



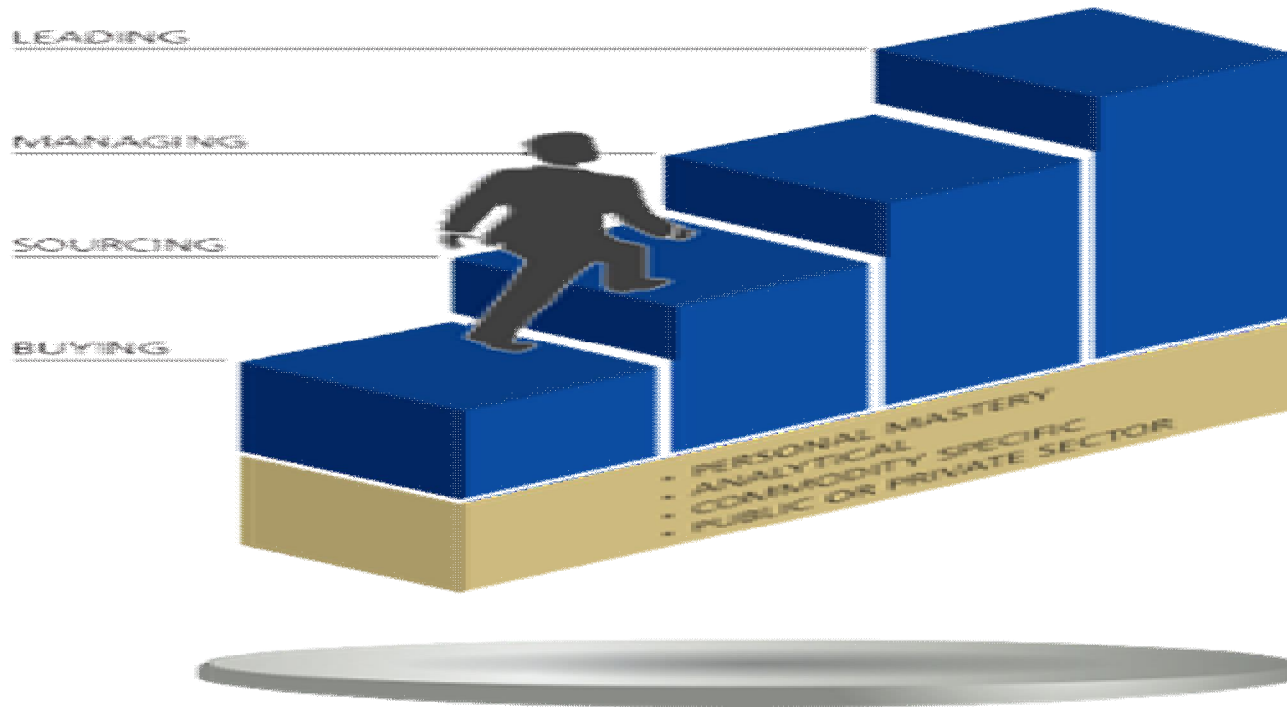
PUBLIC PROCUREMENT MANAGEMENT

Session on

Methods of Professional Services
Preparation of Tender Document

Presenter–Md Shah Alam Bhuiyan

Aims of Session





Steps in Procurement

Procurement Plan- **Rule – 15, 16**

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Specification preparation **Rule -29, 116**

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Method selection-**Rule 61-88**

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Approval of Spec and Method-**Rule 16(7)**

↓
Committee formation- **Rule-7,8,9,10,52,67,93**



Steps in Procurement

Document Preparation – Rule 4

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Advertisement- Rule 90

↓
Dropping and Opening – Rule 97,118

↓
Evaluation and Recommendation Rule 20,98,119,120

↓
Approval of ER – Rule 36,11



Steps in Procurement





PROCUREMENT METHODS FOR SERVICE

Rule 103

Two options according to nature & complexity of services

(a) Quality & Cost Based Selection (QCBS): Consider the quality & cost of the services

(b) Fixed Budget Selection (FBS): Available budget is fixed



Other Methods

○ Rule 103

- **Least Cost Selection (LCS)**
- **Single Source Selection (SSS)**
- **Individual Consultant Selection (ICS)**
- **Selection Based on Consultants Qualifications (SBCQ)**

Procurement Methods of Services

National and International
Tendering
RFP – Request for Proposal
Method

Procurement Sub Methods For Services

Sub methods are used to select the successful Consultant or Consulting firm to get services.

