Oct-21	15-Oct-21	18-Oct-21	25-Oct-21		30.06.2022				
							Planned Days		0	7	7	3	7						
							Actual Dates												
							Actual Days												
SOE-G13	Office Furniture	Nos		RFQ	NPD	5.00	Planned Dates	1-Nov-21	1-Nov-21	8-Nov-21	15-Nov-21	18-Nov-21	25-Nov-21		30.06.2022				
							Planned Days		0	7	7	3	7						
							Actual Dates												
							Actual Days												
SOE-G16	Computer Software	Nos		OTM	NPD	50.00	Planned Dates	1-Jan-22	17-Jan-22	7-Feb-22	14-Feb-22	21-Feb-22	14-Mar-22	72	30.06.2022				
							Planned Days		0	7	7	3	7						
							Actual Dates												
							Actual Days												
<b>Total</b>						<b>185.00</b>													

Annual PROCUREMENT PLAN: Consulting Services (Individual)

Finance Ministry / Division-Finance

Agency : Finance Division

Procuring Entity Name & Code

Programme Name & Code: Strengthening Public Financial Management to Enable Service Delivery (SPFMS) 1090101-320000-200

Scheme Name: Scheme on Internal Audit and Audit Follow-up

Package No	Description of procurement package Goods	Unit	Total Quantity	Procurement Method & pattern	Procurement Approving Authority	Source of Funds	Total cost in Lac Taka	Time Code for Process	Advertise Eol	Issue RFP	Proposal opening	Proposal Evaluation	Financial Proposal Opening & Evaluation	Negotiation	Approval	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	19			
IA-51	Sr. Consultant-Internal Auditor-	1	PM	7	ICS	HOPE	GoB	24.50	Planned Dates	1-Oct-21	-	25-Oct-21	15-Nov-21	-	22-Nov-21	29-Nov-21	6-Dec-21	66	30-Jun-22		
									Planned Days			24	21	-	7	7	7	66			
									Actual Dates												
									Actual Days												
IA-52	Sr. Consultant-Internal Auditor-	2	PM	7	ICS	HOPE	GoB	24.50	Planned Dates	1-Oct-21	-	25-Oct-21	15-Nov-21	-	22-Nov-21	29-Nov-21	6-Dec-21	66	30-Jun-22		
									Planned Days			24	21	-	7	7	7	66			
									Actual Dates												
									Actual Days												
IA-53	Sr. Consultant-Internal Auditor-	3	PM	7	ICS	HOPE	GoB	24.50	Planned Dates	1-Oct-21	-	25-Oct-21	15-Nov-21	-	22-Nov-21	29-Nov-21	6-Dec-21	66	30-Jun-22		
									Planned Days			24	21	-	7	7	7	66			
									Actual Dates												
									Actual Days												
IA-54	Sr. Consultant-Internal Auditor-	4	PM	7	ICS	HOPE	GoB	24.50	Planned Dates	1-Oct-21	-	25-Oct-21	15-Nov-21	-	22-Nov-21	29-Nov-21	6-Dec-21	66	30-Jun-22		
									Planned Days			24	21	-	7	7	7	66			
									Actual Dates												
									Actual Days												

Package No	Description of procurement package Goods	Unit	Total Quantity	Procurement Method & pattern	Procurement Approving Authority	Source of Funds	Total cost in Lac Taka	Time Code for Process	Advertise Eol	Issue RFP	Proposal opening	Proposal Evaluation	Finacial Proposal Opening & Evaluation	Negotiation	Approval	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	19		
IA-55	Sr. Consultant-Internal Auditor- 5	PM	7	ICS	HOPE	GoB	24.50	Planned Dates	1-Oct-21	-	25-Oct-21	15-Nov-21	-	22-Nov-21	29-Nov-21	6-Dec-21	66	30-Jun-22		
								Planned Days			24	21	-	7	7	7	66			
								Actual Dates												
								Actual Days												
IA-56	Sr. Consultant-Procurement Specialist 1	PM	7	ICS	HOPE	GoB	24.50	Planned Dates	1-Oct-21	-	25-Oct-21	15-Nov-21	-	22-Nov-21	29-Nov-21	6-Dec-21	66	30-Jun-22		
								Planned Days			24	21	-	7	7	7	66			
								Actual Dates												
								Actual Days												
IA-57	Senior IT Consultant 1	PM	7	ICS	HOPE	GoB	21.00	Planned Dates	1-Oct-21	-	25-Oct-21	15-Nov-21	-	22-Nov-21	29-Nov-21	6-Dec-21	66	30-Jun-22		
								Planned Days			24	21	-	7	7	7	66			
								Actual Dates												
								Actual Days												
IA-58	IT Consultant-Programmer 1	PM	7	ICS	HOPE	GoB	14.00	Planned Dates	1-Oct-21	-	25-Oct-21	15-Nov-21	-	22-Nov-21	29-Nov-21	6-Dec-21	66	30-Jun-22		
								Planned Days			24	21	-	7	7	7	66			
								Actual Dates												
								Actual Days												
IA-59	Junior Consultant-Internal Auditor 1	PM	7	ICS	HOPE	GoB	7.00	Planned Dates	1-Oct-21	-	25-Oct-21	15-Nov-21	-	22-Nov-21	29-Nov-21	6-Dec-21	66	30-Jun-22		
								Planned Days			24	21	-	7	7	7	66			
								Actual Dates												
								Actual Days												
IA-510	Junior Consultant-Internal Auditor 2	PM	7	ICS	HOPE	GoB	7.00	Planned Dates	1-Oct-21	-	25-Oct-21	15-Nov-21	-	22-Nov-21	29-Nov-21	6-Dec-21	66	30-Jun-22		
								Planned Days			24	21	-	7	7	7	66			
								Actual Dates												
								Actual Days												

