



আমরা বদলে যাবো
আমরা বদলে দেবো

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
জাতীয় রাজস্ব বোর্ড
রাজস্ব ভবন, প্লট- এফ ১/এ, আগারগাঁও
শেরেবাংলা নগর, ঢাকা-১২০৭।
(বোর্ড প্রশাসন-১)
www.nbr.gov.bd

নথি নং- ০৮.০১.০০০০.০০১.০৪.০০৩.২২/৪১৬

তারিখঃ ২ শ্রাবণ ১৪৩০ বঙ্গাব্দ
১৭ জুলাই ২০২৩ খ্রিস্টাব্দ

বিষয়ঃ পাবলিক প্রকিউরমেন্ট আইন ও বিধি সংক্রান্ত বিশেষায়িত জ্ঞান ও বাস্তব অভিজ্ঞতাসম্পন্ন পরামর্শক নিয়োগের জন্য নিয়োগ
বিজ্ঞপ্তি জাতীয় রাজস্ব বোর্ডের ওয়েবসাইটে ও নোটিশ বোর্ডে প্রকাশ সংক্রান্ত।

উপর্যুক্ত বিষয়ের প্রেক্ষিতে জানানো যাচ্ছে যে, পাবলিক প্রকিউরমেন্ট আইন ও বিধি সংক্রান্ত বিশেষায়িত জ্ঞান ও বাস্তব
অভিজ্ঞতাসম্পন্ন পরামর্শক নিয়োগের জন্য নিয়োগ বিজ্ঞপ্তি জাতীয় রাজস্ব বোর্ডের ওয়েবসাইটে ও নোটিশ বোর্ডে প্রকাশের প্রয়োজনীয়
কার্যক্রম গ্রহণের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্তি: বর্ণনা মোতাবেক।

(Signature)
২৭/৭/২০২৩
(কাজিয়া সুলতানা)

দ্বিতীয় সচিব (বোর্ড প্রশাসন-১)

ই-মেইল # nbrba1@gmail.com.

বিতরণ:

- ১। সিস্টেম ম্যানেজার, জাতীয় রাজস্ব বোর্ড, ঢাকা।
- ২। নোটিশ বোর্ড, জাতীয় রাজস্ব বোর্ড, ঢাকা।

নথি নং- ০৮.০১.০০০০.০০১.০৪.০০৩.২২

তারিখঃ ২ শ্রাবণ ১৪৩০ বঙ্গাব্দ
১৭ জুলাই ২০২৩ খ্রিস্টাব্দ

অনুলিপি সদয় অবগতির জন্য প্রেরণ করা হলোঃ

- ১। ব্যক্তিগত সহকারী, সদস্য (বোর্ড প্রশাসন), জাতীয় রাজস্ব বোর্ড, ঢাকা (সদস্য মহোদয়ের সদয় অবগতির জন্য)।
- ২। ব্যক্তিগত সহকারী, প্রথম সচিব (বোর্ড প্রশাসন), জাতীয় রাজস্ব বোর্ড, ঢাকা (প্রথম সচিব মহোদয়ের সদয় অবগতির জন্য)।

(কাজিয়া সুলতানা)
দ্বিতীয় সচিব (বোর্ড প্রশাসন-১)

National Board of Revenue (NBR)
Rajashwa Bhaban
Agargaon, Sher-E-Bangla Nagar, Dhaka-1207
www.nbr.gov.bd

File No: 08.01.0000.001.04.003.22

Date: 17.07.2023

Subject: Request for Expression of Interest (REOI) for NATIONAL PROCUREMENT CONSULTANT (NPC)

(Contract Package No. NBR----

National Board of Revenue (NBR) is seeking to ensure accountability and transparency in its procurement processes for goods, works, and services funded by the government. Simultaneously, it aims to comply with the provisions of "Public Procurement Act of 2006" and the "Public Procurement Rules of 2008". To achieve these objectives, NBR intends to procure the services of a "National Procurement Consultant" to oversee the procurement activities of various wings within the organization.

1. Scope of Services

The NPC will work as a full-time member of the procurement team of NBR, and will be responsible for assisting NBR so that the procurements will be done as per the relevant guidelines. The NPC will have a significant role in assuring the integrity, fairness and overall quality of procurement in conformance with the requirements of the procurement laws of Bangladesh. He should not have any conflict of interest while working and should keep all the project information confidential.

