



Finance Division, Ministry of Finance  
Strengthening Public Financial Management Program to Enable Service Delivery  
(SPFMS)

**Annual Procurement Plan**  
**FY 2022-23**  
*(Updated on January, 2023)*



**Scheme on Internal Audit and Audit Follow-up**

Address: Shaheed Prokoushali Bhaban, IEB Head Quarter (4th Floor), Ramna, Dhaka-1000



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# (Annual PROCUREMENT PLAN)

## FY 2022-2023

(Updated on January,2023)

Summary of Procurement:  
FY 2022-2023

	BDT in Lac
Goods	125.40
Consulting Service (Individual)	268.00
Non Consulting Service (Firm)	15.00
Consulting Service (Firm)	100.00
<b>Total</b>	<b>508.40</b>

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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 Internal Audit and Audit Follow-Up

Package No	Product Description	Measure of Unit	Total Quantity	Procurement Method & Pattern	Procurement Approving Authority	Total cost in Lac Taka	Time Code for Process	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	
																Planned Dates
1A-G17	Computer and Accessories	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
	Desktop	Nos	10	OTM	PE	20.00	Planned Dates	02-Apr-23	16-Apr-23	26-Apr-23	03-May-23	10-May-23	31-May-23	60 days		
	UPS	Nos	10				Planned Days		14	10	7	7	21	59		
	Printer- (Small Size)	Nos	10				Actual Date									
	Scanner (Duplex)	Nos	2				Actual days									
	Office Equipment						Planned Dates	02-Apr-23	16-Apr-23	26-Apr-23	03-May-23	10-May-23	31-May-23	60 days		
	Photocopier			1			Planned Days			14	10	7	21	59		
1A-G18	DSLR Camera		1				Actual Date									
	Voice Recorder		2				Actual days									
	Hand speaker		2													
	Portable Microphone & Speaker	Nos	2	OTM	PE	9.40										
	Laminating Machine		2													
	Smart TV		1													
	Water dispenser		1													
	Refrigerator		1													
	Electric Cattle		3													
	Office Equipment						Planned Dates	1-Feb-23	11-Feb-23	11-Feb-23	18-Feb-23	25-Feb-23		30 days		
1A-G19	Seminar Set & Sound System	Set	1	RFQ	PE	5.00	Planned Days		10	1	7	7		25		
							Actual Date									
							Actual days									

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Goods

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Page No	Product Description	Measure of Unit	Total Quantity	Procurement Method & Pattern	Procurement Approving Authority	Total cost in Lac Taka	Time Code for Process	invite/ 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
IA-G20	Furniture	Nos	2	OTM	PE	15.00	Planned Dates	02-Apr-23	16-Apr-23	26-Apr-23	03-May-23	10-May-23	31-May-23	60 days	
	Sofa		Planned Days				14	10	7	7	21	59			
	Centre table		Actual Date												
	Steel cupboard		Actual days												
	Wooden cabinets														
	Book Cabinet (Laminated Board, Glass)		1												
	File Cabinet		7												
	Small Drawer/ Side Drawer		10												
	Multipurpose shelf		7												
	Computer table		10												
	Tea Trolley		2												
	Executive Table		2												
	Executive Chair		7												
	Office Desk		4												
Office Desk Chair	14														
Office Chair	21														
Dyas Table	1														
IA-G21	Computer Accessories	Nos	LS	RFQ/FWA	PE	3.00	Planned Dates	1-Feb-23	11-Feb-23	11-Feb-23	18-Feb-23	25-Feb-23	30 days		
							Planned Days	10	1	7	7	7	25		
							Actual Date						0		
							Actual days						30 days		
	Internal Decoration						Planned Dates	01-May-23	11-May-23	11-May-23	18-May-23	25-May-23	30 days		
							Planned Days	10	1	7	7	7	25		
							Actual Date						0		
							Actual days						30 days		
	Indoor Plant Table	Nos		RFQ	PE	5.00	Planned Dates	02-Apr-23	16-Apr-23	26-Apr-23	03-May-23	10-May-23	31-May-23	60 days	
							Planned Days	14	10	7	7	7	21	59	
							Actual Date								
							Actual days								
IA-G24	Computer Software	Nos	1	OTM	PE	35.00	Planned Dates	25-Jan-23	04-Feb-23	04-Feb-23	11-Feb-23	18-Feb-23	30 days		
							Planned Days	10	0	7	7	7	24		
							Actual Date								
							Actual days								
IA-G26	Other Stationary	Nos	LS	RFQ/FWA	PE	3.00	Planned Dates	01-Mar-23	11-Mar-23	11-Mar-23	18-Mar-23	25-Mar-23	30 days		
							Planned Days	10	0	7	7	7	24		
							Actual Date								
							Actual days								
IA-G27	Publication	Nos	LS	RFQ	PE	30.00	Planned Dates	01-Mar-23	11-Mar-23	11-Mar-23	18-Mar-23	25-Mar-23	30 days		
							Planned Days	10	0	7	7	7	24		
							Actual Date								
							Actual days								
<b>Total</b>						<b>125.40</b>									

