**Procurement Guidelines for**

**Partner Organizations (POs)**

Palli Karma-Sahayak Foundation (PKSF)

www.pksf-bd.org

**Procurement Guidelines for Partner Organizations (POs)**

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@PKSF 2012

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***List of Abbreviations***

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
| CHM | Complaint Handling Mechanism |
| CQ | Consultants’ Qualification |
| DPC | Direct Purchase Committee |
| DPM | Direct Procurement Method |
| FBS | Fixed Budget Selection |
| IFT | Invitation For Tender |
| LCS | Least-Cost Selection |
| OM | Operational Manual |
| OTM | Open Tendering Method |
| NCB | National Competitive Bidding |
| NOA | Notification of Award |
| PO | Partner Organization (of PKSF) |
| TOC | Tender Opening Committee |
| PE | Procuring Entity |
| TER | Tender Evaluation Report |
| SSS | Single Source Selection |
| TEC | Tender Evaluation Committee |
| POC | Proposal Opening Committee |
| PPA | Public Procurement Act |
| PPR | Public Procurement Rules |
| QBS | Quality-Based Selection |
| QCBS | Quality and Cost-Based Selection |
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**1.0 Background**

Palli Karma-Sahayak Foundation (PKSF) was established in 1990 by the Government of Bangladesh as a ‘not-for-profit’ company, registered under the Companies Act 1913/1994. The principal objective of PKSF is to provide funds to various organizations for their microcredit programme with a view to help the poor who have no land or any credible material possession. Funds enable them to gain access to resources that lead to employment opportunities and enhancement of their livelihood. PKSF provides assistance to the poor mainly through different non-government organizations. These organizations are largely called as Partner Organizations (POs). PKSF also works with semi-government and government organizations; voluntary agencies and societies; local government bodies; institutions; groups and individuals. PKSF, as the leading apex microcredit and capacity development organization in Bangladesh. Together with different financial supports such as microcredit, microsavings and microinsurance, PKSF assists its POs in their institutional development. A number of countries and organizations follow standards, guidelines and modalities developed by PKSF. In the last few years, PKSF has diversified its focus on non-credit programmes, such as training, education, health, awareness building, nutrition, direct employment linkages, climate change and marketing supports with the objective to provide all-inclusive services for the persistent betterment of poor.

Palli Karma-Sahayak Foundation (PKSF) has developed a Procurement Guidelines for the Partner Organizations (Pos). This Procurement Guidelines focuses on the issue and formulates simplified procedures to carry out a standard procurement practice at root level by the Partner Organizations (POs). Palli Karma-Sahayak Foundation (PKSF) considers it expedient to regulate procurement of goods, works and services for achieving objectives of (a) optimising efficiency in procurement; (b) promoting competition among tenderers for the procurement of goods,works or services; (c) providing equitable treatment to tenderers; and (d) promoting fairness in the procurement process.

