

Government of the People's Republic of Bangladesh
Internal Resources Division
National Board of Revenue, VAT Online Project
Segunbagicha, Dhaka-1000

Request for Expression of Interest (EOI)

Memo No. 08.01.0000.068.11.005.12(08), 2020-466

Date: 25.06.2020

1	Ministry/Division	Internal Resource Division (IRD)
2	Agency	National Board of Revenue (NBR)
3	Name of Procuring Entity	Project Director, VAT Online Project
4	Procuring Entity Code	Not used at present
5	Procuring Entity District	Dhaka
6	Expression of Interest for selection of	Individual Consultant (National)
7	Title of Service	Selection of Financial Management Consultant
8	EOI Ref. No.	08.01.0000.068.11.005.12(08), 2020-466
9	Date:	25/06/2020
KEY INFORMATION		
10	Procurement Sub-Method	Selection of Individual Consultant (SIC)
FUNDING INFORMATION		
11	Budget and Source of funds	IDA
PARTICULAR INFORMATION		
12	Project/Programme Code (if applicable)	(IDA Credit No.5426-BD)
13	Project/Programme Name (if applicable)	Value Added Tax and Supplementary Duty Act, 2012 Implementation (VAT Online) Project
14	EOI closing Date and time	12.07.2020 and 12.30 BST

The VAT Online Project (VOP) of National Board of Revenue is to implement the Value Added Tax and Supplementary Duty Act, 2012 in such a way as to strengthen and modernize the VAT administration in Bangladesh in order to increase VAT revenue and reduce the current VAT compliance gap.

(a) Objectives of the Services required

Reporting to the Program Director (PD), the FMS will be responsible for the following tasks:

1. Preparation of program budget and cash plan based on annual work plan prepared by the PD;
2. Preparation of statement of expenditure (SOE), cash flow forecast and submission of withdrawal application to claim funds from the World Bank;
3. Processing program transactions directly through iBAS++ and disbursement of funds through the Government Treasury Single Account (TSA);
4. Submission of withdrawal application on achievement of DLIs
5. Lead implementation of the agreed program fiduciary actions on fixed asset tracking software and updates fixed asset register, and resolution of audit
6. Ensure efficient records management, petty cash/advance and fixed asset register;
7. Reconcile monthly program financial statements with Program records and the responsible Chief Accounts Office (CAO) through iBAS++ within 10 days of the end of each month;
8. Reconcile total year wise program expenditure as per audited financial statements with iBAS generated program expenditure under the program code: 11102-224001800.
9. Submission of Program Annual Financial Statements for audit in accordance with IPSAS cash-basis or national standard as pronounced by the Comptroller and Auditor General (C&AG) within 90 days of the end of the financial year to the Foreign Aided Audit Directorate (FAPAD);
10. Prepare memorandum of action taken to resolve internal audit queries, external audit observations and public accounts committee recommendations
11. Ensure appropriate follow-up of compliance with legal provisions of the financial agreement of the program; and
12. Any other duties as assigned by the PD.

(b) Expected Outputs and deliverables of the Assignment

The FMS will be required to produce the following outputs:

No	Description	Reporting Time
1	Updated Books of Accounts and Records	Continues
2	Preparation of Program Financial Statements from iBAS++ under program code:11102-224001800	Monthly and annually
3	Prepare all report of IMED and relevant Ministries	Monthly and quarterly
4	Track eligible program expenditure, cumulative disbursement and DLI values to ensure that cumulative program expenditure is equal or more then cumulative disbursement.	Monthly
5	Relevant reports, statements, schedules to Auditors and reviewers	As required
6	Annual work plan and Budget and fund forecast	As required
7	L/C opening and management	As required
8	Reconciliation of Bank, imprest/advance accounts	Monthly
9	Revenues to govt exchequer	Monthly
10	Follow-up all bills in Central bank and other offices	As required
11	All contract payments and amendments	As required
12	All other works assigned by PD	As required
13	Annual Program Financial Statement	Annually
14	Memorandum on internal and external audit observations	Quarterly

Duration of service contract with the successful applicants will be for a period of Five month or up to the closing date of program which ever is earlier.

16. The candidate should have the following qualifications and experiences:

SL	Particulars of Positions	Educational Qualification	Requirement of experiences and adequacies
	Name of Position: Financial Management Consultant Number of Position: 01 (One) Period: 05 Months.	Academic: Minimum M. Com/ MBA in Accounting/ Finance and related subjects. Professional: Associate or member of a Professional Accountancy Organization (PAO) recognized by the International Federation of Accountants (IFAC) will be an advantage. A member of Bangladesh Civil Service (BCS) Audit and Accounts cadre/State Owned Enterprise/Autonomous Bodies/Regulators will be preferred.	1. Minimum 10 years work experience of which at least 3 years in a managerial position in financial management in government, autonomous or semi-autonomous government agency; 2. Proven track record of using the Integrated Budget and Accounting System (iBAS++) is mandatory; 3. Knowledge of using e-GP system; 4. Budget Management Specialist (BMS) Course offered by Bangladesh Institute of Public Finance (IPF); 5. Comprehensive knowledge and understanding of Government Financial Rules (GFR) and donor-fund requirements; 6. Practical experience in handling development programs/ projects; 7. High level of proficiency in written and spoken English and report writing; and 8. Proficient in use of MS Word, Excel, Power Point.

