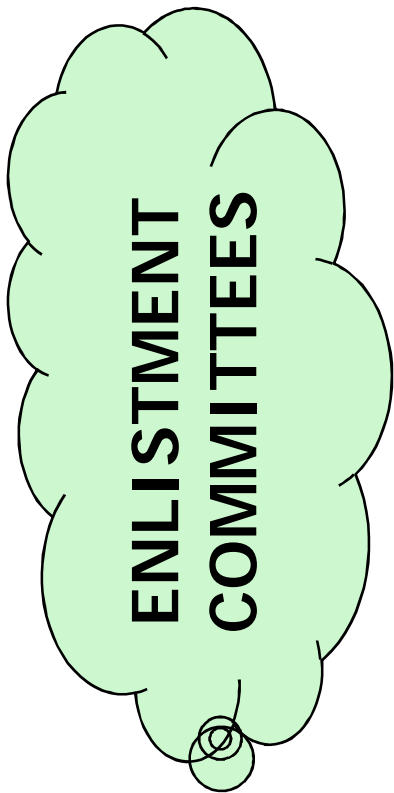


# Procurement Process (b)

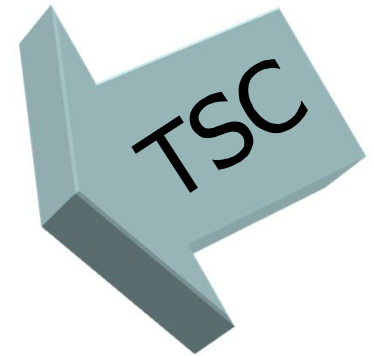
# Public Procurement Committees

## 4 different types of committees



OCC

EEC



# Composition of TOC/POC and TEC/PEC

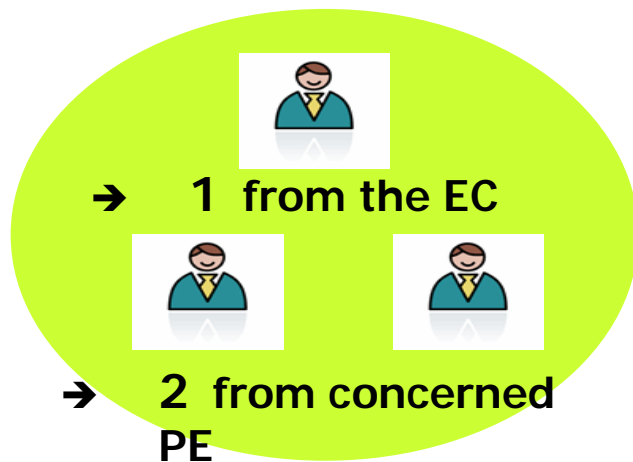
Session: F-3  
Slide No.3/18

## TOC/POC

## TEC/PEC

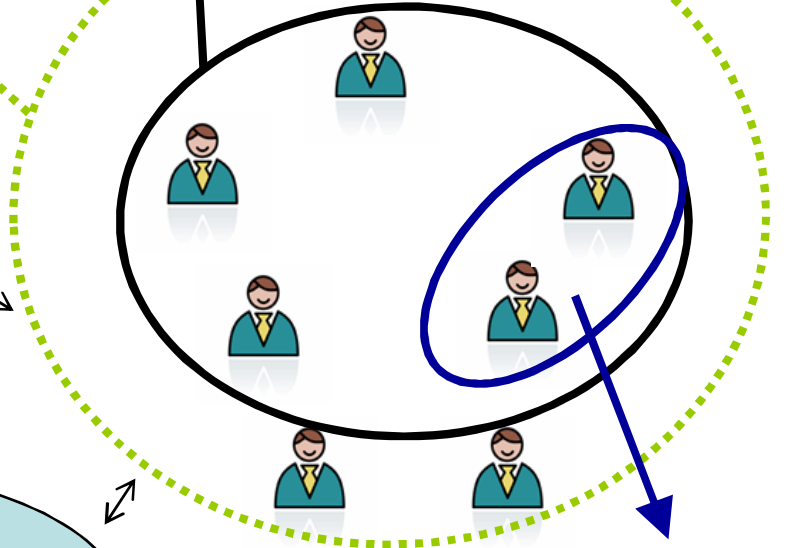
Normally  
max. 7 members

min. 5 members



Approved by  
Approving  
Authority  
(AA)

