



Government of the People's Republic of Bangladesh
Finance Division, Ministry of Finance
Strengthening Public Financial Management Program to Enable Service Delivery

REVISED ANNUAL PROCUREMENT PLAN
For FY 2023-2024



Scheme on Internal Audit and Audit Follow-up

Government of the People's Republic of Bangladesh
Finance Division, Ministry of Finance
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)
Scheme on Internal Audit and Audit Follow-up
IEB Bhaban (4th Floor), Ramna, Dhaka-1000
WWW.spfms.gov.bd

(Annual PROCUREMENT PLAN)

FY 2023-2024

Summary of Procurement


<u>Types</u>	<u>BDT (in Lac Taka)</u> <u>Estimated Cost</u>
Goods	62.00
Non Consulting Service (Outsourcing)	18.00
Consulting Service (Firm)	200.00
<u>Consulting Service (Individual)</u>	<u>639.55</u>
Total	919.55


Md. Abdullah
Junior Consultant (Executive)
SPFMS, Finance Division
Ministry of Finance


Mohammad Nasir Uddin
Senior Consultant (Procurement)
SPFMS, Finance Division
Ministry of Finance


Md. Rafiqul Islam
Program Executive & Coordinator
SPFMS, Finance Division
Ministry of Finance


Shirajun Noor Chowdhury
Additional Secretary (Budget-1)
Finance Division, Ministry of Finance
&
National Program Director, SPFMS


03/12/2023
(Dr. Md. Khairuzzaman Mozumder
Secretary
Finance Division, Ministry of Finance
&
HOPE, SPFMS

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	Appraisal 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 (Q2)	Computer Accessories	Nos		OTM	PE	GoB	25.00	Planned Dates	14-Dec-23	29-Dec-23	05-Jan-24	12-Jan-24	19-Jan-24	18-Feb-24									
	Desktop		10					Planned Days		15	7	7	7	30	66								
	UPS		10					Planned Days															
	Head Phone		10																				
	Web Camera		10																				
	Color Printer		1																				
	Small Printer (B/W)		9																				
	Scanner (Duplex)		4																				
IA-G31 (Q2)	Computer Accessories	Nos		RFQ	PE	GoB	5.00	Planned Dates	10-Dec-23	17-Dec-23	24-Dec-23	31-Dec-23	07-Jan-24										
	Desktop		2					Planned Days		7	7	7	7		28								
	Laptop		1																				
	UPS		2					Actual Date															
	Head Phone		2					Planned Days															
	Small Printer (B/W)		2																				
	Head Phone		3																				
IA-G32 (Q2)	Furniture	Nos		OTM	PE	GoB	12.00	Planned Dates	01-Jan-24	16-Jan-24	23-Jan-24	30-Jan-24	06-Feb-24	07-Mar-24									
	File Cabinet		3					Planned Days		15	7	7	7	30	66								
	Multipurpose Selves		3					Actual Date															
	Coat Stand		2					Planned Days															
	Computer Table		2																				
	Executive Table		6																				
	Office Desk Chair		6																				
	Visitor Chair		12																				
IA-G33 (Q2)	Digital Camera & Accessories	Nos	RFQ	RFQ	PE	GoB	3.00	Planned Dates	10-Dec-23	17-Dec-23	24-Dec-23	31-Dec-23	07-Jan-24										
			Planned Days						7	7	7	7		28									
			Actual Date																				
			Planned Days																				
IA-G34 (Q2)	Publication	Nos	LS	RFQ	PE	GoB	5.00	Planned Dates	10-Dec-23	17-Dec-23	24-Dec-23	31-Dec-23	07-Jan-24										
			Planned Days						7	7	7	7		28									
			Actual Date																				
			Planned Days																				
IA-G35 (Q2)	Interior Decoration	Nos	LS	RFQ	PE	GoB	5.00	Planned Dates	10-Jan-24	20-Jan-24	27-Jan-24	03-Feb-24	10-Feb-24										
			Planned Days						10	7	7	7		31									
			Actual Date																				
			Planned Days																				
IA-G36 (Q2)	Computer Software (MS Office, Adobe)	Nos	1 lot	RFQ	PE	GoB	5.00	Planned Dates	14-Dec-23	24-Dec-23	31-Dec-23	07-Jan-24	14-Jan-24										
			Planned Days						10	7	7	7		31									
			Actual Date																				
			Planned Days																				
IA-G37 (Q2)	Other Stationary	Nos	LS	RFQ	PE	GoB	2.00	Planned Dates	10-Jan-24	20-Jan-24	27-Jan-24	03-Feb-24	10-Feb-24										
			Planned Days						10	7	7	7		31									
			Actual Date																				
			Planned Days																				
Total=							62.00																

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Annual PROCUREMENT PLAN: Consulting / Non-Consulting Services (Individual/Firm)

Finance Ministry / Division-Finance

Agenc Finance Division

Procurering Entiy 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																			
						Total=	18.00																				