The project director, VAT online project, NBR now invites eligible applicants to apply for the positions, Applicants are invited to provide information indicating that they are qualified to perform the services (complete CV with other details as required as per the Application Forms)

Interested Candidates are requested to submit their Expressions of Interest (EOI) in accordance with the standard Application Form. Application forms (RFA) and other details may be obtained from the office of the undersigned during normal office hours or available in the NBR website www.nbr.gov.bd. It is expected that the services will be commenced immediately. The Client reserves the right to accept or reject any/all Expression of interest (EOI).


Project Director

VAT Online Project, NBR

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Revised Annual Procurement Plan (Goods)

Package No.	Description of Item	Unit	Qty	Proc. Method	Contract approving authority	Source of fund	Estimated cost (BDT in Lakh)	Time Code for Process	Not used for Goods	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to award	Notification of Award	Signing of Contract	Total time to Contract signature	Time for Completion of Contract	Status
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
GD/NOP/19-20/1	Electronic Bill Board	Set	30	OTM	PD	Dev.	600	Plan Date Plan Days Actual Date	x	15-Oct-19	29-Oct-19	12-Nov-19	19-Nov-19	26-Nov-19	24-Dec-19	70	4-Feb-20	42
GD/NOP/19-20/2	IT hardware along with customized softwares for VAT agents and VAT advisors for VAT Academy including integration with IVAS and NBR Website.	LS	LS	OTM	PD	Dev.	700	Plan Date Plan Days Actual Date	x	15-Oct-19	12-Nov-19	3-Dec-19	10-Dec-19	17-Dec-19	14-Jan-20	28	25-Feb-20	42
GD/NOP/19-20/3	Printing of User Guide	LS	LS	OTM	PD	Dev.	40	Plan Date Plan Days Actual Date	x	15-Oct-19	29-Oct-19	12-Nov-19	19-Nov-19	26-Nov-19	24-Dec-19	28	4-Feb-20	42
GD/NOP/19-20/4	Wifi Solution	LS	LS	RFQ	PD	Dev.	5.00	Plan Date Plan Days Actual Date	x	19-Sep-19	24-Sep-19	24-Sep-19	1-Oct-19	1-Oct-19	8-Oct-19	7	22-Oct-19	14
GD/NOP/19-20/5	Printing of User Guide	LS	LS	RFQ	PD	Dev.	5.00	Plan Date Plan Days Actual Date	x	19-Sep-19	24-Sep-19	24-Sep-19	1-Oct-19	1-Oct-19	8-Oct-19	7	22-Oct-19	14
GD/NOP/19-20/6	Procurement of Computer with accessories	LS	LS	RFQ	PD	Dev.	5.00	Plan Date Plan Days Actual Date	x									Dropped
GD/NOP/19-20/7	Stationary Items	LS	LS	RFQ	PD	Dev.	5.00	Plan Date Plan Days Actual Date	x									Procured
GD/NOP/19-20/8	Training Materials, Refreshments and others for TOT-1	LS	LS	RFQ	PD	Dev.	5.00	Plan Date Plan Days Actual Date	x									
GD/NOP/19-20/9	Training Materials, Refreshments and others for TOT-2	LS	LS	RFQ	PD	Dev.	5.00	Plan Date Plan Days Actual Date	x	12-Jan-20	17-Jan-20	17-Jan-20	24-Jan-20	24-Jan-20	31-Jan-20	7	14-Feb-20	14

Md. Sariful Islam

Asst. Revenue Officer

VAT Online Project

National Board of Revenue, Dhaka

Md. Nahed Ahn

Deputy Commissioner

VAT Online Project

National Board of Revenue, Dhaka

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
GD/NOP/19-20/10	Training Materials, Refreshments and others for Training on live environment Return form Fill up for NBR officials	LS	LS	RFQ	PD	Dev.	5.00	Plan Date Actual Date	x	2-Feb-20	7-Feb-20	7-Feb-20	14-Feb-20	14-Feb-20	21-Feb-20	19	6-Mar-20	

Md. Sariful Islam
Asst. Revenue Officer
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[Signature]

Shahed Ahmed
Deputy Commissioner
VAT Online Project
National Board of Revenue, Dhaka.

