

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 2021-2022~~

	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 লিটারেশিপ, কো. অর্গানেশন অ্যান্ড 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

NPD

(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 Authority	Total cost in Lac Taka	Time Code for Process	Invita/ 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
IA-G1	Computer & Accessories						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 Dates		16	28	7	7	28	86	
	Server		1				Actual Dates								
	UPS		20	OTM	NPD	60.00	Actual Dates								
	Printer (Big Size Colar)		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 Dates		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 Dates		0	7	7	3	7		
							Actual Dates								

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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	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
	Office Equipment						Planned Dates	1-Dec-21	17-Dec-21	14-Jan-22	21-Jan-22	28-Jan-22	25-Feb-22	72	30.06.2022
IA-G6	Photocopier	nos	1	OTM	NPD	15.00	Planned Dates		16	21	7	7	21	72	
	Laminating Machine		2				Planned Dates								
	Spiral binding machine		5				Planned Dates								
	Water Dispenser		2				Planned Dates								
	Microwave Oven		3				Planned Dates								
	Refrigerator		1				Planned Dates								
	Coffee Maker		5				Planned Dates								
	Web Camera		10				Planned Dates								
	HeadPhone		10				Planned Dates								
	Crockeries		5				Planned Dates								
	Electric Cattle		5				Actual Days								
	Multiplug		45				Actual Days								
	Indoor Plant Table		10				Actual Days								
IA-G7	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 Dates		0	7	7	3	7		
							Planned Dates								
							Actual Dates								
							Actual Dates								
IA-G8	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 Dates		0	7	7	3	7		
							Planned Dates								
							Actual Dates								
							Actual Dates								

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 Eoi	Issue RFP	Proposal opening	Proposal Evaluation	Final Proposal Opening & Evaluation	Negotiation	Approval	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract
1							8	9	10	11	17	13	14	15	16	17	18	19
								Planned Dates	1-Oct-21	-	25-Oct-21	15-Nov-21	-	22-Nov-21	29-Nov-21	6-Dec-21	66	30-Jun-22
IA-51	Sr. Consultant- Internal Auditor- 1	PM	7	ICS	HOPE	GoB	24.50	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										

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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 Eoi	Issue RFP	Proposal opening	Proposal Evaluation	Final Proposal Opening & Evaluation	Negotiation	Approval	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract	
1			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 Actual Dates	1-Oct-21	25-Oct-21	24	15-Nov-21	22-Nov-21	29-Nov-21	6-Dec-21	66	30-Jun-22		
IA-56	Sr. Consultant- Procurement Specialist 1	PM	7	ICS	HOPE	GoB	24.50	Planned Dates Actual Dates	1-Oct-21	25-Oct-21	24	15-Nov-21	22-Nov-21	29-Nov-21	6-Dec-21	66	30-Jun-22		
IA-57	Senior IT Consultant 1	PM	7	ICS	HOPE	GoB	21.00	Planned Dates Actual Dates	1-Oct-21	25-Oct-21	24	15-Nov-21	22-Nov-21	29-Nov-21	6-Dec-21	66	30-Jun-22		
IA-58	IT Consultant- Programmer 1	PM	7	ICS	HOPE	GoB	14.00	Planned Dates Actual Dates	1-Oct-21	25-Oct-21	24	15-Nov-21	22-Nov-21	29-Nov-21	6-Dec-21	66	30-Jun-22		
IA-59	Junior Consultant- Internal Auditor 1	PM	7	ICS	HOPE	GoB	7.00	Planned Dates Actual Dates	1-Oct-21	25-Oct-21	24	15-Nov-21	22-Nov-21	29-Nov-21	6-Dec-21	66	30-Jun-22		
IA-510	Junior Consultant- Internal Auditor 2	PM	7	ICS	HOPE	GoB	7.00	Planned Dates Actual Dates	1-Oct-21	25-Oct-21	24	15-Nov-21	22-Nov-21	29-Nov-21	6-Dec-21	66	30-Jun-22		







Package No	Description of procurement package Goods	Unit	Total Quantity	Procurement Method & pattern	Procurement Approving Authority	Source of Funds	Total cost in Lacs Taka	Time Code for Process	Advertise EOI	Issue RTP	Proposal opening	Proposal Evaluation	Final Proposal Opening & Evaluation	Negotiation	Approval	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract	
1							8	9	10	11	12	13	14	15	16	17	18	19	
								Planned Dates	1-Oct-21	-	25-Oct-21	15-Nov-21	-	22-Nov-21	29-Nov-21	6-Dec-21	66	30-Jun-22	
IA-S11	Junior Consultant-Procurement	PM	7	ICS	HOPE	GoB	7.00	Planned Days			24	21	-	7	7	7	66		
								Actual Dates											
								Actual Days											
IA-S12	Junior Consultant-Administration & Training		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	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	invite/Advise 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	
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	21	79			
								Actual Dates									
								Actual Days									
Total							100.00										

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Annual PROCUREMENT PLAN: Non Consulting Services (Firm)

Finance Ministry / Division-Finance

Agenc; 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	Invite/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
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 Dates		16	28	7	7	21	79	
								Actual Dates								
								Actual Dates								
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 Dates		18	28	7	7	21	81	
Total																
22.80																