

Government of the People's Republic of Bangladesh



Finance Division, Ministry of Finance

Scheme on Internal Audit and Audit Follow-up

**ANNUAL PROCUREMENT PLAN (2nd Revision)
For FY 2024-2025**

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



SCHEME ON INTERNAL AUDIT & 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

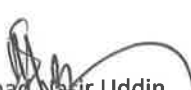
(ANNUAL PROCUREMENT PLAN, 2nd Revision)

FY 2024-2025

Summary of Procurement (2024-2025)

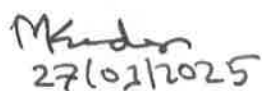
	BDT (in Lac Taka)
<u>Types</u>	<u>Estimated Cost</u>
Goods	77.00
Non Consulting Service (Outsourcing)	18.00
Consulting Service (Firm)	194.67
<u>Consulting Service (Individual)</u>	<u>690.00</u>
Total	974.67


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


Bilquis Jahan Rimi
Additional Secretary (Budget-1)
Finance Division, Ministry of Finance
&
National Program Director, SPFMS


27/02/2025
(Dr. Md. Khairuzzaman Mozumder
Secretary
Finance Division, Ministry of Finance
&
HOPE, SPFMS

ANNUAL PROCUREMENT PLAN for FY 2024-25

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	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
IA-G40	Computer and Accessories	Nos		OTM	PE	GoB	26.00	Planned Date	1-Apr-25	22-Apr-25	29-Apr-25	6-May-25	13-May-25	10-Jun-25					
	Laptop		6					Planned Date		21	7	7	7	28	70				
	Desktop		5					Actual Date											
	UPS		5					Planned Date											
	Printer (Small Size)		5					Actual Date											
	Scanner (Duplex)		2					Planned Date											
	Web Camera		8																
	Headphone		8																
IA-G41	Office Furniture	Nos		OTM	PE	GoB	9.00	Planned Date	1-Apr-25	15-Apr-25	22-Apr-25	29-Apr-25	6-May-25	3-Jun-25					
	Office Desk Chair		20							14	7	7	7	28	63				
	Office/Visitor Chair		10																
	File Cabinet (Wood/Steel)		6																
IA-G42	Office Equipment	Nos		OTM	PE	GoB	8.50	Planned Date	1-Apr-25	15-Apr-25	22-Apr-25	29-Apr-25	6-May-25	3-Jun-25					
	Laminating Machine		1					Planned Date		14	7	7	7	28	63				
	Photocopier		1																
	Smart TV		1																
	Voice Recorder		1																
	Refrigerator (small)		1																
	Water Dispenser		2																
	Multiplug		8																
IA-G43	Software	Nos		OTM	PE	GoB	3.00	Planned Date	1-Mar-25	22-Mar-25	29-Mar-25	5-Apr-25	12-Apr-25	10-May-25					
	Windows OS License		1					Planned Date		21	7	7	7	28	70				
								Actual Date											
IA-G44	Database	Nos		OTM	PE	GoB	7.50	Planned Date	1-Mar-25	22-Mar-25	29-Mar-25	5-Apr-25	12-Apr-25	10-May-25					
	SQL Server License		1					Planned Date		21	7	7	7	28	70				
								Actual Date											

Abdullah





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	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
IA-G45	Publication	Nos	1000	RFQ	PE	GoB	5.00	Planned Date	20-Feb-25	2-Mar-25	9-Mar-25	16-Mar-25	23-Mar-25						
	Manual & Charter (IA)							Planned Days	10	7	7	7		31					
	Other							Actual Date											
	Planned Days																		
IA-G46	Accessories of Computer	1 Lot	Attached list	RFQ	PE	GoB	5.00	Planned Date	20-Feb-25	2-Mar-25	9-Mar-25	16-Mar-25	23-Mar-25						
	Accessories of Computer (Monitor 56"-1, Cartridge (Color/Normal), Mouse, Ram, Hard Disk, VGA Card, etc.							Planned Days		10	7	7	7		31				
								Actual Date											
								Planned Days											
IA-G47	Computer & Accessories	Nos		RFQ	PE	GoB	5.00	Planned Date	15-Feb-25	25-Feb-25	4-Mar-25	11-Mar-25	18-Mar-25						
	Desktop		3					Planned Days		10	7	7	7		31				
	Small Printer		3					Actual Date											
								Planned Days											
IA-G48	Miscellenious			DPM	PE	GoB	5.00		20-Feb-25	2-Mar-25	9-Mar-25	16-Mar-25	23-Mar-25						
	Croceries Set	Set	1							10	7	7	7		31				
	Coffee Maker	Nos	1																
	Indoor Plant Table	Set	1																
IA-G49	CC TV, Camera & Accessories	Nos		RFQ	PE	GoB	3.00	Planned Date	15-Feb-25	25-Feb-25	4-Mar-25	11-Mar-25	18-Mar-25						
	Camera Set (IP), NVR, POE Switch, Monitor 24"and accessories		1 Set					Planned Days		10	7	7	7		31				
								Actual Date											
								Planned Days											
Total=								77.00											

