Procedures to be followed to expedite the procurement process

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AGM(T&C)

General

See the excel sheet, which was shared by T&C section through Google sheet to see the status of the documents which were sent by you to T&C section. Pl. contact following persons to inquire about any disparity of the status of the document.

Western/Supply	- Ms. Subashinie Ext:1152
Easter/Uva	- Ms. Kumari Ext:1152
Southern/Sabaragamuwa	- Ms.Kalani Ext:1158
North/Central	- Ms.Chintha Ext:1158

- When sending document Write the purpose clearly on covering letter without writing “for necessary action please”.
- Write clearly when modify the document name or number at calling stage and get the necessary approval.

Document Approval Stage

- **Send the document approval sheet (Annex 1)**
- **Confirmation of the AGM that latest version of the respective standard bidding document has been used and most updated prequalification list shall be attached to the document.(Annex 2)**

- **Bid validity and bid security validity dates. (Annex 3a,3b)**
- **Insert into IT solution while sending hard copies to T&C section.**
- **Make sure to send bound documents to T&C section with following numbers.**
  - **DPC – 4 hard copies (3 for TEC members)**
  - **MPC – 7 hard copies and 1 soft copy (5 for TEC members)**
  - **SCAPC – 9 hard copies and 1 soft copy (7 for TEC members)**

- **Send original document evaluation report with all signatures ,**
  - **DPC – T&C section**
  - **MPC & SCAPC – Ministry with a copy to T&C Section**
- **Send the comments within the specified period in the TEC Appointment letter.**
- **Send the recommendation for TEC comments by DGM or AGM(Annex 4),make sure to**
  - **Insert bid notice publishing dates**
  - **Sending date of corrected document**
  - **Closing date as per the NPA guideline (Annex 5)**

Bid Calling Stage

- **Fixing a date for publishing the bid notice**
  - **Make sure that you must send the comment incorporated document to T&C section on Thursday of previous week.**
  - **Approved engineer's estimate with all signatures should be sent to T&C section before publishing the bid notice. Engineer's estimate which exceeds the LKR100 million should be approved by the secretary, Ministry of Water Supply. (Annex 6)**

- **Send the calling documents to T&C section for issuing on time. Attach the calling approval sheet (Annex 7)**
- **Insert a date & time for pre-bid meeting , mobile no and designation of the contact person to inquire about the meeting in to the document.**
- **Make sure to send the pre-bid meeting minutes within three days from the meeting.**
- **TEC approval is required for clarifications before issuing to bidders.**

- **When preparing clarification, make sure to prepare addendum for any changes in the document as attached sheet (Annex 8)**
- **Budget holder and TEC should approve the time extension before forwarding PC to get approval.**
- **Make an arrangement to collect the bid documents of closing bids on time.**

Bid Evaluation Stage

- TEC is not entitled to call clarification from bidders.
- Don’t send evaluation report with subjected to get some details from the bidder before awarding.
- Send the bid evaluation report on time.
- It is the TECs responsibility to remind T&C section for renewal the bid validity and bid security validity before expiration.
- Use the formats which were given by P&P section for evaluation.
- Send the bidding documents to T&C section immediately to prepare awarding letter when PC approved for awarding.

- **DPC(<200Mn including VAT) - Send a laying rate documents with STEC report which was prepared as per the format given by the Procurement Section to T&C section.**
- **MPC-Send a copy of laying rate documents to T&C Section while sending to the Ministry**
- **Make sure that the amount in the report, Engineer's Estimate and the document are same.**

Thank you