

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 2023-2024**

**Strengthening Public Financial Management Program to Enable  
Service Delivery (SPFMS)**

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

# (Annual PROCUREMENT PLAN)

FY 2023-2024

## Summary of Procurement (FY 2023-2024)

	BDT in Lac
Goods	105.00
Non Consulting Service (Outsourcing)	18.00
Consulting Service (Firm)	200.00
Consulting Service (Individual)	639.55
<b>Total</b>	<b>962.55</b>

**মোঃ আব্দুর রহমান**  
জুনিয়র পরামর্শক (এক্সিকিউটিভ)  
প্রথম পর্যায়ের বিকল্প বিকল্প, মো. অফিসের অ্যাড মনিটরিং বিষয়  
সরকারি আর্থিক ব্যবস্থাপনা শক্তিশালীকরণ কর্মসূচি  
অর্থ বিভাগ, অর্থ মন্ত্রণালয়

**Mohammad Nasir Uddin MCIPS**  
Senior Consultant (Procurement Specialist)  
Scheme on Internal Audit and Audit Follow-up  
Strengthening Public Financial Management Program to  
Enable Service Delivery (SPFMS)  
Finance Division, Ministry of Finance

**Md. Rafiqul Islam**  
Program Executive & Coordinator (IA&AF)  
SPFMS Program, Ministry of Finance

**(Shirajun Noor Chowdhury)**  
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


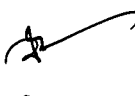

Procuring Entity Name & Code

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	Description of Procurement Packages Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Fund	Estimated 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	Actual Cost (BDT)	Name of Suppliers	Total Completion time including schedule of delivery	Remarks					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20					
IA-G30	Computer Accessories	Nos		OTM	PE	GoB	25.00	Planned Dates	16-Jul-23	30-Jul-23	06-Aug-23	10-Aug-23	16-Aug-23	07-Sep-23										
	Desktop		10																					
	Laptop		2																					
	UPS		10																					
	Head Phone		8																					
	Web Camera		10																					
	Color Printer		1																					
	Small Printer (B/W)		5																					
	Scanner (Duplex)		2																					
	External/Portable Hard Disk		2																					
IA-G31	Computer Accessories	Nos		RFQ	PE	GoB	5.00	Planned Dates	10-Jul-23	19-Jul-23	19-Jul-23	23-Jul-23	26-Jul-23											
	Laptop		2																					
	Small Printer (B/W)		1																					
	Scanner (Duplex)		1																					
	Head Phone		2																					
IA-G32	Office Equipment	Nos		OTM	PE	GoB	10.00	Planned Dates	16-Jul-23	30-Jul-23	06-Aug-23	10-Aug-23	16-Aug-23	07-Sep-23										
	Photocopier		1																					
	Laminating Machine		2																					
	Sound System with Cordless Microphone		1																					
	Smart TV		2																					
	Multiplug		10																					
	Voice Recorder		1																					
IA-G33	Office Equipment	Nos		RFQ	PE	GoB	5.00	Planned Dates	10-Aug-23	19-Aug-23	19-Aug-23	23-Aug-23	26-Aug-23											
	Water dispenser with filter		1																					
	Refrigerator		1																					
	Electric Kettle		3																					
Coffee Maker/Juice Maker	2																							
IA-G34	Furniture	Nos		OTM/RFQ	PE	GoB	15.00	Planned Dates	16-Aug-23	30-Aug-23	06-Sep-23	10-Sep-23	16-Sep-23	07-Oct-23										
	Sofa (5/3/1 Seated)-Set		1																					
	Centre table		1																					
	Wooden Cabinets		2																					
	File Cabinet		2																					
	Steel Cupboard		1																					
	Multipurpose Selves		2																					
	Coat Stand		1																					
	Looking Glass		1																					
	Display Board		2																					
	Computer Table		4																					
	Executive Table		3																					
	Office Desk		3																					
	Office Desk Chair		6																					
Visitor Chair	6																							

