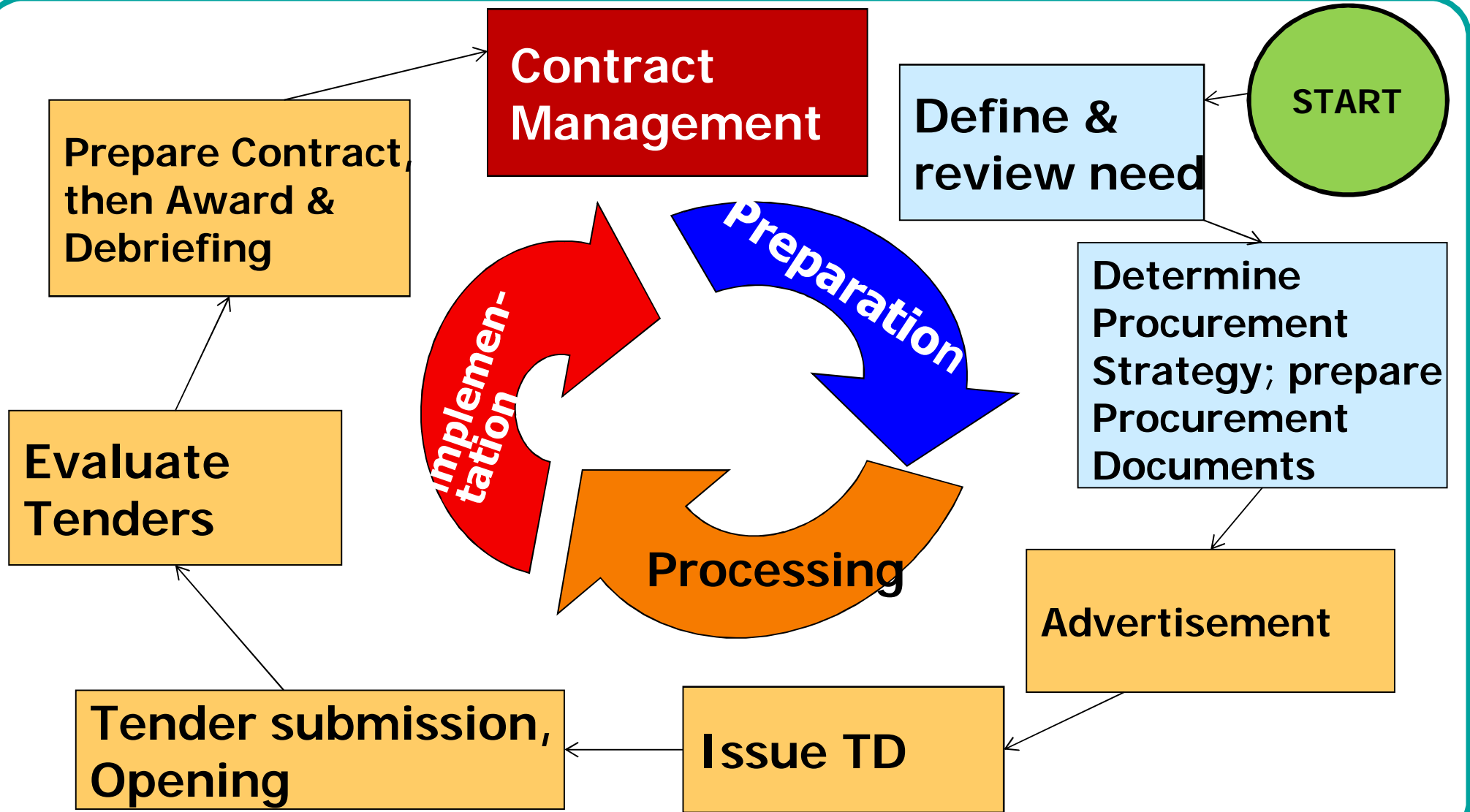


Procurement Process (a)

Procurement Cycle

Session: F-2
Slide No.2/12



Procurement Process

Session: F-2
Slide No.3/12

Steps

1. Need Assessment
2. Procurement Plan
3. Specification/BoQ/ToR
4. Official estimated cost
5. Document preparation
6. Advertisement