The NPC will carry out the following main activities:

- a) Develop procurement plan for goods and services for NBR, and submit the plan to the Member (Board Admin) and assist him to update/upload the plan as per regulations;
- b) Prepare drafts of Request for Expressions of Interest (REOI), Invitation for Bids (IFB), Invitation for Prequalification (IFP), Bidding Document, Prequalification Document (PQD), Request for Proposals (RFP) and Pre-Bid Meeting Minutes as per Public Procurement Act, 2006 & Public Procurement Rules, 2008;
- c) Guide and conduct procurement in accordance with Public Procurement Act, 2006 & Public Procurement Rules, 2008;
- d) Take part, as a member of evaluation committees;
- e) Help NBR to address the procurement related complaints, which will include (a) review of the complaints vis-à-vis the respective procurement processes and documents, and (b) participation in discussions that NBR may have with complainants;
- f) Provide advice and training to PIU members on Public Procurement Act, 2006 & Public Procurement Rules, 2008, World Bank, ADB and other Agencies procurement related rules



with whom NBR may have activities related to procurement and other procurement related matters, on need basis as a part of the institutional capacity building of NBR;

- g) Closely monitor procurement activities in reference to the Procurement Plan timeline and the procurement approval process of the Government and bring any slippage of activities immediately to the attention of the Member (Board Admin);
- h) Prepare quarterly report on procurement status and procurement risk mitigation framework and arrange submission of the same to the Member (Board Admin) for review;
- i) Assist in preparing TORs and associated documents for other consultants, as appropriate;
- j) Conduct diagnostic analyses on delays, inefficiency, etc. in the procurement system, and provide recommendations to improve the same, if required to the Member (Board Admin);
- k) Prepare contract management checklist and submit improvement report on contract administration by different contractors at different categories to the Member (Board Admin);
- l) Report any possibility of contract variation to the Member (Board Admin)
- m) Report on implementation of sustainability factors in procurement and contract management, including economic, social and environmental considerations.
- n) Conduct procurement activities under the project using CPTU's e-GP portal as applicable according to the instruction of the Member (Board Admin);
- o) Assist NBR in preparation of drafts Bidding/Tender Document as per Public Procurement Rules, 2008;
- p) Support NBR for procurement related activities;
- q) Any other task assigned by the Member (Board Admin) management as and when required

2. Education and Experience

- At least graduate in engineering/ procurement/ supply chain management/ commerce / finance/ business/ management/ law/environmental science or suitable equivalency.
- Minimum 6 (Six) years of general experience out of which 5 (five) years of experience as Procurement Specialist/Procurement Consultant or have had responsibilities with a substantial content of his / her position in the procurement area (use of internationally accepted contract documents for works, goods and services in GoB and Donor assisted projects;
- Specialized knowledge of procurement of IT goods; various forms of selection/ contracting of consultant services; preparation of bidding / contract documents for the national/international procurement of goods, works, services; public procurement policies; sustainable procurement; advanced contract management; etc.
- Advanced knowledge and understanding of e-Government Procurement (e-GP)
- Knowledge and experience in technical, commercial and legal aspects of procurement of the GoB and Donor assisted/financed projects will be an added advantage.
- Strong communication skills in presenting, discussing and resolving difficult issues. Ability to work efficiently and effectively in a multidisciplinary team.



- Good Computer skills in Windows operating Systems (Word, Excel, Access and Power Point)

3. General Qualification and Experience:

- a) The National Board of Revenue (NBR) hereby invites eligible applicants to indicate their interest in providing their services. Interested applicants are requested to submit the following documents: (a) CV (Curriculum Vitae): The CV should clearly indicate the qualifications and experience of the applicant, demonstrating their ability to perform the assigned tasks. (b) Expected Remuneration per Month: Applicants should provide their expected remuneration per month for the assignment.
- b) The National Procurement Consultant (NPC) will be Selected in accordance with the provision of Public Procurement Act, 2006 & Public Procurement Rules, 2008. It is expected that the Consultant's service will be commence from the first week of September, 2023 at Dhaka. Duration of the consultancy services would be for (Six) month .
- c) Expression of Interest (EOI) shall be submitted 02 (two) hard copies and electronic /soft copy (CD/DVD) by 8 August, 2023 up to 3.00 PM either in sealed envelope clearly marked "Expression of Interest (EOI) for Selection of National Procurement Consultant" in the email's subject line or on top of the envelope or through email sent to the following undersigned address.



Md. Shafiqur Rahman
Member (Board Admin)
National Board of Revenue, Dhaka
Phone: 02-222217716
E-mail: boardadmin@nbr.gov.bd