- **Quality and Cost Based Selection (QCBS)**
- **Fixed Budget Selection (FBS)**
- **Least Cost Selection (LCS)**
- **Single Source Selection (SSS)**
- **Individual Consultant Selection (ICS)**
- **Selection Based on Consultants Qualifications (SBCQ)**

Rule : 103(4a), 103(3b), 104-112

But 1 and 2 are preferred method Rule 103(4)

QCBS METHOD

Takes into account-

- (i) **the quality of the Proposal**
- (ii) **the cost of the Services**

Evaluation : The highest combined scorer





FBS METHOD

Appropriate only when-

- (i) the assignment is relatively simple & can be precisely defined**
- (ii) the budget is fixed**

Evaluation : Highest Ranked Technical Proposal within Budget for Negotiation



LCS METHOD

In cases where service is-

- (i) standard or routine nature. e.g.- audits, architectural & engineering design of non-complex works where established practice & standards available**
- (ii) cost within the threshold**

Threshold: maxm Tk. 5 m

Evaluation : Technically qualified lowest evaluated proposal invited for negotiation



SSS METHOD

- where rapid selection is essential
- Downstream assignment
- where only one firm or individual consultant has experience of exceptional work
- for low value small assignments within threshold

Threshold: Tk. 1 m for firms & Tk. 0.5 m for Individual (Maxm)



SSS method

In case of Downstream Work

Continuation and engagement of initially selected Consultant, provided that-

- the Consultant performed the initial assignment satisfactorily
- the need for such downstream assignment was anticipated in the **initial RFP**



SSS METHOD

Upon issuance of RFP

- ✓ the Selected Consultant submits a Technical and Financial Proposal
- ✓ negotiations between the PEC and the Selected Consultant
- ✓ negotiations on all aspects of Proposals (i.e. Technical and Financial)



ICS METHOD

- **Qualification and experience of Individual Consultants are paramount**
- **No team of staff required**
- **No additional professional support required**



ICS METHOD

- ☞ May be selected following an EOI
 - through advertisement
 - approaching directly by the PE
- ☞ ICs judged & evaluated on the basis of
 - academic background
 - experience in the field of assignment
 - knowledge of local conditions (as appropriate), as well as language & culture
- ☞ The short listed Applicants be interviewed & selected Applicant be negotiated on **fees or reimbursable**, the inputs available from PE, etc.
- ☞ Sign the contract



SBCQ METHOD

- Important and very small assignment
 - Highly specialized advisory service
 - Limited scope and duration
- Same as QCBS expect only the selected firm will be asked to submit the combined technical and financial proposal



SBCQ METHOD

- Brief evaluation studies at critical decision points of projects
- Executive assessment of strategic plans
- High level, short term legal expertise
- Participation in project review expert panels



Tender Document preparation

- **Goods**
- **Section 1:** *Instructions to Tenderers (ITT)*
- **Section 2:** *Tender Data Sheet (TDS)*
- **Section 3:** *General Conditions of Contract (GCC)*
- **Section 4:** *Particular Conditions of Contract (PCC)*
- **Section 5:** *Tender and Contract Forms*
- **Section 6:** *Schedule of Requirements*
- **Section 7:** *Technical Specifications*
- **Section 8:** *Drawings*



Tender Document preparation

Works

- Section 1 Instructions to Tenderers (ITT)
- Section 2 Tender Data Sheet (TDS)
- Section 3 General Conditions of Contract (GCC)
- Section 4 Particular Conditions of Contract (PCC)
- Section 5 Tender and Contract Forms
- Section 6 **Bill of Quantities**
- Section 7 General Specifications
- Section 8 Particular Specifications
- Section 9 Drawings



Tender Document preparation

Services

Section 1: Instructions to Consultants (ITC)

Section 2: Proposal Data Sheet (PDS)

**Section 3: General Conditions of Contract
(GCC)**

**Section 4: Particular Conditions of Contract
(PCC)**

Section 5: Proposal & Contract Forms

Section 6: Terms of Reference



Addendum

..... Own initiatives

..... Response to a clarification

..... Result of Pre-Tender Meeting

- Circulated within 5 working days **R-95**
- Acknowledge within 3 working days **R-95**
- Extension of deadline is optional if addendum within time
- Extension of deadline is mandatory if **2/3rd time has elapsed**
- Not less than 3 days when PE extend the date **R-95**



Proposal Evaluation Completed (Services)

- Weightage Method
- Loading relative weight to score **to balance** to make decision.
- Total weight is 100% and it is distributed to one or more than one elements.



Proposal Evaluation Completed (Services)

- Score are of two types
 - Technical score- usually 80% out of 100%
 - Financial score-usually 20% out of 100%



Criteria for Technical score

- (a) Specific experience of the Applicants;
- (b) Adequacy of the proposed methodology and work plan in response to the TOR;
- (c) Key staff's qualifications and competence for the assignment;
- (d) Suitability of the transfer of knowledge programme, i.e. training, where there is such a programme; and
- (e) National participation, i.e. the extent to which nationals have been included among key staff; where applicable.