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Goods

Package No	Description of Procurement Packages Goods	Unit	Quantity	Procurement Method & Type	Contract Approving Authority	Source of Fund	Estimated 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	Actual Cost (BDT)	Name of Suppliers	Total Completion time including schedule of delivery	Remarks					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20					
IA-G35	Computer Accessories	Nos	LS	RFQ/DTM	PE	GoB	4.00	Planned Dates	10-Sep-23	19-Sep-23	19-Sep-23	23-Sep-23	26-Sep-23											
								Planned Days		9	0	4	3			16								
								Actual Date																
								Planned Days																
IA-G36	Publication	Nos	LS	RFQ/DTM	PE	GoB	5.00	Planned Dates	01-Aug-23	09-Aug-23	09-Aug-23	13-Aug-23	16-Aug-23											
								Planned Days		8	0	4	3			15								
								Actual Date																
								Planned Days																
IA-G37	Printing & Binding	Nos	LS	RFQ/DTM	PE	GoB	5.00	Planned Dates	01-Aug-23	09-Aug-23	09-Aug-23	13-Aug-23	16-Aug-23											
								Planned Days		8	0	4	3			15								
								Actual Date																
								Planned Days																
IA-G38	Interior Decoration	Nos	LS	RFQ/DTM	PE	GoB	4.00	Planned Dates	01-Aug-23	09-Aug-23	09-Aug-23	13-Aug-23	16-Aug-23											
								Planned Days		8	0	4	3			15								
								Actual Date																
								Planned Days																
IA-G39	Computer Software	Nos	1	OTM	PE	GoB	25.00	Planned Dates	16-Sep-23	30-Sep-23	06-Oct-23	10-Oct-23	16-Oct-23	07-Nov-23										
								Planned Days		14	6	4	6	22			52							
								Actual Date																
								Planned Days																
IA-G40	Other Stationary	Nos	LS	RFQ/DTM	PE	GoB	2.00	Planned Dates	10-Sep-23	19-Sep-23	19-Sep-23	23-Sep-23	26-Sep-23											
								Planned Days		9	0	4	3			16								
								Actual Date																
								Planned Days																
Total=							105.00																	

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## Annual PROCUREMENT PLAN: Consulting / Non-Consulting Services (Individual/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

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	Finacial Proposal Opening & Evaluation	Negotiation	Approval	Signing of Contract	Total time to Contract Signature	Actual Cost (BDT)	Name of Consultant	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	21	22						
IA-S03	Shahayok Services (No of Shoyaok Service-04 for 12 months)	PM	48	SSS	PE	GoB	18.00	Planned Dates	N/A	N/A	N/A	N/A	N/A	20-Jun-23	22-Jun-23	30-Jun-23											
								Planned Days								2	8	10									
								Actual Dates																			
								Actual Days																			
						<b>Total=</b>	<b>18.00</b>																				

**Annual PROCUREMENT PLAN: Consulting / Non-Consulting Services (Individual/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

Package No	Description of procurement package Goods	Unit	Total Quantity	Procurement Method	Procurement Approving Authority	Source of Funds	Total cost In Lac Take	Time Code for Process	Eol Issue	Issue RFP	Proposal opening	Proposal Evaluation	Final Proposal Opening & Evaluation	Negotiation	Approval	Signing of Contract	Total time to Contract Signature	Actual Cost (BDT)	Name of Consultant	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	21	22							
IA-504	Consultant Firm (Internal Audit) for Six Months <small>(One Task Team Leader, Six Auditors and One Office Executive)</small>	Month	6	QCBS/SSS	PE	GoB	200.00	Planned Dates	1-Jul-23	29-Jul-23	12-Aug-23	19-Aug-23	26-Aug-23	29-Aug-23	5-Sep-23	12-Sep-23												
								Planned Days		28	14	7	7	3	7	7												
								Actual Dates																				
								Actual Days																				
						Total =	200.00																					



