

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 2024-2025

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



SCHEME ON INTERNAL AUDIT & AUDIT FOLLOW-UP

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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 2024-2025

Summary of Procurement (2024-2025)

BDT (in Lac Taka)	
<u>Types</u>	<u>Estimated Cost</u>
Goods	258.50
Non Consulting Service (Outsourcing)	18.00
Consulting Service (Firm)	391.67
<u>Consulting Service (Individual)</u>	<u>444.00</u>
Total	1112.17


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


23/08/2024
(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	Approval 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	15	OTM	PE	GoB	44.00	Planned Date	1-Oct-24	22-Oct-24	29-Oct-24	5-Nov-24	12-Nov-24	10-Dec-24					
	Desktop		15					Planned Date		21	7	7	7	28	70				
	UPS		15					Actual Date											
	Printer- (Small Size)		15					Planned Date											
	Multimedia Projector with Screen / Interactive Touch Screen Display		1																
	Scanner (Duplex)		15																
	Web Camera		15																
	Headphone		15																
IA-G41	Office Furniture	Nos		OTM	PE	GoB	26.00	Planned Date	1-Oct-24	22-Oct-24	29-Oct-24	5-Nov-24	12-Nov-24	10-Dec-24					
	Sofa (5/2/1) Seater set)		2					Planned Date		21	7	7	7	28	70				
	Wooden Cabinets		6					Actual Date											
	File Cabinet (Wood/Steel)		8					Planned Date											
	Computer table		10																
	Coat Stand/Looking Glass/Display Board		5																
	Office Desk		7																
	Office Desk Chair		20																
IA-G42	Office Equipment	Nos		OTM	PE	GoB	18.50	Planned Date	1-Oct-24	22-Oct-24	29-Oct-24	5-Nov-24	12-Nov-24	10-Dec-24					
	Photocopier		2					Planned Date		21	7	7	7	28	70				
	Laminating Machine		4					Actual Date											
	Smart TV		1																
	Water Dispenser		1					Planned Date											
	Microwave Oven		2																
	Refrigerator		2																
	Multiplug		15																
IA-G43	Server	Nos		OTM	PE	GoB	70.00	Planned Date	1-Sep-24	22-Sep-24	29-Sep-24	6-Oct-24	13-Oct-24	10-Nov-24					
	Server (Application/Data Server)		1					Planned Date		21	7	7	7	28	70				
								Actual Date											
								Planned Date											
IA-G44	Software	Nos		OTM	PE	GoB	55.00	Planned Date	1-Sep-24	22-Sep-24	29-Sep-24	6-Oct-24	13-Oct-24	10-Nov-24					
	Software		1					Planned Date		21	7	7	7	28	70				
								Actual Date											
								Planned Date											
IA-G45	Database	Nos		OTM	PE	GoB	20.00	Planned Date	1-Sep-24	22-Sep-24	29-Sep-24	6-Oct-24	13-Oct-24	10-Nov-24					
	Database		1					Planned Date		21	7	7	7	28	70				
								Actual Date											
								Planned Date											

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-G46	Publication	Nos	1000	RFQ	PE	GoB	5.00	Planned Date	3-Nov-24	13-Nov-24	20-Nov-24	27-Nov-24	4-Dec-24		31					
	Manual & Charter (IA)							Planned Days		10	7	7	7							
	Other							Actual Date												
								Planned Days												
IA-G47	Accessories of Computer	1 Lot	Attached list	RFQ	PE	GoB	5.00	Planned Date	3-Sep-24	13-Sep-24	20-Sep-24	27-Sep-24	4-Oct-24		31					
	Accessories of Computer (Paper, Cartridge (Color/Normal), Mouse, Ram, Hard Disk, VGA Card, etc.							Planned Days		10	7	7	7							
								Actual Date												
								Planned Days												
IA-G48	Computer & Accessories	Nos		RFQ	PE	GoB	5.00	Planned Date	3-Aug-24	13-Aug-24	20-Aug-24	27-Aug-24	3-Sep-24							
	Desktop		2					Planned Days		10	7	7	7		31					
	Small Printer		2					Actual Date												
								Planned Days												
IA-G49	Office Equipment	Nos		DPM/RFQ	PE	GoB	5.00	Planned Date	3-Aug-24	13-Aug-24	20-Aug-24	27-Aug-24	3-Sep-24							
	Crockeries (Set)		5					Planned Days		10	7	7	7		31					
	Electric Cattle		5					Planned Date												
	Coffee Maker		1					Actual Date												
IA-G50	Camera & Accessories	Nos		RFQ	PE	GoB	5.00	Planned Date	3-Sep-24	13-Sep-24	20-Sep-24	27-Sep-24	4-Oct-24							
	CC TV & Camera Set		1					Planned Days		10	7	7	7		31					
	DSLR Camera		1					Actual Date												
								Planned Days												
Total=								258.50												

