

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



**Finance Division, Ministry of Finance**

*"Scheme on Strengthening of State-owned Enterprises' Governance"*

**ANNUAL PROCUREMENT PLAN)**

**FY 2019-2020**

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

**Date: 29/12/2019**

**(ANNUAL PROCUREMENT PLAN)  
FY 2019-2020**

**Summary of Procurement:**

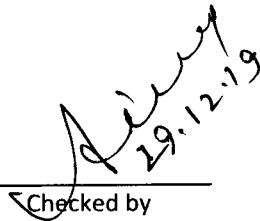
FY 2019-2023

	BDT in Lac
Goods	285.85
Service (Individual)	296.00
Service (Firm)	49.92
<b>Total</b>	<b>631.77</b>

  
29.12.2019

Prepared by

**Shah Md. Nazmul Karim**  
Procurement Specialist  
PFM Reforms Leadership, Coordination and Monitoring Scheme  
Strengthening Public Financial Management Program  
Finance Division, Ministry of Finance

  
29.12.19

Checked by

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

  
29.12.19

Recommended by

**Md. Habibur Rahman**  
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  
 Agent 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 Strengthening of State-owned Enterprises' Governance**

Goods

Package No	Product Description	Measure of Unit	Total Quantity	Procurement Method & Pattern	Procurement Approving Authority	Estd. Cost in Lac Tk.	Time Code for Process	invita/ Advertise Tander	Tender Opening	Tender Evaluation	Appraisal to Award	Notification of Award	Signing of Contract	Total time to Contract Sieneure	Time for Completion of Contract			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
SOE-G1	<b>Computer &amp; Accessories</b>			OTM	NPD	136.09	Planned Dates	15-Feb-20	2-Mar-20	30-Mar-20	6-Apr-20	13-Apr-20	11-May-20	86	10-Jul-20			
	Laptop		10															
	Desktop Computer		25							Planned Days		16	28	7	7	28	86	146
	Firewall		1							Actual Dates								
	UPS		25															
	Printer (Big Size)		1															
	Printer (Small Size)		8															
	Video Conference Equipment	Nos	1															
	Scanner (Legal)		2															
	Scanner (Small)		8															
	Server		1															
	Online UPS		1															
	External Storage device		1															
SOE-G2	Desktop & Accessories with UPS	nos	5	RFQ	NPD	5.00	Planned Dates	7-Feb-20	7-Feb-20	14-Feb-20	21-Feb-20	24-Feb-20	2-Mar-20		1-Mar-20			
							Planned Days		0	7	7	3	7					
							Actual Dates											
SOE-G3	Interior Decorator	nos	5	RFQ	NPD	5.00	Planned Dates	7-Feb-20	7-Feb-20	14-Feb-20	21-Feb-20	24-Feb-20	2-Mar-20		1-Mar-20			
							Planned Days		0	7	7	3	7					
							Actual Dates											

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SOE-G4	<b>Office Equipment</b>	nos		OTM	NPD	27.15	Planned Dates	20-Feb-20	7-Mar-20	4-Apr-20	11-Apr-20	18-Apr-20	16-May-20	72	1-Mar-20	
	Photocopier (Big)		2				Planned Days		16	21	7	7	21	72	132	
	Photocopier (Small)		3				Actual Dates									
							Actual Days									
	Laminating Machine		2				Actual Dates									
	Spiral binding machine		1				Actual Days									
	Smart TV		1													
	Camera		1													
	Microwave Oven		1													
	Microphone (Conference room)		40													
	Refrigerator		1													
Crockeries	20															
SOE-G5	Photo copy	nos	1	RFQ	NPD	5.00	Planned Dates	7-Feb-20	7-Feb-20	14-Feb-20	21-Feb-20	24-Feb-20	2-Mar-20		1-Mar-20	
	Water Dispenser		1				Planned Days		0	7	7	3	7			
	Spiral binding machine		1				Actual Dates									
	Micro oven		1				Actual Days									
SOE-G6	Conference Room Sound System	nos	5	RFQ	NPD	5.00	Planned Dates	7-Feb-20	7-Feb-20	14-Feb-20	21-Feb-20	24-Feb-20	2-Mar-20		1-Mar-20	
							Planned Days		0	7	7	3	7			
							Actual Dates									
							Actual Days									