Abdullah

[Signature]

ANNUAL PROCUREMENT PLAN for FY 2024-25

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

Non-Consulting Service (Outsourcing)

Package No	Description of procurement package Goods	Unit	Total Quantity	Procurement Method & pattern	Procurement Approving Authority	Source of Funds	Estimated cost in Lac Yaka	Time Code for Process	Advertise EoI	Issue RFP	Proposal opening	Proposal Evaluation	Financial Proposal Opening & Evaluation	Negotiation	Approval	Signing of Contract	Total time in 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 Shoyok Service-03 for 12 months)	PM	36	SSS	PE	GoB	13.50	Planned Dates	N/A	N/A	N/A	N/A	N/A	26-June-24	30-Jun-24	30-Jun-24		7.65	Faiza Enterprise	30-Jan-25	Contract is going on.
								Planned Days							4	0	4				
								Actual Dates													
								Actual Days													
IA-S03/A	Shahayok Services (No of Shoyok Service-01 for 12 months)	PM	12	SSS/OTM	PE	GoB	4.50	Planned Dates	3-Mar-25	31-Mar-25	14-Apr-25	21-Apr-25	28-Apr-25	1-May-25	8-May-25	15-May-25					
								Planned Days		28	14	7	7	3	7	7	73				
								Actual Dates													
								Actual Days													
						Total=	18.00										Total=	7.65			
		PM = Person Month																			

Abdullah

ANNUAL PROCUREMENT PLAN for FY 2024-25

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

Consulting Service (Firm)

Package No	Description of procurement package Goods	Unit	Total Quantity	Procurement Method	Procurement Approving Authority	Source of Funds	Estimated cost in Lac Taka	Time Code for Process	LoI Issue	Issue RFP	Proposal opening	Proposal Evaluation	Financial Proposal Opening & Evaluation	Negotiation	Approval	Signing of Contract	Total time to Contract Signature	Actual Cost (BET)	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	Server (Cloud Service)	Month	12	SSS/RFP	PE	GoB	3.00	Planned Date	3-Mar-25	17-Mar-25	24-Mar-25	31-Mar-25	7-Apr-25	10-Apr-25	17-Apr-25	24-Apr-25					
	SLA for Cloud Service							Planned Date		14	7	7	7	3	7	7	52				Renewable
IA-S04	Consultant Firm (Internal Audit) for Six Months	Month	6	SBCQ	PE	GoB	191.67	Planned Date	NA	NA	NA	NA	NA	NA	NA	NA		191.67	S. F. Ahmed & Co. CA	22-Sep-24	Completed the Contract
	(One Task Team Leader, 5th Auditors and One Office Executive)							Planned Date													
								Actual Date													
								Actual Date													
						Total =	194.67										Total =	191.67			

H. Sultat

H. Sultat

H. Sultat

H. Sultat

ANNUAL PROCUREMENT PLAN for FY 2024-25

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

Consulting Service (Individual)

Package No	Description of procurement package	Unit	Total Quantity	Procurement Method	Procurement Approving Authority	Source of Funds	Estimated 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-S15	Sr. Consultant (Internal Auditor)	PM	12	SIC/SSS	HOPE	GoB	54.00	Actual Dates	N/A	N/A	N/A	N/A	N/A	26-Jun-24	30-Jun-24	30-Jun-24		52.13	Fareedul Haque	Contract going on upto 30 June 25
								Actual Days							4	1	5			
IA-S16	Sr. Consultant (Internal Auditor)	PM	12	SIC/SSS	HOPE		54.00	Actual Dates	NA	NA	NA	NA	NA	NA	NA	NA		49.07	Mr. MA Samad	Contract going on upto 31 Dec 25
								Actual Days												
IA-S17	Sr. Consultant (Internal Auditor)	PM	12	SIC/SSS	HOPE		54.00	Actual Dates	1-Feb-25	16-Feb-25	16-Feb-25	3-Mar-25	10-Mar-25	17-Mar-25	24-Mar-25	31-Mar-25				
								Actual Days												
IA-S18	Sr. Consultant (Internal Auditor)	PM	12	SIC/SSS	HOPE		54.00	Actual Dates	1-Feb-25	16-Feb-25	16-Feb-25	3-Mar-25	10-Mar-25	17-Mar-25	24-Mar-25	31-Mar-25				
								Actual Days												
IA-S19	Sr. Consultant (Internal Auditor)	PM	12	SIC/SSS	HOPE		54.00	Actual Dates	1-Feb-25	16-Feb-25	16-Feb-25	3-Mar-25	10-Mar-25	17-Mar-25	24-Mar-25	31-Mar-25				
								Actual Days												
IA-S20	Sr. Consultant (Procurement Specialist)	PM	12	SIC/SSS	HOPE	GoB	54.00	Actual Dates	N/A	N/A	N/A	N/A	N/A	26-Jun-24	30-Jun-24	30-Jun-24		47.53	Nasir Uddin	Contract going on upto 30 June 25
								Actual Days							4	1	5			