**2.0 Major Issues regarding procurement carried out by POs:**

1. All kinds of procurement have to conduct following the provisions of these guidelines.
2. All procurement shall be conducted following the procurement plan approved by the PKSF. Procurement Plan can be updated or modified annually or as required and must be approved by the PKSF.
3. Selection of procurement method depends on threshold value, lead time, availability of suppliers, restriction, complexity etc.
4. National Competitive Bidding (NCB)/ Open Tendering Method (OTM) is the preferred method subject to threshold value.
5. Direct Contracting and Single Source Selection is subject to PKSF’s prior review.
6. Use of standard bidding documents prepared by PKSF for POs in respective procurement activities.
7. Tenders shall not be invited on the basis of percentage above or below the estimated cost, and contract awards shall be based on the lowest evaluated price of compliant bids from eligible and qualified bidders.
8. Multiple dropping of bids will not be permitted for any procurement contracts.
9. There must be external members in tender opening/evaluation committees. Attendance of the concerned committee members at tender opening/evaluation meetings must be ensured.
10. Use of the PKSF’s standard format for evaluation reports for all contracts.
11. Post-bidding negotiations with the lowest evaluated or any other bidder shall not be allowed except cases of Direct Procurement Method (DPM) and procurement of consultancy services.
12. Tenders are opened in public (subject to procurement method) in one location immediately after the deadline for submission.
13. Lottery in award of contracts shall not be allowed.
14. Contracts are awarded within the initial bid validity period, and the timing strictly maintained.
15. Re-tendering shall not be carried out without prior approval from PKSF.
16. Contract award information is notified to PKSF within one week of contract award.
17. Procurement carried out through packages as per procurement plan shall be subject to PKSF’s prior review following prior review thresholds mentioned in Annexure-I.
18. POs will ensure timely payments to suppliers/contractors/consultants and liquidated damages are imposed for delayed completion.
19. Contract management shall be performed as per contract document.
20. Alert POs officials/ staff as well as bidders about fraud and corruption issues; actions is taken against the corrupt bidders/ POs officials/ staff in accordance with the Guidelines.
21. Annual independent procurement audits performed by PKSF POs.
22. Procurement meetings can be done with PKSF to follow up progress and discuss upcoming contracts, if needed. Besides PKSF audits, may conduct its own post-review of the approved projects at the field level implementing by the POs.
23. All records and documents regarding public procurement retained till at least 5 (five) years after the project completion.
24. If any issue arises during the procurement process which cannot be addressed through this guidelines, corresponding provisions of the PPA 2006 and the PPR 2008 applied to negotiate the issue.

**3.0 Procurement Plan:** A Procurement Plan is the identifying and scheduling of all the steps involved in a procurement process. POs will submit procurement plans for their respective projects detailing each of their proposed activities and sub-activities at the time of submission of the detailed proposal in accordance with the format supplied by the PKSF. The Procurement Plan shall include all targeted objects or issues to be procured, irrespective of value or methods, classified by category “such as Goods, Works and Services". The plan will cover the whole project period and adjusted/updated at least annually or as required to accommodate delays, re-tendering and other unforeseen changes or constraints with the consultation and approval from PKSF. POs are responsible for ensuring adherence with the approved procurement plan. In the case of preparation of Procurement Plan, updated Procurement Plan for the project, the formats prescribed in Part A, Part B, Part C and Part D as applicable of Annexure II shall be followed.

**4.0 Methods of Procurement:** The following provisions regarding selecting procurement methods are applied to all procurement carried out under the projects carried out by the POs.

**5.1 Particular Methods of Procurement of Goods and Works**: Procurement of Goods and Works having an estimated value less than the ceiling stipulated in the Procurement Plan may follow either National Competitive Bidding (NCB)(Open Tendering Method (OTM)) or Shopping (Request For Quotation Method(RFQM)). RFQM is applicable for small value off-the- shelf goods or standard readily available goods, small works and physical services up to the threshold amount mentioned in the Annexure-I. Direct Contracting (Goods/Works) may be allowed under special circumstances with prior approval from PKSF. NCB would be carried out under PKSF Procurement Guidelines following procedures for Open Tendering Method (OTM) of the Public Procurement Rules 2008, using standard bidding documents satisfactory to PKSF. The “Request for Quotation” document based on PPR is acceptable to PKSF for shopping.

***5.1.1 Open Tendering Method/ National Competitive Bidding:***

1. Preparation of specifications of the required goods/works;
2. Preparation of an estimate of the proposed procurement and approval of the estimate by the Executive Head of the POs (the approved estimated amount must be equal or less than the amount cited in the approved budget/procurement plan).
3. Preparation of Bidding (tender) document in accordance with the standard document supplied by PKSF;
4. Preparation of Invitation for Tender (IFT) following the standard format provided by Central Procurement Technical Unit (CPTU).
5. Approval of Bidding document and Invitation for Tender (IFT) by The Head of Procuring Entity (POs Head Executive). The first tender document of the project under each method and type must be approved by PKSF. In case preparation of Tender Document and IFT, POs must ensure the compliance with these guidelines.
6. Invitation of Bid through one English and one Bangla widely circulated national daily news papers. Send the IFT to PKSF so that it can be published in the PKSF website.