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SOE-G7	Furniture	Nos		OTM	NPD	92.61	Planned Dates	10-Feb-20	26-Feb-20	18-Mar-20	25-Mar-20	1-Apr-20	22-Apr-20	72	21-Jun-20	
	Sofa Set		6				Planned Days		16	21	7	7	21	72	132	
	File Cabinet		30				Actual Dates									
	Coumputer Table		25				Actual Days									
	Office Desk		25													
	Office Desk Chair		25													
	Tea Trolley		2													
	Office Chair		25													
SOE-G8	Office Equipment	Nos		RFQ	NPD	5.00	Planned Dates	7-Feb-20	7-Feb-20	14-Feb-20	21-Feb-20	24-Feb-20	2-Mar-20		1-Mar-20	
							Planned Days		0	7	7	3	7			
							Actual Dates									
							Actual Days									
SOE-G9	1.Furniture for Conference Table	Nos	1	RFQ	NPD	5.00	Planned Dates	7-Feb-20	7-Feb-20	14-Feb-20	21-Feb-20	24-Feb-20	2-Mar-20		1-Mar-20	
							Planned Days		0	7	7	3	7			
	2. Chair		25				Actual Dates									
							Actual Days									

**Total 285.85**

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**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 Strengthening of State-owned Enterprises' Governance

Package No	Description of procurement package Goods	Unit	Total Quantity	Procurement Method & pattern	Procurement Approving Authority	Source of Funds	Estd. Cost in Lac Tk.	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		
SOE-S1	Sr. Consultant-Research Analysts (Independent Performance Evaluation, SOE grants and Turnaround Strategy)-1	PM	4	ICS	HOPE	GoB	14.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20		
								Planned Days			24	21	-	7	7	7	66			
								Actual Dates												
								Actual Days												
SOE-S2	Sr. Consultant-Research Analysts (Independent Performance Evaluation, SOE grants and Turnaround Strategy)-2	PM	4	ICS	HOPE	GoB	14.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20		
								Planned Days			24	21	-	7	7	7	66			
								Actual Dates												
								Actual Days												
SOE-S3	Sr. Consultant-Research Analysts (Independent Performance Evaluation, SOE grants and Turnaround Strategy)-3	PM	4	ICS	HOPE	GoB	14.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20		
								Planned Days			24	21	-	7	7	7	66			
								Actual Dates												
								Actual Days												
SOE-S4	Sr. Consultant-Research Analysts (Fiscal Risks Assessment)	PM	4	ICS	HOPE	GoB	14.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20		
								Planned Days			24	21	-	7	7	7	66			
								Actual Dates												
								Actual Days												

SOE-55	Sr. Consultant- Research Analysts (Debt and Contingent Liabilities)	PM	4	ICS	HOPE	GoB	14.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
SOE-56	Sr. Consultant- Research Analysts (Legal, Rules & Regulations)	PM	4	ICS	HOPE	GoB	14.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
SOE-57	Senior Consultant (Governance)	PM	4	ICS	HOPE	GoB	42.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
SOE-58	Senior IT Consultant	PM	4	ICS	HOPE	GoB	12.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
SOE-59	Consultant-Research Analysts (Independent performance Evaluation SOE grants and Turnaround Strategy)-1	PM	4	ICS	HOPE	GoB	8.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										

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SOE-S10	Consultant-Research Analysts (Independent performance Evaluation SOE grants and Turmaround Strategy)-2	PM	4	ICS	HOPE	GoB	8.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
SOE-S11	Consultant-Research Analysts (Independent performance Evaluation SOE grants and Turmaround Strategy)-3	PM	4	ICS	HOPE	GoB	8.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
SOE-S12	Consultant-Research Analysts (Fiscal Risks Assessment)-1	PM	4	ICS	HOPE	GoB	8.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
SOE-S13	Consultant-Research Analysts (Fiscal Risks Assessment)-2	PM	4	ICS	HOPE	GoB	8.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
SOE-S14	Consultant-Research Analysts (Debt and Contingent Liabilities)-1	PM	4	ICS	HOPE	GoB	8.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										

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SOE-S15	Consultant-Research Analysts (Debt and Contingent Liabilities)-2	PM	4	ICS	HOPE	GoB	8.00	Planned Days			24	21	-	7	7	7	66		
								Actual Dates											
SOE-S16	Consultant-Research Analysts (Legal, Rules & Regulations)-1	PM	4	ICS	HOPE	GoB	8.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20	
								Planned Days			24	21	-	7	7	7	66		
								Actual Dates											
								Actual Days											
SOE-S17	Consultant-Research Analysts (Legal, Rules & Regulations)-2	PM	4	ICS	HOPE	GoB	8.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20	
								Planned Days			24	21	-	7	7	7	66		
								Actual Dates											
								Actual Days											
SOE-S18	Consultant-Office Management	PM	4	ICS	HOPE	GoB	6.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20	
								Planned Days			24	21	-	7	7	7	66		
								Actual Dates											
								Actual Days											
SOE-S19	IT Consultant (Programmer)-1	PM	4	ICS	HOPE	GoB	8.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20	
								Planned Days			24	21	-	7	7	7	66		
								Actual Dates											
								Actual Days											
SOE-S20	IT Consultant (Programmer)-2	PM	4	ICS	HOPE	GoB	8.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20	
								Planned Days			24	21	-	7	7	7	66		
								Actual Dates											
								Actual Days											

