

Government of the People's Republic of Bangladesh



## Finance Division, Ministry of Finance

*Scheme on Internal Audit and Audit Follow-up*

### **ANNUAL PROCUREMENT PLAN For FY 2023-2024**

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



**SCHEME ON INTERNAL AUDIT & AUDIT FOLLOW-UP**

**21 January 2024**

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 (4<sup>th</sup> Floor), Ramna, Dhaka-1000  
[WWW.spfms.gov.bd](http://WWW.spfms.gov.bd)

**(Annual PROCUREMENT PLAN)**

**FY 2023-2024 (2<sup>nd</sup> Quarter Revised)**

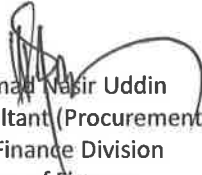
**Summary of Procurement (2023-2024)**

**BDT (in Lac Taka)**

<u>Types</u>	<u>Estimated Cost</u>
Goods	67.00
Non Consulting Service (Outsourcing)	18.00
Consulting Service (Firm)	191.67
<u>Consulting Service (Individual)</u>	<u>291.90</u>
<b>Total</b>	<b>568.57</b>



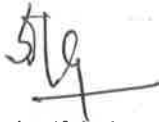
Md. Abdullah  
Junior Consultant (Executive)  
SPFMS, Finance Division  
Ministry of Finance



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



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



Mohammad Saiful Islam  
Additional Secretary (Budget-1)  
Finance Division, Ministry of Finance  
&  
National Program Director, SPFMS



(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	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 (3Q)	<b>Computer and Accessories</b>	Nos		RFQ	PE	GoB	5.00	Planned Dates	15-Jan-24	30-Jan-24	06-Feb-24	13-Feb-24	20-Feb-24	21-Mar-24					
	Desktop		2					Planned Days		15	7	7	7	30					
	Small Printer (B/W)		2																
	Scanner (Duplex)		1																
	Color Printer		1																
IA-G31 (3Q)	<b>Computer and Accessories</b>	Nos		OTM	PE	GoB	25.00	Planned Dates	01-Mar-24	22-Mar-24	29-Mar-24	05-Apr-24	12-Apr-24	12-May-24					
	Desktop		10					Planned Days		21	7	7	7	30	72				
	UPS		12																
	Laptop		1																
	Head Phone		12																
	Web Camera		10																
	Small Printer (B/W)		7																
	Scanner (Duplex)		3																
IA-G32 (3Q)	<b>Furniture</b>	Nos		RFQ	PE	GoB	3.00	Planned Dates	15-Feb-24	25-Feb-24	03-Mar-24	10-Mar-24	17-Mar-24						
	Wooden Cabinet		1					Planned Days		10	7	7	7	31					
	Multipurpose Shelves		2																
	File Cabinet		1																
	Others							Planned Days											
IA-G33 (3Q)	<b>Furniture</b>	Nos		OTM	PE	GoB	9.00	Planned Dates	01-Mar-24	22-Mar-24	29-Mar-24	05-Apr-24	12-Apr-24	12-May-24					
	File Cabinet		2					Planned Days		21	7	7	7	30	72				
	Multipurpose Shelves		1																
	Coat Stand		2																
	Computer Table		2																
	Executive Table		6																
	Office Desk Chair		6																
	Visitor Chair		12																
IA-G34 (3Q)	<b>Camera &amp; Accessories</b>	Nos		RFQ	PE	GoB	3.00	Planned Dates	01-Jan-24	16-Jan-24	23-Jan-24	30-Jan-24	06-Feb-24	07-Mar-24					
	Digital Camera & Accessories		1																
IA-G35 (3Q)	<b>Office Equipment</b>	Nos		RFQ	PE	GoB	5.00	15-Mar-24	25-Mar-24	01-Apr-24	08-Apr-24	15-Apr-24							
	Croceries		LS					10	7	7	7	31							
	Laminating Maching		1																
	Smart TV		1																
	Electric Cattle		5																
IA-G36 (3Q)	Publication	Nos	LS	RFQ/DTM	PE	GoB	5.00	Planned Dates	10-Feb-24	17-Feb-24	24-Feb-24	02-Mar-24	09-Mar-24						
								Planned Days		7	7	7	7	28					
								Actual Date											
								Planned Days											
IA-G37 (3Q)	Interior Decoration (Indoor Plant Table /Rack / Decoration)	Nos	LS	RFQ/DTM	PE	GoB	5.00	Planned Dates	01-Mar-24	11-Mar-24	18-Mar-24	25-Mar-24	01-Apr-24						
								Planned Days		10	7	7	7	31					
								Actual Date											
								Planned Days											

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

Finance Ministry / Division-Finance

Agenc Finance Division

Procurerig Entiy Name & Code

Progamme 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 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	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					
1A-503	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	23-Jun-23	30-Jun-23										
								Planned Days						2	8	10		M/S. Felza	Going On							
								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 Taka	Time Code for Process	Eoi 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																											
IA-S04	Consultant Firm (Internal Audit) for Six Months <small>(One Task Team Leader, Six Auditors and One Office Executive)</small>	Month	6	SBCQ	PE	GoB	191.67	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	N/A	10-Sep-23	15-Oct-23	6-Nov-23	22-Nov-23	24-Dec-23	15-Jan-24										S. F. Ahmed & Co. CA	Contract Signed
								Actual Days			25	50	70	86	116	122	122										
						<b>Total =</b>	191.67																				

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*[Signature]*

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*M. Kader*

**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	Advertis EoI	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-S15	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																			
								Actual Dates																			
								Actual Days																			
IA-S16	Sr. Consultant (Internal Auditor)-2	PM	12	SIC/SSS	HOPE	GoB	49.07	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	N/A	10-Sep-23	15-Oct-23	6-Nov-23	22-Nov-23	24-Dec-23	1-Jan-24											
								Actual Days			25	50	70	86	116	122	122										
IA-S20	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																			
								Actual Dates																			
								Actual Days																			
IA-S21	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																			
								Actual Dates																			
								Actual Days																			
IA-S28	Consultant (Internal Auditor)-1	PM	12	SIC/SSS	HOPE	GoB	23.64	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	N/A	10-Sep-23	15-Oct-23	6-Nov-23	22-Nov-23	24-Dec-23	1-Jan-24											
								Actual Days			25	50	70	86	116	122	122										
IA-S29	Consultant (Internal Auditor)-2	PM	12	SIC/SSS	HOPE	GoB	23.64	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	N/A	10-Sep-23	15-Oct-23	6-Nov-23	22-Nov-23	24-Dec-23	1-Jan-24											
								Actual Days			25	50	70	86	116	122	122										
IA-S23	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																			
								Actual Dates																			
								Actual Days																			
IA-S25	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																			
								Actual Dates																			
								Actual Days																			
IA-S26	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																			
								Actual Dates																			
								Actual Days																			
IA-S27	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																			
								Actual Dates																			
								Actual Days																			

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*Mahmud*