*(Allow necessary time as per PPR 2008 to the prospective bidders to prepare their tender. For example, For National Procurement of Goods, Works and Physical Services estimated up to 200.0 Lac taka, time for preparation and submission of Tenders shall be minimum 14 (fourteen) days from the date of publication of advertisement in the newspaper.)*

1. Selling of tender document and make sure the availability of tender documents at selling places. Maximum selling price of tender document shall be Taka 1000 (One thousand).
2. Addendum is an integral part of the tender document and need to be communicated to all the prospective bidders who purchased or to be purchased the tender document.
3. Closing the tender at the time and date mentioned in the tender document.
4. Public Opening of tender by the Tender Opening Committee (TOC).
5. The Tender Evaluation Committee (TEC) will evaluate the Bid generally within 2 (Two) weeks of tender opening;
6. TEC and TOC must be approved by the Executive Head of the POs. But the formation of TEC and TOC must follow the provisions of this guidelines.
7. Approval of Tender Evaluation Report by the Executive Head of the POs. (All the OTM subject to prior review by PKSF needs to take no objection).
8. Returning the Tender security of the non responsive bidders.
9. Issuance of Notification of Award (**within the bid validity period**).

*(A copy of the NOA needs to be sent to PKSF office immediately after issuance.)*

1. Receiving Acceptance of the NOA from the Awarded bidder and Performance Guarantee.
2. Signing of Contract. (*2 copies of the final contract shall also be sent to PKSF office)*
3. Returning the Bid Security of all the responsive bidders ;
4. De-briefing, if requested;
5. Contract Management;
6. Receiving goods, performance of desired works and related services as per the contract.
7. Recommendation for payment by the procuring entity. Keeping a portion of Performance Security by the PE till the expiry of defect liability period/ warranty period.
8. Approval of payment by the Executive Head of the POs.

*(A Process Flow Diagram for OTM has been shown in the Annexure III-A)*

***5.1.2 Request For Quotation Method/ Shopping :***

1. No public advertisement needed in this method; No provision of tender security and performance guarantee is not required.
2. Preparation of specifications of the required goods/works;
3. Preparation of an estimate of the proposed procurement and approval of the estimate by the Executive Head of the POs. (the approved estimated amount must be equal or less than the amount cited in the approved budget/procurement plan).
4. Prepare the RFQ document following standard but simplified format sent by PKSF.
5. Request well known suppliers/contractors to submit quotations in the RFQ document sent along with request letter, publish the requirement in the POs notice board, website (if any). Request should be sent to such number of suppliers/contractors so that at least 3 (three) responsive quotation can be received.
6. Provide sufficient time to the prospective quotationers to prepare the quotation and submit it to the Procuring Entity (PE) (Maximum 10 (ten) days).
7. Necessary documents for the suppliers are as per availability in the local suppliers.
8. No public opening and therefore no Tender Opening Committee (TOC);
9. Tender Evaluation Committee will open and evaluate the quotations following the provisions of the PPR in a simplified format as per PKSF supplied format.
10. Evaluation shall be done immediately after opening of the quotations but must be completed within one week after receiving dateline of quotations.
11. The evaluation report shall be approved by the Executive Head of the POs or authorized person.
12. Awarding of the contract. (In case of goods issue purchase order)
13. Signing of Contract (in case of works).
14. Receiving goods, performance of desired works and related services as per the contract.
15. Recommendation for payment by the Procuring Entity
16. Approval of payment by the Executive Head of the POs or authorized person.
17. If necessary, issue the repeat order in case of increasing/repeating of any product/items within one year of last procurement, if the supplier is agreed to supply by the previous price. Maximum 100% of the product/item can be increased for repeat order.