In case of AA above  
HOPE, approved by  
Secretary of the  
Ministry



**TEC shall be, at least, formed before tender submission**

# Methods: Goods and Works

Session: F-3  
Slide No.4/18

## Distinct Methods

Goods & Related Services  
Works & Physical Services

Rule- 61,62

**OTM**  
Open  
Tendering  
Method

**LTM**  
Limited  
Tendering  
Method  
(with/without  
Threshold)

**DPM**  
Direct  
Procurement  
Method

**RFQM**  
Request for  
Quotation  
Method

**OSTETM**  
One Stage  
Two Envelope  
Tendering  
Method

**TSTM**  
Two-Stage  
Tendering  
Method

**Open Tendering Method OTM: Preferred Method**  
**Competition under transparent and equal terms**

Compliance with the conditions  
specified in the Rules

**Taking into account the thresholds and conditions**

# Methods: Consultancy Services

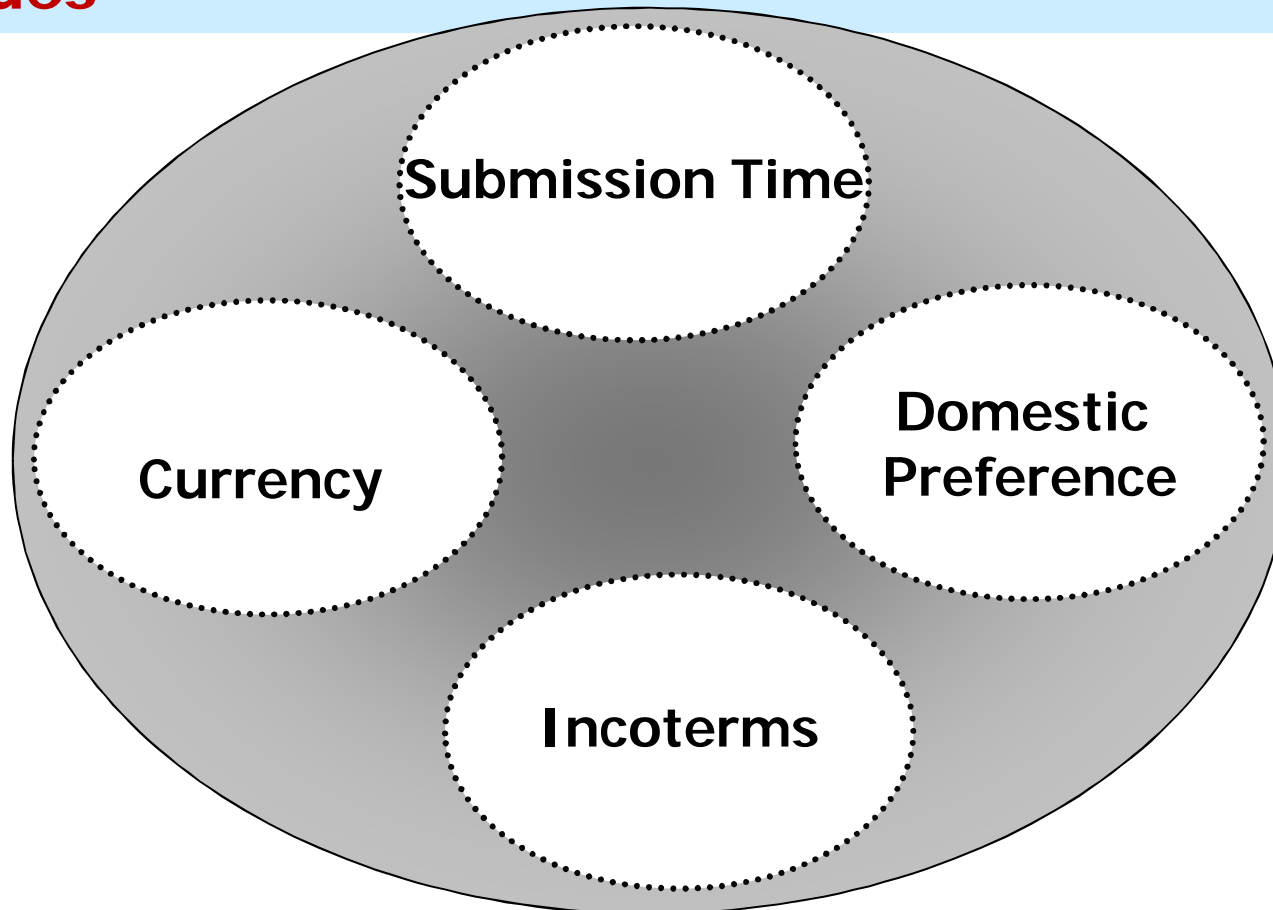
Session: F-3  
Slide No.5/18

|                              |  |   |
|------------------------------|--|---|
| Preferred                    | QCBS   | Quality and Cost Based Selection  |
|                              |  | Short listed consultants compete on the basis of quality and cost   |
| Preferred                    | FBS  | Fixed Budget Selection  |
|                              |  | Simple and specific nature of services with a fixed budget  |
| Prior Approval of HOPE or AO | LCS  | Least Cost Selection  |
|                              |  | Standard or routine nature, and where the cost of the service is within the prescribed price limit  |
|                              | SSS  | Single Source Selection   |
|                              |  | Continuation of on-going or just completed, low value, speedy selection in emergency situation, rare experience/qualification, urgent need (catastrophic event) |
|                              | CSOS   | Community Service Organization Selection  |
|                              |  | Overall knowledge of community needs, local issues and community participation are paramount  |
|                              | ICS  | Individual Consultant Selection   |
|                              |  | Qualified individual expert while no team work is required  |
| SBCQ                         | Selection Based on Consultants Qualifications  |   |