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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 Taka	Time Code for Process	Advertise Est	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	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-03 for 12 months)	PM	36	SSS	PE	GoB	13.50	Planned Dates	N/A	N/A	N/A	N/A	N/A	26-Jun-24	30-Jun-24	30-Jun-24		7.65	Faiza Enterprise	30-Jun-25	Contract is going on
								Planned Days							4	0	4				
								Actual Dates													
								Actual Days													
IA-S03/A	Shahayok Services (No of Shoyaok Service-01 for 12 months)	PM	12	SSS/OTM	PE	GoB	4.50	Planned Dates	1-Dec-23	29-Dec-23	12-Jan-24	19-Jan-24	26-Jan-24	29-Jan-24	5-Feb-24	12-Feb-24					
								Planned Days		28	14	7	7	3	7	7	73				
								Actual Dates													
								Actual Days													
						Total=	18.00										Total=	7.65			
		PM = Person Month																			

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Agency Finance Division

Procuring Entity Name & Code

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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	EoI Issue	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	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-S04	Consultant Firm (Internal Audit) for Six Months (One Task Team Leader, Six Auditors and One Office Executive)	Month	6	SBCQ	PE	GoB	191.67	Planned Dates	NA	NA	NA	NA	NA	NA	NA	NA		191.67	S. F. Ahmed & Co. CA	22-Sep-24	Contract is going on
								Planned Days													
								Actual Dates													
								Actual Days													
IA-S05	Consultant Firm (Internal Audit) for Six Months (One Task Team Leader, Six Auditors and One Office Executive)	Month	6	SBCQ/SSS	PE	GoB	200.00	Planned Dates	1-Dec-23	29-Dec-23	12-Jan-24	19-Jan-24	26-Jan-24	29-Jan-24	5-Feb-24	12-Feb-24					
								Planned Days		28	14	7	7	3	7	7	73				
								Actual Dates													
								Actual Days													
						Total =	391.67										Total =	191.67			

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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 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-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	Emadul Haman	Contract going on upto 30 June 25	
								Actual Days							4	1	5				
IA-S16	Sr. Consultant (Internal Auditor)	PM	12	SIC/SSS	HOPE	GoB	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-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				
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	Jd/ Mdabbab	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. Ayimul 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 Dutta	Contract going on upto 31 Dec 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. Sharmila	Contract going on upto 30 June 25	
								Actual Days							4	1	5				

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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-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. Akkas Alam	Contract going on upto 30 June 25
								Actual Days							4	1	5			
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		10.73	Mrs. Fatcha	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-Aug-24	28-Aug-24	29-Aug-24	13-Sep-24	NA	20-Sep-24	27-Sep-24	12-Oct-24				
								Actual Days		27	1	15	0	7	7	15	72			
IA-S27	Junior Consultant (IT)	PM	12	SIC/SSS	HoPE	GoB	18.00	Actual Dates	1-Aug-24	28-Aug-24	29-Aug-24	13-Sep-24	NA	20-Sep-24	27-Sep-24	12-Oct-24				
								Actual Days		27	1	15	0	7	7	15	72			
IA-S22	Junior Consultant (Data Entry Analyst)-1	PM	12	SIC/SSS	HOPE	GoB	18.00	Actual Dates	1-Aug-24	28-Aug-24	29-Aug-24	13-Sep-24	NA	20-Sep-24	27-Sep-24	12-Oct-24				
								Actual Days		27	1	15	0	7	7	15	72			
						Total =	444.00										Total =	267.10		
		PM = Person Month																		

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