*(A Process Flow Diagram for RFQM has been shown in the Annexure III-B)*

***5.1.3 Direct Procurement Method (DPM):*** The Procuring Entity may use the Direct Procurement Method for procurement for Goods and related services, Works and physical services from one source without going through Tendering or other Procurement methods. But this method shall under no circumstances be used to avoid competition or to favor a particular person, supplier or contractor to discriminate among persons, suppliers or contractors. PKSF will strictly control the use of the Direct Procurement Method. POs will not follow this method without prior approval from PKSF. PKSF may allow this method for the amount below the threshold mentioned in the Annexure-I only under the following circumstances:

1. For procurement of livestock, poultry birds, fishery related living beings, tree-saplings or similar nature of any other item this method can be used if only the proposed procurement is associated with the climate change adaptive activities as declared by the PKSF with the intention of betterment of living conditions of the climate affected people. In this case involvement of the beneficiary/ group of beneficiaries/ Community representative is a must in the procurement process.
2. For procurement of labor associated with any climate change adaptive activity (i.e. Cash for Works) as accepted by the PKSF following the provisions of the paragraph ***5.1.3.2*** mentioned below.
3. For emergency procurement of Goods and Works arising from natural disasters but subject to prior approval from PKSF.
4. If not available more than one supplier for procurement of Goods and Works.

Procurement carried out under this method shall follow the two processes as mentioned below:

***5.1.3.1 Direct Cash Purchase* :** The Procuring Entity may undertake direct cash purchase for procurement of low value Goods, livestock or similar nature living objects and urgent and essential Services such as maintenance, repairs, transportation and others in the value specified in Annexure-I. The Procuring Entity may undertake any purchase under this process by an officer or a purchase committee formed by it for this purpose, depending on the nature of the purchase. Payments for Purchase under this process may be made by cash or cheque and a purchase order or contract shall not be required.

For procurement of livestock or similar nature objects as mentioned in the paragraph 5.1.3(a), where the beneficiary shall play an important role in the procurement on the spot, the purchase committee shall be formed including the concerned beneficiary, representative from beneficiary group (may be of different adaptive activity) and a field level official of another PO of PKSF. All the members of the purchase committee shall sign a single-page purchase document for each case which shall contain the procurement proceedings in brief. The purchase document shall require the signature/thumb impression of the concerned seller of the object too. For uniformity of the purchase document for this specific type of procurement, PKSF will supply the standard format.

In case of Direct Cash Purchase other than the cases stated in the paragraphs 5.1.3(a) and 5.1.3(b), a payment received memo needs to be prepared clearly mentioning the name of procurement, quantity and other necessary details including price and detail name and address of the payment receiver.

***5.1.3.2 Force Account:*** Force Account may be used for hiring of direct labor for organizational needs. In PKSF, many POs have projects which will require labor force to perform the adaptive activities (i.e. reconstruction of earthen village road, homestead plinth raising etc.). To carry out these types of labor-oriented activities, procurement shall be performed among the beneficiaries or among the members of the community. Payment for labor used in the activities may require to be made day to day basis in cash format. These activities are well-known as Cash for Works in our context. For this procurement process, date-wise Master-role logbook must be maintained for each activity by the concerned POs. Certification of presence and work done by any worker shall be done by a community representative and by a PO official as well. This process will require total transparency and authenticity. POs shall be held responsible for proper performance of this procurement process. All the proceedings under this procurement process shall be subject to PKSF’s real-time/post review.

Procurement to be processed through Direct Cash Purchase or Force Account does not need to present on procurement plan.

**5.2 Particular Methods of Procurement of Consultancy Services**: Selection of Consultants will follow the PPR Consultant Guidelines. The following methods will apply for selection of consultants: Quality and Cost-based Selection (QCBS), Quality-based selection (QBS), Fixed-budget Selection (FBS), Consultants’ Qualification (CQ), Least-cost Selection (LCS), Single-source Selection (SSS), and Selection of Individual Consultant (IC). The procurement plan will specify the circumstances and threshold under which specific methods is applicable.