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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 Taka	Time Code for Process	Eol Issue	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-504	Consultant Firm (Internal Audit) for Six Months (One Task Team Leader, Six Auditors and One Office Executive)	Month	6	SBCQ	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	73										
								Actual Dates	16-Aug-23	16-Aug-23	10-Sep-23	16-Oct-23	31-Oct-23	3-Nov-23	10-Nov-23	17-Nov-23											
								Actual Days		25	25	36	15	3	7	7	118										
						Total =	200.00																				

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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	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	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																		Emadul Hannan
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	16-Aug-23	16-Aug-23	10-Sep-23	16-Oct-23	31-Oct-23	3-Nov-23	10-Nov-23	17-Nov-23										
								Actual Days		25	25	36	15	3	7	7	118									
IA-517	Sr. Consultant (Internal Auditor)-3	PM	12	SIC/SSS	HOPE	GoB	54.00	Planned Dates	15-Jan-24	5-Feb-24	19-Feb-24	26-Feb-24	4-Mar-24	7-Mar-24	14-Mar-24	21-Mar-24										
								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-Jan-24	5-Feb-24	19-Feb-24	26-Feb-24	4-Mar-24	7-Mar-24	14-Mar-24	21-Mar-24										
								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-Jan-24	5-Feb-24	19-Feb-24	26-Feb-24	4-Mar-24	7-Mar-24	14-Mar-24	21-Mar-24										
								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	16-Aug-23	16-Aug-23	10-Sep-23	16-Oct-23	31-Oct-23	3-Nov-23	10-Nov-23	17-Nov-23										
								Actual Days		25	25	36	15	3	7	7	118									
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	16-Aug-23	16-Aug-23	10-Sep-23	16-Oct-23	31-Oct-23	3-Nov-23	10-Nov-23	17-Nov-23										
								Actual Days		25	25	36	15	3	7	7	118									

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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	Advertise Eol	Issue RFP	Proposal opening	Proposal Evaluation	Financial 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-530	Consultant (Internal Auditor)-3	PM	12	SIC/SSS	HOPE	GoB	42.00	Planned Dates	15-Jan-24	5-Feb-24	19-Feb-24	26-Feb-24	4-Mar-24	7-Mar-24	14-Mar-24	21-Mar-24										
								Planned Days		21	14	7	7	3	7	7	66									
								Actual Dates																		
								Actual Days																		
IA-531	Consultant (Internal Auditor)-4	PM	12	SIC/SSS	HOPE	GoB	42.00	Planned Dates	15-Jan-24	5-Feb-24	19-Feb-24	26-Feb-24	4-Mar-24	7-Mar-24	14-Mar-24	21-Mar-24										
								Planned Days		21	14	7	7	3	7	7	66									
								Actual Dates																		
								Actual Days																		
IA-522	Consultant IT (Programmer)-1	PM	12	SIC/SSS	HOPE	GoB	42.00	Planned Dates	15-Jan-24	5-Feb-24	19-Feb-24	26-Feb-24	4-Mar-24	7-Mar-24	14-Mar-24	21-Mar-24										
								Planned Days		21	14	7	7	3	7	7	66									
								Actual Dates																		
								Actual Days																		
IA-523	Junior Consultant (Internal Auditor)-1	PM	12	SIC/SSS	HOPE	GoB	9.20	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-524	Junior Consultant (Internal Auditor)-2	PM	12	SIC/SSS	HOPE	GoB	18.00	Planned Dates	15-Jan-24	5-Feb-24	19-Feb-24	26-Feb-24	4-Mar-24	7-Mar-24	14-Mar-24	21-Mar-24										
								Planned Days		21	14	7	7	3	7	7	66									
								Actual Dates																		
								Actual Days																		
IA-525	Junior Consultant (Procurement)-1	PM	12	SIC/SSS	HOPE	GoB	13.80	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-526	Junior Consultant (Administration & Training)-1	PM	12	SIC/SSS	HOPE	GoB	8.44	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-527	Junior Consultant (IT)-1	PM	12	SIC/SSS	HOPE	GoB	11.34	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	Junior Consultant (Executive)-1	PM	12	SIC/SSS	HOPE	GoB	18.00	Planned Dates	15-Jan-24	5-Feb-24	19-Feb-24	26-Feb-24	4-Mar-24	7-Mar-24	14-Mar-24	21-Mar-24										
								Planned Days		21	14	7	7	3	7	7	66									
								Actual Dates																		
								Actual Days																		
IA-528	Junior Consultant (Data Entry Analyst)-1	PM	12	SIC/SSS	HOPE	GoB	12.00	Planned Dates	15-Jan-24	5-Feb-24	19-Feb-24	26-Feb-24	4-Mar-24	7-Mar-24	14-Mar-24	21-Mar-24										
								Planned Days		21	14	7	7	3	7	7	66									
								Actual Dates																		
								Actual Days																		
Total =							639.55																			

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