Abdullah

Package No	Description of procurement package	Unit	Total Quantity	Procurement Method	Procurement Approving Authority	Source of Funds	Estimated cost in Lac Taka	Time Code for Process	Advertise 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-S21	Senior Consultant (IT)	PM	12	SIC/SSS	HOPE	GoB	54.00	Actual Dates	N/A	N/A	N/A	N/A	N/A	26-Jun-24	30-Jun-24	30-Jun-24		32.00	Mr. Mahabub	Contract going on upto 30 June 25
								Actual Days							4	1	5			
IA-S28	Consultant (Internal Auditor)	PM	12	SIC/SSS	HOPE	GoB	42.00	Planned Dates	NA	NA	NA	NA	NA	NA	NA	NA		23.64	Mr. Ayman Islam	Contract going on upto 31 Dec 25
								Planned Days												
								Actual Dates												
								Actual Days												
IA-S29	Consultant (Internal Auditor)	PM	12	SIC/SSS	HOPE	GoB	42.00	Planned Dates	NA	NA	NA	NA	NA	NA	NA	NA		23.64	Mr. Samiran Dutt	Contract going on upto 31 Dec 25
								Planned Days												
								Actual Dates												
								Actual Days												
IA-S28	Consultant (Internal Auditor)	PM	12	SIC/SSS	HOPE	GoB	42.00	Planned Dates	1-Feb-25	16-Feb-25	16-Feb-25	3-Mar-25	10-Mar-25	17-Mar-25	24-Mar-25	31-Mar-25				
								Planned Days												
								Actual Dates												
								Actual Days												
IA-S29	Consultant (Internal Auditor)	PM	12	SIC/SSS	HOPE	GoB	42.00	Planned Dates	1-Feb-25	16-Feb-25	16-Feb-25	3-Mar-25	10-Mar-25	17-Mar-25	24-Mar-25	31-Mar-25				
								Planned Days												
								Actual Dates												
								Actual Days												
IA-S23	Junior Consultant (Internal Auditor)	PM	12	SIC/SSS	HOPE	GoB	18.00	Actual Dates	N/A	N/A	N/A	N/A	N/A	26-Jun-24	30-Jun-24	30-Jun-24		10.73	Mrs. Sharmin	Contract going on upto 30 June 25
								Actual Days							4	1	5			
IA-S25	Junior Consultant (Procurement)	PM	12	SIC/SSS	HOPE	GoB	18.00	Actual Dates	N/A	N/A	N/A	N/A	N/A	26-Jun-24	30-Jun-24	30-Jun-24		17.63	Mr. Akbar Alam	Contract going on upto 30 June 25
								Actual Days							4	1	5			

Abdullah

Package No	Description of procurement package	Unit	Total Quantity	Procurement Method	Procurement Approving Authority	Source of Funds	Estimated 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	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-S26	Junior Consultant (Administration & Training)	PM	12	SIC/SSS	HOPE	GoB	18.00	Actual Dates	N/A	N/A	N/A	N/A	N/A	26-Jun-24	30-Jun-24	30-Jun-24		10/23	Mrs. Fateha	Contract going on upto 30 June 25
								Actual Days							4	1	5			
IA-S30	Senior Consultant (IA)	PM	12	SIC/SSS	HoPE	GoB	54.00	Actual Dates	1-Apr-25	28-Apr-25	29-Apr-25	14-May-25	NA	21-May-25	28-May-25	12-Jun-25				
								Actual Days												
IA-S27	Junior Consultant (IT)	PM	12	SIC/SSS	HoPE	GoB	18.00	Actual Dates	1-Apr-25	28-Apr-25	29-Apr-25	14-May-25	NA	21-May-25	28-May-25	12-Jun-25				
								Actual Days												
IA-S22	Junior Consultant (Data Entry Analyst)-I	PM	12	SIC/SSS	HOPE	GoB	18.00	Actual Dates	1-Feb-25	16-Feb-25	16-Feb-25	3-Mar-25	10-Mar-25	17-Mar-25	24-Mar-25	31-Mar-25				
								Actual Days									0			
						Total =	690.00										Total =	267.10		
		PM = Person Month																		

Abdullah

AB

AB

R