**6.0 Incremental Operating Costs:** These costs will include incremental operating costs for office utilities, office supplies and stationeries, operation and maintenance of equipment and vehicles, hiring of vehicles, fuel, office rent, souvenirs, events, bank charges, advertising costs, training, knowledge management, capacity building and salaries and contractual allowances of contracted staff, but excluding salaries of Government officials. Procurement activities under this category need not to present on procurement plan.

**7.0 Approving Authority and Procurement Committees:**

The Head of a PO shall be the approving authority of any kind of procurement performed by that PO under these guidelines. S/He has to follow all the provisions of these guidelines to approve any particular procurement process and shall seek prior approval from the PKSF if required.

A Tender Evaluation Committee (TEC) or Proposal Evaluation Committee (PEC) shall be formed comprising of members, as specified in the format given below, prior to the invitation for Application, Tender or Proposal has been issued, but certainly must be formed before the deadline for submission of Applications, Tenders or Proposals. Besides, a Tender Opening Committee (TOC) or Proposal Opening Committee (POC) shall be formed before the deadline for submission of Applications, Tenders or Proposals. The TOC must include at least one member of the corresponding TEC. The Executive Head of the PO shall approve the TEC/TOC following these guidelines’ provisions. The TEC/TOC chaired by the Official holding designation one step below the Executive Head of the POs.

***7.1 Formation of TEC:***

* Consists of 5 (Five) members for OTM. 2 (two) members must be outside of the PO.
* Quotations shall be evaluated by a separate TEC consisting of 3(Three) members. For that only one external member shall be included.
* Chaired by an official one step below the Executive Head.
* One external member from local public representative/ School teachers/Government employees. The single external member for TEC regarding RFQM shall be included from this category.
* Other external member should be from another PO of PKSF holding permanent position.
* Internal members shall come from Project In-Charge/ Accounts Section/ Administration Section.
* Project In-Charge the Member-Secretary of the TEC.
* Honorarium shall be provided for external members.
* Honorarium for external TEC members for each meeting shall be Taka 500 (five hundred) only per member but not exceeding Taka 1000 (One thousand) per member for a single procurement package. For RFQM, honorarium for external TEC members shall be fixed at Taka 500 (five hundred) for each package. Moreover, if evaluation of more than one package is done in a single meeting, honorarium of only one meeting shall be given.
* No honorarium shall be provided for POs own staff.

***7.2 Formation of TOC:***

* Consists of 3(Three) members
* Chaired by an official one step below the Executive Head.
* TOC must include one member from the corresponding TEC
* Internal members may be from Project In-Charge/ Accounts Section/ Administration Section.

***7.3 Formation of Direct Purchase Committee (DPC):***

Apart from the committees mentioned above, another procurement committee regarding direct cash purchase may require to be formed. For the procurement to be carried out under the category mentioned in paragraph 5.1.3(a), DPC shall be formed with 5(five) members considering the followings:

* 2 (two) members from the PO officials.
* The concerned beneficiary.
* Representative from beneficiary group (may be of different adaptive activity).
* A field level official of another PO of PKSF
* Honorarium for the external PO member may be provided.

**8.0 Use of Standard Bidding Documents:** The POs will follow the standard bidding documents prepared by the PKSF.

**9.0 Procurement Performance Review:** PKSF will monitor compliance with the requirements of its different procurement methods and performance standards on a continuous basis. As part of the project’s planned mid-term and annual review, a comprehensive assessment of procurement performance will also be carried out.

***9.1 Prior Review for projects****:* The procurement plan shall set forth those contracts which shall be subject to the PKSF’s prior review. All other contracts shall be subject to post review. The initial procurement plan agreed upon with the PO indicates the following prior review thresholds, which are updated annually, based on the review of the capacity and performance of the PO and reflected in the updated procurement plan as appropriate:

Each contract for goods procured on the basis of International Competitive Bidding shall be subject to prior review by PKSF;

First contract for Goods, works and non-consulting services procured by PO following National Competitive Bidding (NCB) method regardless of estimated value; thereafter, all contracts estimated to cost BDT 30,00,000 equivalent or more;

First contract for Goods, works and non-consulting services procured by PO following Shopping (Request for Quotations) method regardless of estimated value

First contract for consultant’s services provided by a firm regardless of estimated value

First contract for consultant’s services provided by individual consultant

All documents related to any specific procurement are subject to prior review.