Package No	Description of procurement package Goods	Unit	Total Quantity	Procurement Method & pattern	Procurement Approving Authority	Source of Funds	Total cost in Lac Taka	Time Code for Process	Advertise Eol	Issue RFP	Proposal opening	Proposal Evaluation	Finacial Proposal Opening & Evaluation	Negotiation	Approval	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	19		
IA-S11	Junior Consultant-Procurement 1	PM	7	ICS	HOPE	GoB	7.00	Planned Dates	1-Oct-21	-	25-Oct-21	15-Nov-21	-	22-Nov-21	29-Nov-21	6-Dec-21	66	30-Jun-22		
								Planned Days			24	21	-	7	7	7	66			
								Actual Dates												
								Actual Days												
IA-S12	Junior Consultant-Administration & Training 1		7	ICS	HOPE	GoB	7.00	Planned Dates	1-Oct-21	-	25-Oct-21	15-Nov-21	-	22-Nov-21	29-Nov-21	6-Dec-21	66	30-Jun-22		
								Planned Days			24	21	-	7	7	7	66			
								Actual Dates												
								Actual Days												
IA-S13	Junior Consultant- IT 1	PM	7	ICS	HOPE	GoB	7.00	Planned Dates	1-Oct-21	-	25-Oct-21	15-Nov-21	-	22-Nov-21	29-Nov-21	6-Dec-21	66	30-Jun-22		
								Planned Days			24	21	-	7	7	7	66			
								Actual Dates												
								Actual Days												
Total =							217.00													

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**Annual PROCUREMENT PLAN: Consulting Service (Firm)**

Finance Ministry / Division-Finance

Agency : Finance Division

Procuring Entity Name & Code

Programme Name & Code: Strengthening Public Financial Management to Enable Service Delivery (SPFMS) 1090101-320000-200

Scheme Name: Scheme on Internal Audit and Audit Follow-up

Consulting Service (Firm)

Package No	Description of procurement package Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Total cost in Lac Taka	Time Code for Process	invita/Advrtise Tander	Tender Opening	Tender Evaluation	Appral to Award	Notificatio n 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		
IA-S14	Consultancy (Firm)		30	OTM	NPD	GoB	100	Planned Dates	6-Feb-22	22-Feb-22	22-Mar-22	29-Mar-22	5-Apr-22	26-Apr-22	79	30.06.2022		
								Planned Days		16	28	7	7	21	79			
								Actual Dates										
								Actual Days										
Total							100.00											





**Annual PROCUREMENT PLAN: Non Consulting Services (Firm)**

Finance Ministry / Division-Finance

Agency Finance Division

Procuring Entity Name & Code

**Programme Name & Code: Strengthening Public Financial Management to Enable Service Delivery (SPFMS) 1090101-320000-200**

Budget : Development

**Scheme Name: Scheme on Internal Audit and Audit Follow-Up**

Non Consulting Service

Package No	Description of procurement package Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Total cost in Lac Taka	Time Code for Process	invita/Advertise Tender	Tender Opening	Tender Evaluation	Appraisal 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		
IA-NS1	Data Entry		12	OTM	NPD	GoB	12.00	Planned Dates	1-Oct-21	17-Oct-21	14-Nov-21	21-Nov-21	28-Nov-21	19-Dec-21	79	30-Jun-22		
								Planned Days		16	28	7	7	21	79			
								Actual Dates										
								Actual Days										
IA-NS2	Sohayok Service	PM	36	OTM	NPD	GoB	10.80	Planned Dates	1-Oct-21	19-Oct-21	16-Nov-21	23-Nov-21	30-Nov-21	21-Dec-21	81	30-Jun-22		
								Planned Days		18	28	7	7	21	81			
Total							22.80											