Example for Technical Evaluation

Consultant	Experience	Methodology	Key staff	Trans of Knowledge	National participation	Total Tech Score
	20	30	30	10	10	100
A	15	20	20	10	5	70
B	20	20	30	10	10	90
C	10	20	30	10	10	80
D	15	10	20	10	5	60



Criteria for Financial score

The financial score of each Proposal shall be determined in a manner so as to ensure that the Financial Proposal with the lowest evaluated cost is given one hundred (100) points and

- Other Proposals pro-rata points, reduced by the same percentage that the cost of their Proposal is higher than that of the lowest cost Proposal



Criteria for Financial score

- Formula for Financial Evaluation

$$F_p = 100 \times F_m / F$$

Example: Financial Offer of

Consultant A = 100000

Consultant B = 200000

Consultant C = 300000

Consultant D = 400000



Criteria for Financial score

Financial Evaluation:

$$\begin{aligned}\text{Consultant A} &= 100 \times 100000 / 100000 \\ &= 100\end{aligned}$$

$$\begin{aligned}\text{Consultant B} &= 100 \times 100000 / 200000 \\ &= 50\end{aligned}$$

$$\begin{aligned}\text{Consultant C} &= 100 \times 100000 / 300000 \\ &= 33.33\end{aligned}$$

$$\begin{aligned}\text{Consultant D} &= 100 \times 100000 / 400000 \\ &= 25\end{aligned}$$



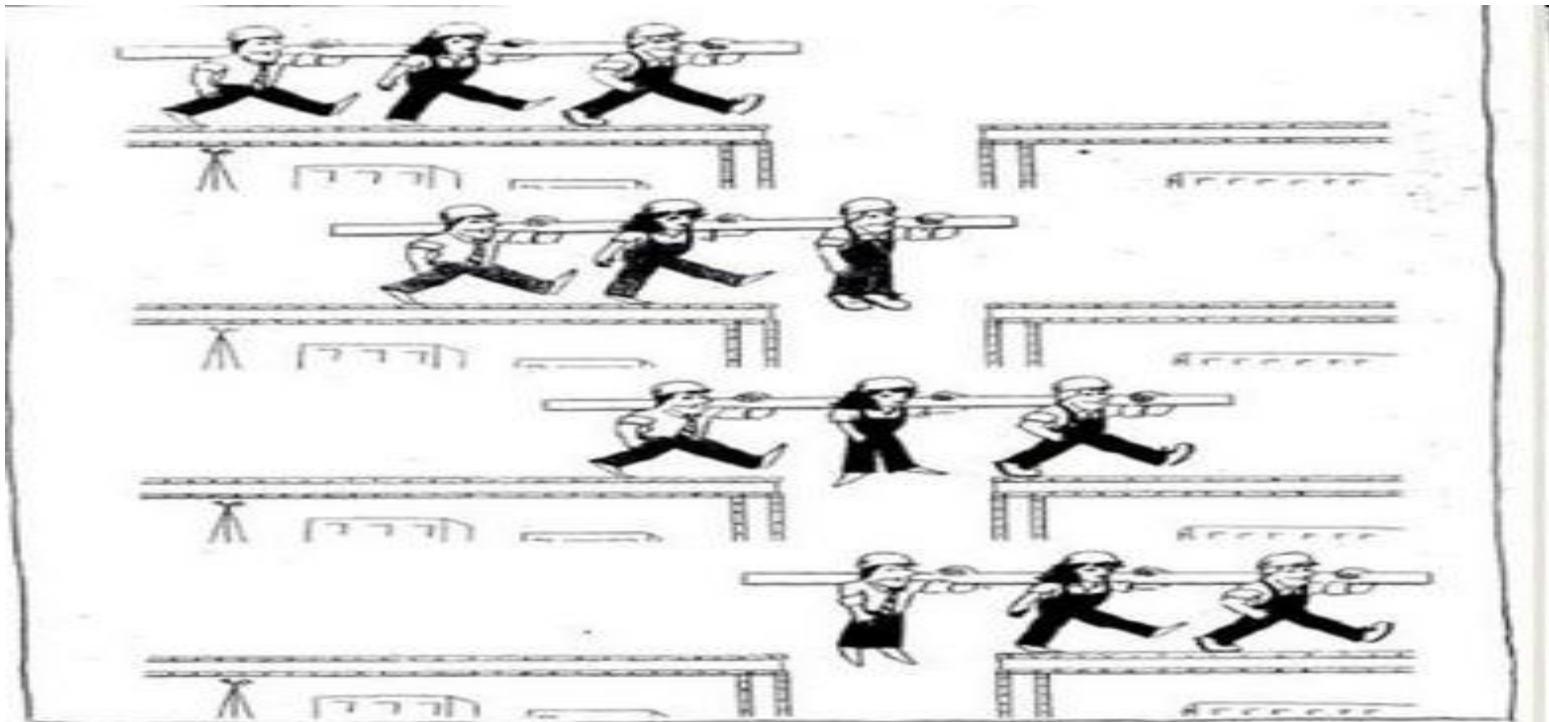
Total Evaluation

Consultant	Tech score	Weighted Tech score @ (80%)	Financial score	Weighted Financial score @ (20%)	Total score	Ranking
A	70	56	100	20	76	2nd
B	90	72	50	10	82	1st
C	80	64	33	3.3	67	3rd

Success in procurement!



