

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 2025-2026

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



SCHEME ON INTERNAL AUDIT & AUDIT FOLLOW-UP

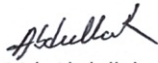
Government of the People's Republic of Bangladesh
Finance Division, Ministry of Finance
Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS)
Scheme on Internal Audit and Audit Follow-up
IEB Bhaban (4th Floor), Ramna, Dhaka-1000
WWW.spfms.gov.bd

ANNUAL PROCUREMENT PLAN


FY 2025-2026 (2nd Quarter)


Summary of Procurement (2025-2026)


<u>Types</u>	<u>BDT (in Lac Taka)</u> <u>Estimated Cost</u>
Goods	134.00
Non-Consulting Service (Outsourcing)	24.00
Consulting Service (Firm)	5.00
Consulting Service (Individual)	614.00
Total	777.00


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


Dr. Ziaul Abedin
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 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	35.00	Planned Dates	15-Nov-25	29-Nov-25	6-Dec-25	13-Dec-25	20-Dec-25	17-Jan-26											
	Laptop							5																	
	Desktop							8																	
	Printer							8																	
	Scanner							8																	
	UPS	8																							
IA-G41	Office Equipment	Nos		OTM	PE	GoB	10.00	Planned Date	1-Jan-26	15-Jan-26	22-Jan-26	29-Jan-26	5-Feb-26	5-Mar-26											
	Photocopier							1																	
	Laminating Machine							2																	
	Water Dispenser	2																							
IA-G41/A	Office Equipment	Nos		RFQ	PE	GoB	8.00	Planned Date	8-Oct-25	15-Oct-25	15-Oct-25	22-Oct-25	25-Oct-25	25-Oct-25											
	Seminar Set and Conference System (11 Units)							1 set																	
																				Progressing					
IA-G42	Office Furniture	Nos		OTM	PE	GoB	25.00	Planned Date	20-Nov-25	30-Nov-25	3-Dec-25	6-Dec-25	9-Dec-25	16-Dec-25											
	Executive Table							2																	
	Office Desk							8																	
	Office Desk Chair							10																	
	Office Visitor Chair							20																	
	File Cabinet							9																	
	Steel Cupboard							2																	
	Wooden Cabinet							5																	
	Multipurpose Shelf							5																	
	Sofa (2 seater)							1																	
	Center Table							1																	
	Tea Trolley							1																	
IA-G43	Computer Software	Nos		OTM	PE	GoB	12.00	Planned Date	20-Nov-25	30-Nov-25	3-Dec-25	6-Dec-25	9-Dec-25	16-Dec-25											
	Operating System							20																	
	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	5.00	Planned Date	2-Nov-25	9-Nov-25	9-Nov-25	16-Nov-25	19-Nov-25	19-Nov-25											
	Manual & Charter (IA)																								
	Other																								
IA-G45	Accessories of Computer	1 Lot	Attached list	RFQ	PE	GoB	7.00	Planned Date	8-Oct-25	15-Oct-25	15-Oct-25	22-Oct-25	25-Oct-25	25-Oct-25											
	(Toner, Drum, Keyboard, Mouse etc)																								
	Other/Office Stationery							Planned Date	3-Aug-25	13-Aug-25	20-Aug-25	27-Aug-25	3-Sep-25												
																				Goods Delivered					

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	A4 Paper (80GSM), Facial Tissue, Toilet Tissue, Kitchen Tissue, Pen, Pencil, Rubber, Stabler, Punch Machine, folder, office file, etc.	1 Lot	Attached list	RFQ	PE	GoB	4.00	Planned Days		10	7	7	7		31					
								Actual Date												
								Planned Days												
IA-G47	Computer & Accessories	Nos	2	RFQ	PE	GoB	7.00	Planned Date	2-Dec-25	9-Dec-25	9-Dec-25	16-Dec-25	19-Dec-25	19-Dec-25						
								Planned Days		7	0	7	3		17					
								Actual Date												
								Planned Days												
	Desktop		2																	
	Small Printer		2																	
	Scanner		2																	

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	1-Mar-26	8-Mar-26	8-Mar-26	15-Mar-26	18-Mar-26	18-Mar-26								
	Planned Days								7	0	7	3										
	Actual Date																					
IA-G48/A	Camera and Accessories	Nos	1 Set	RFQ	PE	GoB	5.00	Planned Date	1-Jan-26	8-Jan-26	8-Jan-26	15-Jan-26	18-Jan-26	18-Jan-26								
	Planned Days								7	0	7	3										
	Actual Date																					
IA-G49	Video Documentation of the scheme	Nos	1	RFQ	PE	GoB	6.00	Planned Date	1-Mar-26	8-Mar-26	8-Mar-26	15-Mar-26	18-Mar-26	18-Mar-26								
	Planned Days								7	0	7	3										
	Actual Date																					
IA-G50	Interior Decoration for IAW (Decoration, Touch Screen Smart Display panel, Other)	Nos	1	RFQ	PE	GoB	5.00	Planned Date	8-Oct-25	15-Oct-25	15-Oct-25	22-Oct-25	25-Oct-25	25-Oct-25					Progressing			
	Planned Days								7	0	7	3										
	Actual Date																					
Total=							134.00															