T E C Formation

PREPARATION

Procurement Process

Session: F-2
Slide No.4/12

Steps

T E C Formation

7. Submission
8. Opening
9. Evaluation
10. Approval as per DoFP
11. Notification of Award
12. Contract Signing

PROCESS

Procurement Process

Session: F-2
Slide No.5/12

Steps

- 13. Contract Management**
- 14. Payment**
- 15. Warranty/Defect Liability Period**
- 16. Contract Closing**

IMPLEMENTATION

Procurement Planning

Session: F-2
Slide No.6/12

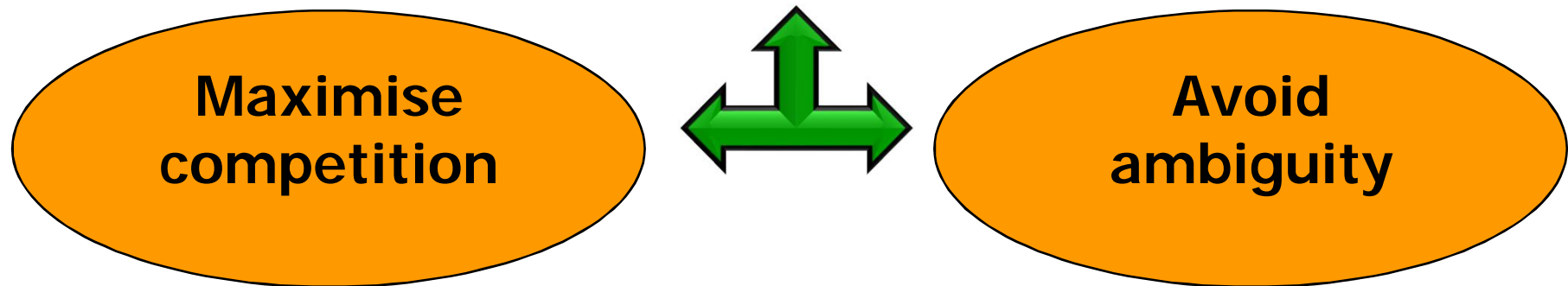
Objectives

- Provides overview
 - Budget
 - Cost estimate
 - Time
 - Methods
 - Market
- Clears up need of assistance (specifications, contract conditions etc.)
- Allows bundling (of similar needs) or splitting (into lots)
- Approved by HOPE/Authorized Officer

Specifications and ToR

Session: F-2
Slide No.7/12

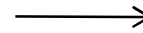
- Preparation of **Specifications**
 - Correct, complete description
 - Required quality in objective terms
 - Not restricting competition
 - No reference to a particular trade mark
 - No country of origin
 - Address social and environmental issues
- Preparation of **Terms of Reference (ToR)**, consultancy services



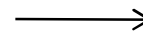
Bill of Quantities (BoQ)

Session: F-2
Slide No.8/12

- Provides **information on description of Works and quantities** and to prepare the Tender efficiently and accurately
- During contract implementation a **priced BoQ can be used** in the periodic valuation of executed Works



Maximises
competition



Avoids
ambiguity



Should be as simple as possible

Official Cost Estimate

Session: F-2
Slide No.9/12

Rule 16.5

- a) PE prepares the **official cost estimate (OCE)** for the Procurement **before** invitation of the Tender or Proposal
 - b) The **OCE** is approved by HOPE if it exceeds the Estimated Cost if not by an officer authorised by HOPE or Approving Authority
- The OCE shall be **kept sealed**

The Official Cost Estimate must be in line with market price

Content of Tenders

Session: F-2
Slide No.10/12

- **Instructions (ITT/TDS)**
- **Formats (Tender/Contract Forms)**
- **Contract Conditions (GCC/PCC)**

Advertisement

Session: F-2
Slide No.11/12

Choosing newspaper

Rule- 90(2)

Choosing National Level Newspapers of wide daily circulation commonly known and ubiquitously accepted; carefully applying sound judgment



Advertisement

Session: F-2
Slide No.12/12

Rule- 90(2)

Particularly

**CPTU
website**

- **Certain procurement opportunities be sent to CPTU for posting in their website**

**GOODS
10 M
ABOVE**

**SERVICES
5 M
ABOVE**

**WORKS
10 M
ABOVE**

Default may lead to rejection of Tenders