Successful Procurement

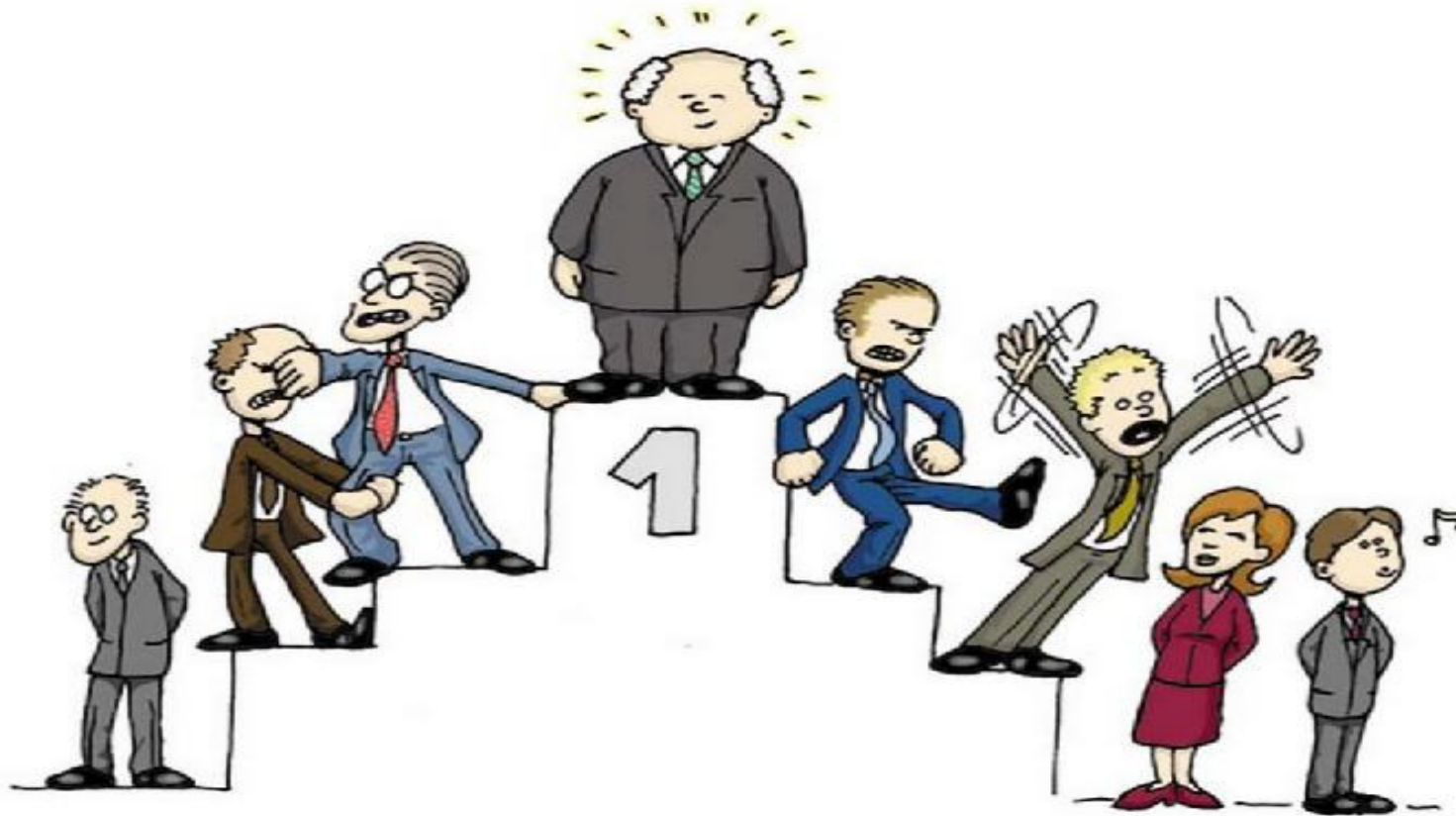


Every member in a Team, has times when they need support -->>>

Successful Procurement



Procurement!



Completion of the session