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2023

**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	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	Financial Proposal Opening & Evaluation	Negotiation	Approval	Signing of Contract	Total time to Contract Signature	Time for Completion of Contract	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
IA-S15	Sr. Consultant-Internal Auditor- 1	PM	12	ICS/SSS	HOPE	GoB	42.00	Planned Dates Planned Days Actual Dates Actual Days	N/A N/A	N/A N/A	N/A N/A	12-19-2022 14	N/A	1-2-2023 7	1-9-2023 7	1-16-2023 7	18	19	Contract ongoing
IA-S16	Sr. Consultant-Internal Auditor- 2	PM	12	ICS/SSS	HOPE	GoB	42.00	Planned Dates Planned Days Actual Dates Actual Days	N/A N/A	N/A N/A	N/A N/A	12-19-2022 14	N/A	1-2-2023 7	1-9-2023 7	1-16-2023 7			Contract ongoing
IA-S17	Sr. Consultant-Internal Auditor- 3	PM	12	ICS/SSS	HOPE	GoB	42.00	Planned Dates Planned Days Actual Dates Actual Days	3-1-2023	3-1-2023	3-22-2023 21	4-5-2023 14	4-12-2023 7	4-19-2023 7	4-26-2023 7	5-3-2023 7	65 days		
IA-S18	Sr. Consultant-Internal Auditor- 4	PM	12	ICS/SSS	HOPE	GoB	14.00	Planned Dates Planned Days Actual Dates Actual Days	3-1-2023	3-1-2023	3-22-2023 21	4-5-2023 14	4-12-2023 7	4-19-2023 7	4-26-2023 7	5-3-2023 7	65 days		
IA-S19	Sr. Consultant-Internal Auditor- 5	PM	12	ICS/SSS	HOPE	GoB	14.00	Planned Dates Planned Days Actual Dates Actual Days	3-1-2023	3-1-2023	3-22-2023 21	4-5-2023 14	4-12-2023 7	4-19-2023 7	4-26-2023 7	5-3-2023 7	65 days		
IA-S20	Sr. Consultant-Procurement Specialist 1	PM	12	ICS/SSS	HOPE	GoB	42.00	Planned Dates Planned Days Actual Dates Actual Days	N/A N/A	N/A N/A	N/A N/A	01-12-22 14	N/A	12-15-2022 7	12-22-2022 7	12-29-2022 7	65 days		Contract ongoing
IA-S21	Senior IT Consultant 1	PM	12	ICS	HOPE	GoB	15.00	Planned Dates Planned Days Actual Dates Actual Days	01-Oct-21	07-Oct-21	23-Oct-21 21	29-Oct-21 7	05-Nov-21 7	12-Nov-21 7	19-Nov-21 7	26-Nov-21 7	60 days		Under process
IA-S22	IT Consultant- Programmer 1	PM	12	ICS	HOPE	GoB	10.00	Planned Dates Planned Days Actual Dates Actual Days	1st Aug-22	07-Oct-21	14th Aug-22 14	20-Aug-22 7	27-Aug-22 7	5th Sep-22 7	12-Sep-22 7	20-Sep-22 7	60 days		Under process
IA-S23	Junior Consultant- Internal Auditor 1	PM	12	ICS/SSS	HOPE	GoB	12.00	Planned Dates Planned Days Actual Dates Actual Days	N/A N/A	N/A N/A	N/A N/A	12-19-2022 14	N/A	1-2-2023 7	1-9-2023 7	1-16-2023 7	65 days		Contract ongoing

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ID	Description	Role	Duration	Type	Agency	Total	Planned Dates		Actual Dates		Days	Contract Status						
							Planned Dates	Actual Dates	Planned Dates	Actual Dates								
IA-S24	Junior Consultant- Internal Auditor 2	PM	12	ICS/SSS	HOPE	GoB	6.00	Planned Dates	N/A	N/A	N/A	12/19/2022	N/A	1/2/2023	1/9/2023	1/16/2023	65 days	Contract ongoing
								Actual Dates				14						
IA-S25	Junior Consultant- Procurement 1	PM	12	ICS/SSS	HOPE	GoB	12.00	Planned Dates	N/A	N/A	N/A	12/12/2022	N/A	12/15/2022	12/22/2022	12/29/2022	65 days	Contract ongoing
								Actual Dates				14						
IA-S26	Junior Consultant- Administration & Training 1	PM	12	ICS/SSS	HOPE	GoB	12.00	Planned Dates	N/A	N/A	N/A	12/19/2022	N/A	1/2/2023	1/9/2023	1/16/2023	65 days	Contract ongoing
								Actual Dates				14						
IA-S27	Junior Consultant- IT 1	PM	12	ICS	HOPE	GoB	5.00	Planned Dates	18 Aug 22		14th Aug '22	20 Aug 22	27 Aug 22	30th Sep 22	12 Sep 22	20 Sep 22	60 days	Under process
								Actual Dates	07-Oct-21	07-Oct-21	25-Oct-21	20-Nov-22						
Total =						268.00												

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**Annual PROCUREMENT PLAN: Non-Consulting Services**

Finance Ministry / Division-Finance  
 Key Finance Division

Ordering Entity Name & Code

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

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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			
Description of procurement package Goods	Unit	Total Quantity	Procurement Method & pattern	Procurement Approving Authority	Source of Funds	Total cost in Late Taka	Time Code for Process	Advertise EOI	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	Remarks				
Shahayok Services (Firm-outsourcing)	PM	36	OTM / SSS	PE	GoB	10,00	Planned Dates	N/A	N/A	N/A	N/A	1-Mar-23	6-Mar-23	5th Feb-23	20th Feb-23	50 days						
							Planned Days						5	7	14	26						
							Planned Dates															
Data Entry	PM	12	OTM	PE	GoB	5,00	Planned Dates	1-Feb-23	1-Feb-23	15-Feb-23	22-Feb-23	27-Feb-23	28-Feb-23	7-Mar-23	21-Mar-23	24-Apr-23						
							Planned Days		14	7	5	1	7	14	34							
							Actual Dates															
					<b>Total =</b>	<b>15,00</b>																








