

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 2025-2026

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



SCHEME ON INTERNAL AUDIT & AUDIT FOLLOW-UP

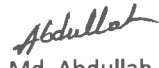
Government of the People's Republic of Bangladesh
Finance Division, Ministry of Finance
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)
Scheme on Internal Audit and Audit Follow-up
IEB Bhaban (4th Floor), Ramna, Dhaka-1000
WWW.spfms.gov.bd

ANNUAL PROCUREMENT PLAN

FY 2025-2026

Summary of Procurement (2025-2026)

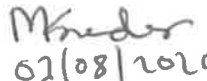
BDT (in Lac Taka)	
<u>Types</u>	<u>Estimated Cost</u>
Goods	79.00
Non-Consulting Service (Outsourcing)	12.00
Consulting Service (Firm)	5.00
<u>Consulting Service (Individual)</u>	<u>654.00</u>
Total	750.00


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


Mohammad Masir 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


02/08/2025
(Dr. Md. Khairuzzaman Mozumder
Secretary
Finance Division, Ministry of Finance
&
HOPE, SPFMS

ANNUAL PROCUREMENT PLAN for FY 2025-26

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 & Accessories	Nos		OTM	PE	GoB	10.00	Planned Date	15-Aug-25	29-Aug-25	5-Sep-25	12-Sep-25	19-Sep-25	17-Oct-25					
	Laptop		5							14	7	7	7	28	63				
IA-G41	Office Equipment	Nos		OTM	PE	GoB	18.00	Planned Date	20-Aug-25	3-Sep-25	10-Sep-25	17-Sep-25	24-Sep-25	22-Oct-25					
	Seminar Set and Conference System (11 Units)		1 set																
	Photocopier		1					Planned Date		14	7	7	7	28	63				
	Touch Screen Smart Display panel		1																
	Laminating Machine		1																
	Water Dispenser		1																
IA-G42	Office Furniture	Nos		OTM/RFQ	PE	GoB	6.00	Planned Date	20-Aug-25	30-Aug-25	2-Sep-25	5-Sep-25	8-Sep-25	15-Sep-25					
	File Cabinet		2					Planned Date		10	3	3	3	7	26				
	Wooden Cabinet		2																
	Office Desk Chair		4																
	Office Visitor Chair		8																
	Sofa (2 seater)		1																
	Center Table		1																
	Tea Trolley		1																
IA-G43	Software	Nos		OTM	PE	GoB	12.00	Planned Date	20-Aug-25	30-Aug-25	2-Sep-25	5-Sep-25	8-Sep-25	15-Sep-25					
	Operating System		20					Planned Date		10	3	3	3	7	26				
	Adobe License (Photoshop, Illustrator and PDF reader)		5																
	MS Office		20																
	SQL Server License		1																
IA-G44	Printing and Binding	Nos	1000	RFQ	PE	GoB	4.00	Planned Date	20-Sep-25	30-Sep-25	7-Oct-25	14-Oct-25	21-Oct-25						
	Manual & Charter (IA)							Planned Date		10	7	7	7		31				
	Other							Actual Date											
								Planned Date											
IA-G45	Accessories of Computer	1 Lot	Attached list	RFQ	PE	GoB	5.00	Planned Date	3-Aug-25	13-Aug-25	20-Aug-25	27-Aug-25	3-Sep-25						
	(Toner, Drum, Keyboard, Mouse etc)							Planned Date		10	7	7	7		31				
								Actual Date											
								Planned Date											
IA-G46	Other/Office Stationery	1 Lot	Attached list	RFQ	PE	GoB	4.00	Planned Date	3-Aug-25	13-Aug-25	20-Aug-25	27-Aug-25	3-Sep-25						
	A4 Paper (80GSM), Facial Tissue, Toilet Tissue, Kitchen Tissue, Pen, Pencil, Rubber, Stabler, Punch Machine, folder, office file, etc.							Planned Date		10	7	7	7		31				
								Actual Date											
								Planned Date											
IA-G47	Computer & Accessories	Nos		RFQ	PE	GoB	5.00	Planned Date	10-Aug-25	20-Aug-25	27-Aug-25	3-Sep-25	10-Sep-25						
	Desktop		2					Planned Date		10	7	7	7		31				
	Small Printer		2					Actual Date											
	Scanner		2					Planned Date											

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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	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-G48	Publication	Nos	1000	RFQ	PE	GoB	5.00	Planned Date	20-Sep-25	30-Sep-25	7-Oct-25	14-Oct-25	21-Oct-25						
	Scheme Documentation							Planned Days		10	7	7	7		31				
	Other							Actual Date											
IA-G49	Video Documentation of the scheme	Nos	1	RFQ	PE	GoB	5.00	Planned Date	5-Sep-25	15-Sep-25	22-Sep-25	29-Sep-25	6-Oct-25						
	Planned Days								10	7	7	7		31					
IA-G50	Interior Decoration for IAW	Nos	1	RFQ	PE	GoB	5.00	Planned Date	5-Sep-25	15-Sep-25	22-Sep-25	29-Sep-25	6-Oct-25						
	Planned Days								10	7	7	7		31					
Total=						79.00													

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ANNUAL PROCUREMENT PLAN for FY 2025-26

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 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	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-S03	Shahayok Services (No of Shoyaok Service-03 for 12 months)	PM	36	SSS	PE	GoB	9.00	Planned Dates	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	8.69	Fatza Enterprise	30-June-26	Contract is going on
								Planned Days													
								Actual Dates													
								Actual Days													
1A-S03/A	Shahayok Services (No of Shoyaok Service-01 for 12 months)	PM	12	SSS/OTM	PE	GoB	3.00	Planned Dates	1-Mtg-25	16-Aug-25	16-Aug-25	31-Aug-25	7-Sep-25	14-Sep-25	21-Sep-25	28-Sep-25					
								Planned Days													
								Actual Dates													
								Actual Days													
						Total=	12.00										Total=	8.69			
		PM = Person Month																			