|                              | Very small high quality assignments, preparation & evaluation of competitive proposal is not justified |   |
| DCS                          | Design Contest Selection   |   |
|                              | Technical excellence and innovation are of prime considerations  |   |

# Procurement Methods – International

Session: F-3  
Slide No.6/18

## Key issues



# Tender Opening: Goods and Works

Session: F-3  
Slide No.7/18

## Rule- 97

- TOC shall open all Tenders received on or before the submission **deadline in public** and in **only one place**
- Immediately after submission deadline at the primary place but **no later than ONE HOUR** after expiry of the deadline (multiple dropping: three hours)
- Late tenders, "Withdrawn" and "Substituted" Tenders shall not be opened, but returned unopened

# Proposal Opening: Services

Session: F-3  
Slide No.8/18

## Rule- 118

- POC shall open first all Technical Proposals received; shortly after the deadline for submission and at the place specified in the PDS
- No public opening of the Technical Proposals
- Financial Proposal shall be kept closed in safe custody of HOPE
- A minutes of proposal opening shall be drawn by POC
- PE shall send the Proposals along with the minutes of opening to PEC



# Evaluation

Session: F-3  
Slide No.9/18

- **Preliminary** (completeness)
- **Technical** (compliance with mandatory requirements)
- **Financial** (lowest evaluated and check with official estimate)
- **Post Qualification** (physical verification)

# Responsive Tender

Session: F-3  
Slide No.10/18

## Rule- 98 (5)

- Comply with mandatory requirements
- Based on documentary evidence as requested without recourse to **extrinsic evidence**
- Information not requested shall not be **considered**
- **Non responsive** Tender shall not be made **responsive** by correction of **Deviation**
- Evaluation only on the basis of **disclosed criteria**

Without **material (major) deviation, reservation ...**

# Evaluation of Proposals

Session: F-3  
Slide No.11/18

## Evaluation in two steps

- **First quality & then cost**
- **No access to Financial Proposals until Technical Proposals evaluated by PEC & approved by HOPE, AO or AA (if below HOPE)**
- **PEC works continuously on each evaluation**
- **PEC members evaluate themselves only; **no delegation****