**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) 1090101-32000-200

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

Package No	Description of procurement package	Unit	Total Quantity	Procurement Method	Procurement Approving Authority	Source of Funds	Total cost in Lac Taka	Time Code for Process	Advertis Eol	Issue RFP	Proposal opening	Proposal Evaluation	Final Proposal Opening & Evaluation	Negotiation	Approval	Signing of Contract	Total time to Contract Signature	Actual Cost (BDT)	Name of Consultant	Remarks						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21						
IA-515	Sr. Consultant (Internal Auditor)-1	PM	12	SIC/SSS	HOPE	GoB	49.07	Planned Dates	N/A	N/A	N/A	N/A	N/A	20-Jun-23	22-Jun-23	30-Jun-23										
								Planned Days							3	7	10									
								Actual Dates																		
								Actual Days																		
IA-516	Sr. Consultant (Internal Auditor)-2	PM	12	SIC/SSS	HOPE	GoB	54.00	Planned Dates	15-Jul-23	5-Aug-23	19-Aug-23	26-Aug-23	2-Sep-23	5-Sep-23	12-Sep-23	19-Sep-23										
								Planned Days		21	14	7	7	3	7	7	66									
								Actual Dates																		
								Actual Days																		
IA-517	Sr. Consultant (Internal Auditor)-3	PM	12	SIC/SSS	HOPE	GoB	54.00	Planned Dates	15-Jul-23	5-Aug-23	19-Aug-23	26-Aug-23	2-Sep-23	5-Sep-23	12-Sep-23	19-Sep-23										
								Planned Days		21	14	7	7	3	7	7	66									
								Actual Dates																		
								Actual Days																		
IA-518	Sr. Consultant (Internal Auditor)-4	PM	12	SIC/SSS	HOPE	GoB	54.00	Planned Dates	15-Jul-23	5-Aug-23	19-Aug-23	26-Aug-23	2-Sep-23	5-Sep-23	12-Sep-23	19-Sep-23										
								Planned Days		21	14	7	7	3	7	7	66									
								Actual Dates																		
								Actual Days																		
IA-519	Sr. Consultant (Internal Auditor)-5	PM	12	SIC/SSS	HOPE	GoB	54.00	Planned Dates	15-Jul-23	5-Aug-23	19-Aug-23	26-Aug-23	2-Sep-23	5-Sep-23	12-Sep-23	19-Sep-23										
								Planned Days		21	14	7	7	3	7	7	66									
								Actual Dates																		
								Actual Days																		
IA-520	Sr. Consultant (Procurement Specialist)-1	PM	12	SIC/SSS	HOPE	GoB	43.70	Planned Dates	N/A	N/A	N/A	N/A	N/A	20-Jun-23	22-Jun-23	30-Jun-23										
								Planned Days							2	8	10									
								Actual Dates																		
								Actual Days																		
IA-521	Senior Consultant (IT)-1	PM	12	SIC/SSS	HOPE	GoB	30.00	Planned Dates	N/A	N/A	N/A	N/A	N/A	20-Jun-23	22-Jun-23	30-Jun-23										
								Planned Days							3	7	10									
								Actual Dates																		
								Actual Days																		
IA-528	Consultant (Internal Auditor)-1	PM	12	SIC/SSS	HOPE	GoB	42.00	Planned Dates	15-Jul-23	5-Aug-23	19-Aug-23	26-Aug-23	2-Sep-23	5-Sep-23	12-Sep-23	19-Sep-23										
								Planned Days		21	14	7	7	3	7	7	66									
								Actual Dates																		
								Actual Days																		
IA-529	Consultant (Internal Auditor)-2	PM	12	SIC/SSS	HOPE	GoB	42.00	Planned Dates	15-Jul-23	5-Aug-23	19-Aug-23	26-Aug-23	2-Sep-23	5-Sep-23	12-Sep-23	19-Sep-23										
								Planned Days		21	14	7	7	3	7	7	66									
								Actual Dates																		
								Actual Days																		

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