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Revised Annual Procurement Plan (Works)

Package No.	Description of Item	Unit	Qty	Proc. Method	Contract approving authority	Source of fund	Estimated cost (BDT in Lakh)	Time Code for Process	Invitation	Tender Opening	Tender Evaluation	Approval to award	Notification of Award	Signing of Contract	Total time to Contract signature	Time for Completion of Contract	Status
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
WD/NOP/19-20/1	Concierge Booth (stall) for income Tax Fair 2019	LS	LS	RFQ	PD	Dev.	10	Plan Date	7-Oct-19	17-Oct-19	17-Oct-19	24-Oct-19	24-Oct-19	31-Oct-19	24	7-Nov-19	Dropped
								Plan Days		10	0	7	0	7		7	
								Actual Date									
WD/NOP/19-20/2	Concierge Booth (Stall) for National VAT Day 2019	LS	LS	RFQ	PD	Dev.	5	Plan Date	3-Nov-19	13-Nov-19	13-Nov-19	20-Nov-19	20-Nov-19	27-Nov-19		4-Dec-19	Procured
								Plan Days		10	0	7	0	7	24	7	
								Actual Date									
WD/NOP/19-20/3	NBR Building Refurbishment	LS	LS	RFQ	PD	Dev.	10					Need Based					
WD/NOP/19-20/4	Concierge Booth (Stall) for other occasion-1	PCS	1	RFQ	PD	Dev.	5					Need Based					
WD/NOP/19-20/5	Concierge Booth (Stall) for other occasion-2	PCS	1	RFQ	PD	Dev.	5					Need Based					
WD/NOP/19-20/6	Bangabadhu Sheikh Mujib Corner	PCS	1	RFQ	PD	Dev.	10	Plan Date	7-Oct-19	17-Oct-19	17-Oct-19	24-Oct-19	24-Oct-19	31-Oct-19	24	7-Nov-19	
								Plan Days		10	0	7	0	7		7	
								Actual Date									

Md. Sariful Islam
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Shahed Ahmmed
Deputy Commissioner
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National Board of Revenue (Dhaka)

Revised Annual Procurement Plan (Services)

Package No.	Description of Item	Unit	Qty	Proc. Method	Contract approving authority	Source of fund	Estimated cost (BDT in Lakh)	Time Code for Process	Advertise Eoi	Issue RFP	Technical Proposal Opening	Technical Proposal Evaluation	Financial Proposal Opening & Evaluation	Negotiation	Approval	Signing of Contract	Total time to Contract signature	Status
SD/NOP/19-20/1	Consultancy services, software, training and IT Hardware for internal control (HRMIS).	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
		LS	LS	OCBS	HOPE	Dev.	700.00	Plan Date	15-Oct-19	19-Nov-19	17-Dec-19	31-Dec-19	7-Jan-20	14-Jan-20	21-Jan-20	18-Feb-20	18-May-20	
								Plan Days	0	35	28	14	7	7	7	28	126	90
SD/NOP/19-20/2	infrastructure needs assessment for VAT fields officers	LS	LS	OCBS	PD	Dev.	500.00	Actual Date										
								Plan Date	30-Oct-19	4-Dec-19	1-Jan-20	15-Jan-20	22-Jan-20	29-Jan-20	5-Feb-20	4-Mar-20	2-Jun-20	
								Plan Days	0	35	28	14	7	7	7	28	126	90
SD/NOP/19-20/3	Individual Consultancy Service (Local)	Man Month	6	ICS	PD	Dev.	25.00	Actual Date										
								Plan Date	15-Nov-19	20-Dec-19	17-Jan-20	31-Jan-20	7-Feb-20	14-Feb-20	21-Feb-20	20-Mar-20	18-Jun-20	
								Plan Days	0	35	28	14	7	7	7	28	126	90
SD/NOP/19-20/4	Individual Consultancy Service (Local) : Financial Management Specialist (FMS)	Man Month	10	SIC	PD	Dev.	60.00	Actual Date										
								Plan Date	15-Feb-20	16-Feb-20	1-Mar-20	22-Mar-20	22-Mar-20	29-Mar-20	5-Apr-20	3-May-20	3-May-20	
								Plan Days	0	0	14	21	0	7	7	28	77	

Package No.	Description of Item	Unit	Qty	Proc. Method	Contract approving authority	Source of fund	Estimated cost (BDT in Lakh)	Time Code for Process	Not used for Goods	Invite/ Advertise Tender	Tender Opening	Tender Evaluation	Approval to award	Notification of Award	Signing of Contract	Total time to Contract signature	Time for Completion of Contract	Status
NCSD/NOP /19-20/1	Support Services for providing training to the NBR officials.	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
		LS	LS	OTM	PD	Dev	50.00	Plan Date		21-Oct-19	4-Nov-19	18-Nov-19	25-Nov-19	2-Dec-19	30-Dec-19		29-Mar-20	
								Plan Days		0	14	14	7	7	28	70	90	

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