**No FP before TP approval**

## Rule-103(4)(a) Key considerations

C  
O  
N  
D  
I  
T  
I  
O  
N  
S

Takes into account-

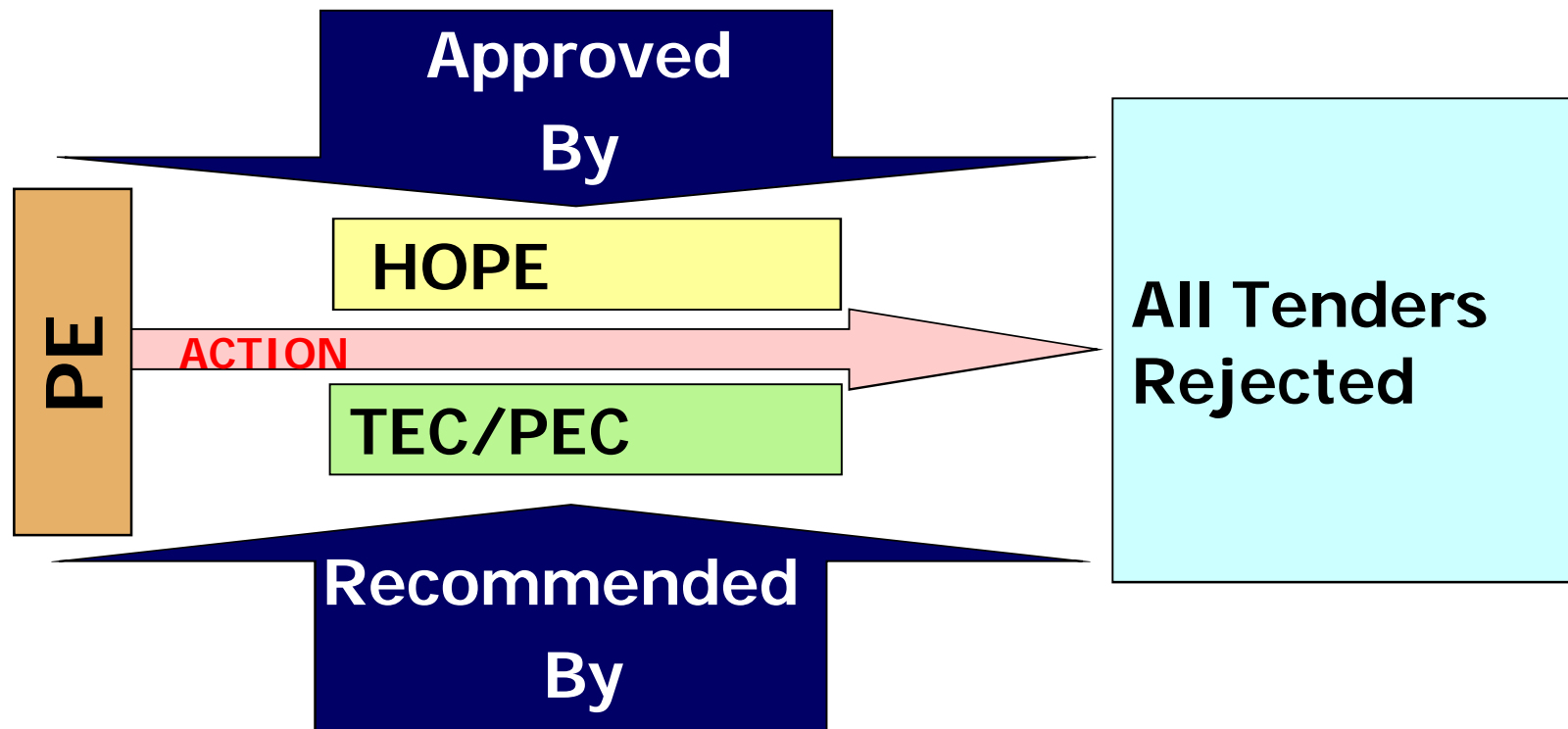
- (i) the quality of the Proposal
- (ii) the cost of the Services