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SOE-S21	Junior Consultant- Research Analysts (Independent performance Evaluation SOE grants and Turmaround Strategy)-1	PM	4	ICS	HOPE	GoB	4.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
SOE-S22	Junior Consultant- Research Analysts (Independent performance Evaluation SOE grants and Turmaround Strategy)-2	PM	4	ICS	HOPE	GoB	4.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
SOE-S23	Junior Consultant- Research Analysts (Fiscal Risks Assessment)-1	PM	4	ICS	HOPE	GoB	4.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
SOE-S24	Junior Consultant- Research Analysts (Fiscal Risks Assessment)-2	PM	4	ICS	HOPE	GoB	4.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
SOE-S25	Junior Consultant- Research Analysts (Debt and Contingent Liabilities)-1	PM	4	ICS	HOPE	GoB	4.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
SOE-S26	Junior Consultant- Research Analysts (Debt and Contingent Liabilities)-2	PM	4	ICS	HOPE	GoB	4.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
SOE-S27	Junior IT Consultant (Hardware)	PM	4	ICS	HOPE	GoB	4.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										

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SOE-528	Junior Consultant Executive-1	PM	4	ICS	HOPE	GoB	4.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
SOE-529	Junior Consultant Executive-2	PM	4	ICS	HOPE	GoB	4.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
SOE-530	Junior Consultant Executive-3	PM	4	ICS	HOPE	GoB	4.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
SOE-531	Junior Consultant Executive-4	PM	4	ICS	HOPE	GoB	4.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
SOE-532	Junior Consultant Executive-5	PM	4	ICS	HOPE	GoB	4.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
SOE-533	Junior Consultant Executive-6	PM	4	ICS	HOPE	GoB	4.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										

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SOE-534	Junior Consultant Executive-7	PM	4	ICS	HOPE	GoB	4.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
SOE-535	Junior Consultant Executive-8	PM	4	ICS	HOPE	GoB	4.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
SOE-536	Junior Consultant Executive-9	PM	4	ICS	HOPE	GoB	4.00	Planned Dates	5-Jan-20	-	29-Jan-20	19-Feb-20	-	26-Feb-20	4-Mar-20	11-Mar-20	66	30-Jun-20
								Planned Days			24	21	-	7	7	7	66	
								Actual Dates										
								Actual Days										
<b>Total =</b>							<b>296.00</b>											

*Handwritten signature/initials*

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

Ministry/Division: Ministry of Finance

Agency : Finance Division

Procuring Entity Name & Code: NA

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

Budget : Development

Scheme Name: Scheme on Strengthening of State-owned Enterprises' Governance

Non Consulting Service

Package No	Description of procurement package Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Lac Tk.	Time Code for Process	invita/Adv ertise Tander	Tender Opening	Tender Evaluation	Appraval to Award	Notificatio n of Award	Signing of Contract	Total time to Contract Signature	Time for Completio n of Contract			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17			
SOE-NS1	Data Entry Analyst	PM	24	OTM	NPD	GoB	24.00	Planned Dates	6-Jul-20	22-Jul-20	19-Aug-20	26-Aug-20	2-Sep-20	23-Sep-20	79				
								Planned Days		16	28	7	7	21	79				
								Actual Dates											
								Actual Days											
SOE-NS2	Sohayok Service	PM	12	OTM	NPD	GoB	7.92	Planned Dates	15-Jan-20	2-Feb-20	1-Mar-20	8-Mar-20	15-Mar-20	5-Apr-20	81				
								Planned Days		18	28	7	7	21	81				
	Office Cleaning	PM	12					Actual Dates											
								Actual Days											
<b>Total =</b>							<b>31.92</b>												

*Handwritten signatures and initials.*

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

Ministry/Division: Ministry of Finance

Agency : Finance Division

Procuring Entity Name & Code: NA

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

Budget : Developer

**Scheme Name: Scheme on Strengthening of State-owned Enterprises' Governance**

**Non Consulting Service**

Package No	Description of procurement package Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Funds	Estd. Cost in Lac Tk.	Time Code for Process	invita/Adv ertise 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	17		
SOE-NS3	Transport		4	OTM	NPD	GoB	18.00	Planned Dates	6-Jul-20	22-Jul-20	19-Aug-20	26-Aug-20	2-Sep-20	23-Sep-20	79			
								Planned Days		16	28	7	7	21	79			
								Actual Dates										
								Actual Days										