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	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	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	9.00	Planned Dates	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	8.69	Faiza Enterprise	30-Jun-26	Contract is going on	
								Planned Days														
								Actual Dates														
								Actual Days														
IA-S03/A	Shahayok Services (No of Shoyaok Service-01 for 12 months)	PM	12	SSS/OTM	PE	GoB	3.00	Planned Dates	1-Oct-25	16-Oct-25	16-Oct-25	31-Oct-25	7-Nov-25	14-Nov-25	21-Nov-25	28-Nov-25						
								Planned Days														
								Actual Dates														
								Actual Days														
IA-S03/A	Transport Services (Microbus 11 Seater)	Nos	1	DPM	PE	GoB	12.00	Planned Dates	15-Oct-25	30-Oct-25	30-Oct-25	14-Nov-25	21-Nov-25	28-Nov-25	5-Dec-25	12-Dec-25						
								Planned Days														
								Actual Dates														
								Actual Days														
Total=						24.00											Total=	8.69				
		PM = Person Month																				

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
IA-S15	Sr. Consultant (Internal Auditor)	PM	9	SIC/SSS	HOPE	GoB	40.00	9	10	11	12	13	14	15	16	17	18			
								Planned Dates	1-Nov-25	16-Nov-25	16-Nov-25	1-Dec-25	8-Dec-25	15-Dec-25	22-Dec-25	29-Dec-25				
								Planned Days												
IA-S16	Sr. Consultant (Internal Auditor)	PM	12	SIC/SSS	HOPE		54.00	9	10	11	12	13	14	15	16	17	18	49.07	Mr. MA Samad	Contract going on upto 31 Dec 25
								Actual Dates	NA	NA	NA	NA	NA	NA	NA	NA	NA			
								Actual Days												
IA-S17	Sr. Consultant (Internal Auditor)	PM	12	SIC/SSS	HOPE		54.00	9	10	11	12	13	14	15	16	17	18	53.67	M. Iqbal Hossain	Contract going on upto 9th April, 26
								Actual Dates	NA	NA	NA	NA	NA	NA	NA	NA	NA			
								Actual Days												
IA-S18	Sr. Consultant (Internal Auditor)	PM	12	SIC/SSS	HOPE		54.00	9	10	11	12	13	14	15	16	17	18	53.67	Mrs. Sulekha Rani Basu	Contract going on upto 9th April, 26
								Actual Dates	NA	NA	NA	NA	NA	NA	NA	NA	NA			
								Actual Days												
IA-S19	Sr. Consultant (Internal Auditor)	PM	9	SIC/SSS	HOPE		40.00	9	10	11	12	13	14	15	16	17	18			
								Actual Dates	1-Nov-25	16-Nov-25	16-Nov-25	1-Dec-25	8-Dec-25	15-Dec-25	22-Dec-25	29-Dec-25				
								Actual Days												
IA-S20	Sr. Consultant (Procurement Specialist)	PM	12	SIC/SSS	HOPE	GoB	54.00	9	10	11	12	13	14	15	16	17	18	47.53	Nasir Uddin	Contract going on upto 30 June 26
								Actual Dates	NA	NA	NA	NA	NA	NA	NA	NA	NA			
								Actual Days												
IA-S21	Senior Consultant (IT)	PM	12	SIC/SSS	HOPE	GoB	54.00	9	10	11	12	13	14	15	16	17	18	32.00	Mr. Mahbub	Contract going on upto 30 June 26
								Actual Dates	NA	NA	NA	NA	NA	NA	NA	NA	NA			
								Actual Days												
IA-S28	Consultant (Internal Auditor)	PM	12	SIC/SSS	HOPE	GoB	42.00	9	10	11	12	13	14	15	16	17	18	23.64	Mr. Aynul Islam	Contract going on upto 31 Dec 26
								Planned Dates	NA	NA	NA	NA	NA	NA	NA	NA	NA			
								Planned Days												
								Actual Dates												

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-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													
IA-S28	Consultant (Internal Auditor)	PM	12	SIC/SSS	HOPE	GoB	42.00	Planned Dates	NA	NA	NA	NA	NA	NA	NA	NA		23.00	Jaton Chandra Shaha	Contract going on upto 9th April, 26	
								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		23.00	Rahmat Kabir	Contract going on upto 9th April, 26	
								Planned Days													
								Actual Dates													
								Actual Days													
IA-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													
IA-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													
								Actual Days													
IA-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. Fatcha	Contract going on upto 30 June 26	
								Planned Days													
								Actual Dates													
								Actual Days													
IA-S30	Junior Consultant (Executive)	PM	12	SIC/SSS	HoPE	GoB	12.00	Planned Dates	1-Nov-25	16-Nov-25	16-Nov-25	1-Dec-25	8-Dec-25	15-Dec-25	22-Dec-25	29-Dec-25					
								Planned Days													
								Actual Dates													
								Actual Days													
IA-S27	Junior Consultant (IT)	PM	12	SIC/SSS	HoPE	GoB	12.00	Planned Dates	1-Nov-25	16-Nov-25	16-Nov-25	1-Dec-25	8-Dec-25	15-Dec-25	22-Dec-25	29-Dec-25					
								Planned Days													
								Actual Dates													
								Actual Days													
IA-S22	Junior Consultant (Data Entry Analyst)-I	PM	12	SIC/SSS	HOPE	GoB	18.00	Planned Dates	NA	NA	NA	NA	NA	NA	NA	NA		13.33	Hussain Ahmed Anik	Contract going on upto 9 April 26	
								Actual Dates													
Total =							614.00										Total =	358.00			
		PM = Person Month																			





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	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																											
IA-S03	Server (Cloud Service)	Month	12	SSS/DPM	PE	GoB	5.00																				
	SLA for Cloud Service							Planned Dates	1-Nov-25	15-Nov-25	22-Nov-25	29-Nov-25	6-Dec-25	9-Dec-25	16-Dec-25	23-Dec-25										Renewable	
								Planned Days			14	7	7	7	3	7	7	52									