**Quality Over-weighs**

# Rejection of All Tenders

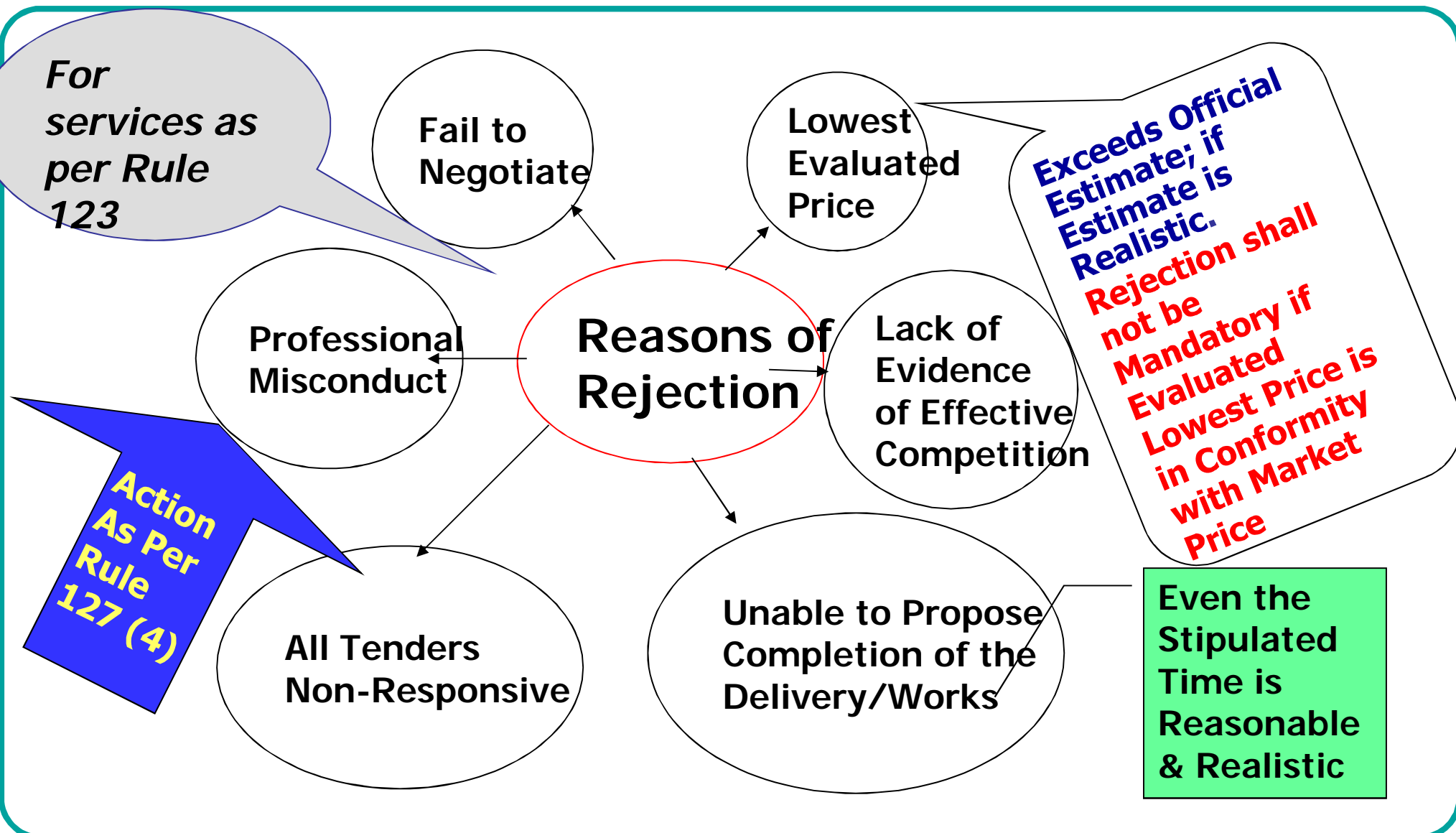
Session: F-3  
Slide No.13/18



**HOPE's approval not required when AA above HOPE so instructs**

# Grounds for Rejection

Session: F-3  
Slide No.14/18



# Approval of Tender or Proposal

Session: F-3  
Slide No.15/18

## Rule-11

- **AA decides** in compliance with the provisions of the Act and **Rules on the recommendations of EC**
- **AA considering overall recommendations of EC, may either-**
  - (a) **approve** the recommendations; or
  - (b) **seek any clarification** from the EC **through PE** on any specific issues in connection with such recommendations; or

**explaining the reasons –**

  - (i) **reject** the recommendations **for a re-evaluation**; or
  - (ii) **reject** the recommendations with instructions **to reprocess**

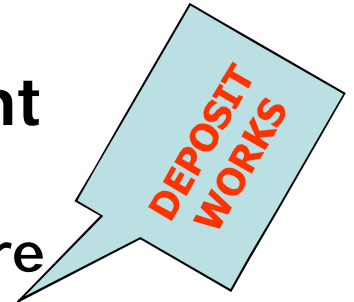
# Approval of Tender or Proposal

Session: F-3  
Slide No.16/18

## Rule-12

**ONE may delegate the OTHER for procurement**

- HOPE and PE of the OTHER under the Act and Rules are HOPE and PE to -**
  - (a) undertake the procurement
  - (b) give approvals as per the DoFP
  - (c) administer and supervise the Contract implementation
- ONE participates in the procurement process, monitors the implementation, and takes over from the OTHER**
- OTHER obtains approval of the ONE on other matters**