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ANNUAL PROCUREMENT PLAN for FY 2025-26

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	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-S03	Server (Cloud Service)	Month	12	SSS/DPM	PE	GoB	5.00	Planned Date	1-Aug-26	15-Aug-26	22-Aug-26	29-Aug-26	5-Sep-26	8-Sep-26	15-Sep-26	22-Sep-26					Renewable
	SIA for Cloud Service							Planned Days		14	7	7	7	3	7	7	52				

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ANNUAL PROCUREMENT PLAN for FY 2025-26

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	Planned Dates	1-Aug-25	16-Aug-25	16-Aug-25	31-Aug-25	7-Sep-25	14-Sep-25	21-Sep-25	28-Sep-25				
								Planned Days												
								Actual Dates												
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		53.67	M. Iqbal Hossain	Contract going on upto 9th April, 26
								Actual Days	24-Jan-25	24-Jan-25	13-Feb-25	11-Mar-25	na	24-Mar-25	8-Apr-25	10-Apr-25				
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		53.67	Mrs. Sulekha Rani Hossain	Contract going on upto 9th April, 26
								Actual Days	24-Jan-25	24-Jan-25	13-Feb-25	11-Mar-25	na	24-Mar-25	8-Apr-25	10-Apr-25				
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		52.13	Mr. Sumant Kumar PK	Contract going on upto 9th April, 26
								Actual Days	24-Jan-25	24-Jan-25	13-Feb-25	11-Mar-25	na	24-Mar-25	8-Apr-25	10-Apr-25				
IA-S20	Sr. Consultant (Procurement Specialist)	PM	12	SIC/SSS	HOPE	GoB	54.00	Actual Dates	NA	NA	NA	NA	NA	NA	NA	NA		47.53	Nasir Uddin	Contract going on upto 30 June 26
								Actual Days												
IA-S21	Senior Consultant (IT)	PM	12	SIC/SSS	HOPE	GoB	54.00	Actual Dates	NA	NA	NA	NA	NA	NA	NA	NA		32.00	Mr. Mahub	Contract going on upto 30 June 26
								Actual Days												
IA-S22	Consultant (Internal Auditor)	PM	12	SIC/SSS	HOPE	GoB	42.00	Planned Dates	NA	NA	NA	NA	NA	NA	NA	NA		23.64	Mr. Asimul Islam	Contract going on upto 31 Dec 26
								Planned Days												
								Actual Dates												
								Actual Days												

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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
1A-S29	Consultant (Internal Auditor)	PM	12	SIC/SSS	HOPE	GoB	42.00	Planned Dates	1-Aug-25	16-Aug-25	16-Aug-25	31-Aug-25	7-Sep-25	14-Sep-25	21-Sep-25	28-Sep-25				
								Planned Days												
								Actual Dates												
								Actual Days												
1A-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		23.00	Jaton Chandni Shaha	
								Planned Days												
								Actual Dates	24-Jan-25	24-Jan-25	13-Feb-25	11-Mar-25	na	24-Mar-25	8-Apr-25					
								Actual Days												
1A-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		23.00	Ruhmat Kabir	
								Planned Days												
								Actual Dates	24-Jan-25	24-Jan-25	13-Feb-25	11-Mar-25	na	24-Mar-25	8-Apr-25					
								Actual Days												
1A-S23	Junior Consultant (Internal Auditor)	PM	12	SIC/SSS	HOPE	GoB	18.00	Planned Dates	NA	NA	NA	NA	NA	NA	NA	NA		10.73	Mrs. Sharmin	Contract going on upto 30 June 26
								Planned Days												
								Actual Dates												
								Actual Days												
1A-S25	Junior Consultant (Procurement)	PM	12	SIC/SSS	HOPE	GoB	18.00	Planned Dates	NA	NA	NA	NA	NA	NA	NA	NA		17.63	Mr. Akkas Alam	Contract going on upto 30 June 26
								Planned Days												
								Actual Dates												
1A-S26	Junior Consultant (Administration & Training)	PM	12	SIC/SSS	HOPE	GoB	18.00	Planned Dates	NA	NA	NA	NA	NA	NA	NA	NA		10.73	Mrs. Fuchs	Contract going on upto 30 June 26
								Planned Days												
								Actual Dates												
1A-S30	Junior Consultant (Executive)	PM	12	SIC/SSS	HOPE	GoB	18.00	Planned Dates	1-Aug-25	16-Aug-25	16-Aug-25	31-Aug-25	7-Sep-25	14-Sep-25	21-Sep-25	28-Sep-25				
								Planned Days												
								Actual Dates												
1A-S27	Junior Consultant (IT)	PM	12	SIC/SSS	HOPE	GoB	18.00	Planned Dates	1-Aug-25	16-Aug-25	16-Aug-25	31-Aug-25	7-Sep-25	14-Sep-25	21-Sep-25	28-Sep-25				
								Planned Days												
								Actual Dates												
1A-S22	Junior Consultant (Data Entry Analyst)-I	PM	12	SIC/SSS	HOPE	GoB	18.00	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		13.33	Hussain Ahmed Anik	Contract going on upto 9 April 26
								Actual Dates	24-Jan-25	24-Jan-25	13-Feb-25	11-Mar-25	na	24-Mar-25	8-Apr-25					
Total =						654.00											Total =	410.13		
PM = Person Month																				

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