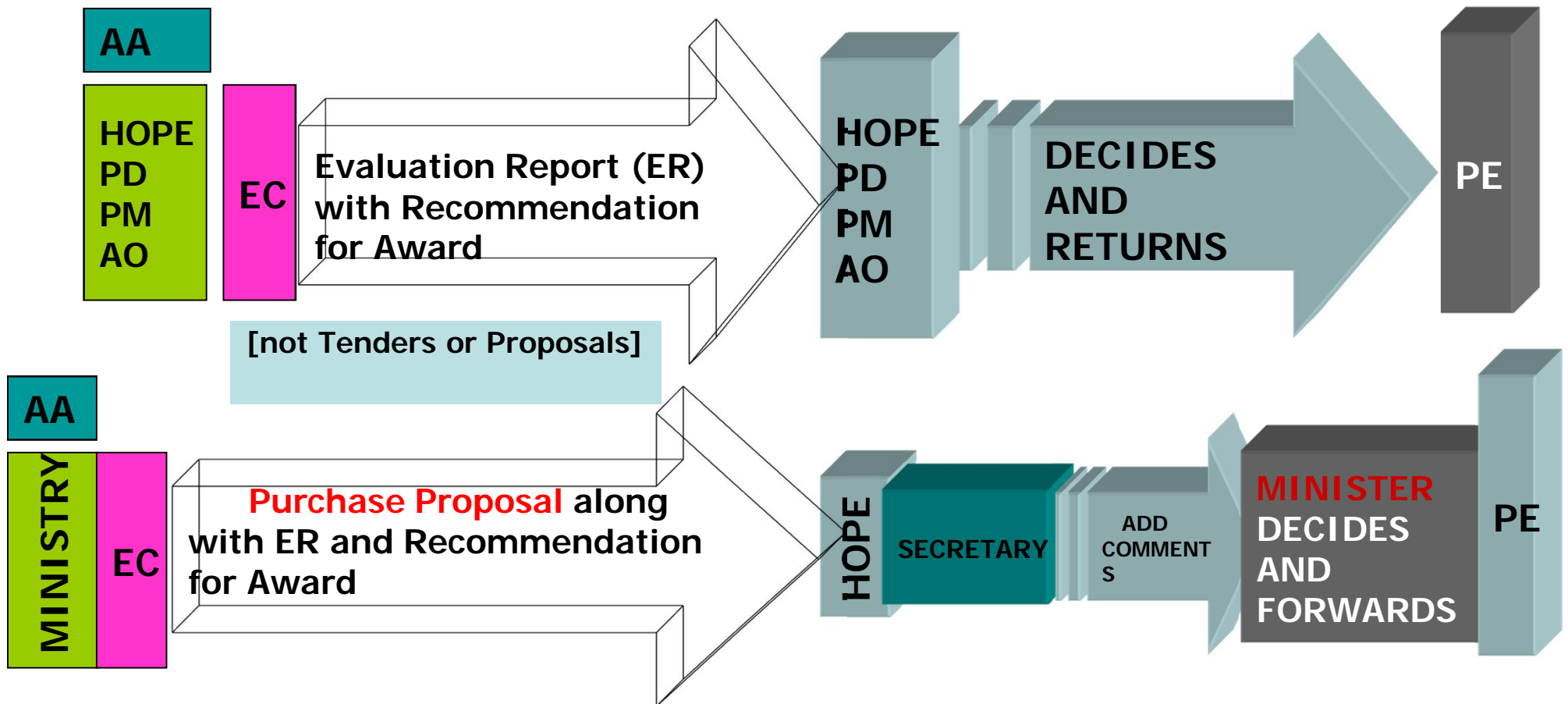
**Directed towards end-users/beneficiaries**



# Approval of Tender or Proposal

Session: F-3  
Slide No.17/18

## Rule-36(3)(a) Ministry/Division/Department/Directorate



# Approval of Tender or Proposal

Session: F-3  
Slide No.18/18

## Rule-36(3)(a) Ministry/Division/Department/Directorate