***9.2 Post Review****:* For compliance with PPR procurement procedures, the PKSF may carry out sample post reviews of contracts at PO level.

**10.0 Compliance*:*** If the procurement does not comply with these procurement guidelines/PPR 2008 PKSF may declare that procurement as ***mis-procurement***. For that the budget for that part of procurement or as a whole may cut or stop or cancel.

**11.0 Complaints addressing procedure:** PKSF has a published Complaint Handling Mechanism (CHM). The CHM is intended for handling complaint cases related to procurement. The key elements of the complaints handling procedure are prepared to ensure accountability and good governance. The CHM has been prepared following corresponding provisions of the PPA-2006 and the PPR-2008. Circumstances under which a formal complaint may be lodged against a Procuring Entity and how that complaint shall be dealt identified and followed respectively as per provisions of the CHM.

**12.0 Contract Management**: Any Procurement Contract is managed following the provisions of the PPA 2006 and the PPR-2008.

**Annexure-I**

**Procurement Threshold**

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure Category** | **Contract Value** | **Procurement Method** | **Contracts Subject to Prior Review** |
| **(Threshold)** |
| **Goods**  **and**  **Non-Consulting Services** | > Tk. 5,00,00,000 | ICB | *All contracts* |
| >Tk. 25 ,00,000 up to Tk. 5,00,00,000 | NCB/OTM | *First contract for Goods, works and non-consulting services procured by PO following National Competitive Bidding (NCB) method regardless of estimated value; thereafter, all contracts estimated to cost BDT 30,00,000 equivalent or more.* |
| > =Tk. 2,00,000 up to Tk. 25,00,000 | RFQM | *First contract for Goods, works and non-consulting services procured by PO following Shopping (Request for Quotations) method regardless of estimated value* |
| < Tk. 2,00,000 | Direct Cash Purchase  *(Applicable only for the cases mentioned in para 5.1.3.1)* | *No prior review required for cases mentioned in paragraph 5.1.3 (a) For any other cases prior review is required.* |
| **Works** | >Tk. 10,00,00,000 | ICB | *All contracts* |
| >Tk. 25,00,000 up to Tk. 10,00,00,000 | NCB/OTM | *First contract for Goods, works and non-consulting services procured by PO following National Competitive Bidding (NCB) method regardless of estimated value* |
| >= Tk. 2,00,000 up to Tk. 25,00,000 | RFQM | *First contract for Goods, works and non-consulting services procured by PO following Shopping (Request for Quotations) method regardless of estimated value* |
| <Tk. 2,00,000  (Subject to prior approval from PKSF) | Direct Cash Purchase *(Applicable only for the cases mentioned in para 5.1.3.1)* |  |

***Contracts shall not be divided into packages in order to avoid any specific method or to adopt any less competitive method.***

**Annexure-II, Part-A**

**Procurement Plan Summary**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Procurement Plan Summary** | | | | | |
|  |  | Total estimated value of contract  (in '000 Tk) | Total number of packages | Number of contract awarded up to ../../... | Total value of awarded contracts up to *<date>* |
| 1 | Goods |  |  |  |  |
| 2 | Works |  |  |  |  |
| 3 | Services |  |  |  |  |

**Annexure-II, Part-B**

Procurement Plan for Goods and Non-consulting Services

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Contract Package Number** | **Contract Description** | **Unit** | **Qty/ Nos.** | **Estimated Price in ‘000 Tk. (Actual Contract Price in Contract Currency)** | **Procedure/ Method** | **Prior Review by PKSF**  **(Yes / No)** | **Planned Date of Bid Opening (Actual Date of Bid Opening)** | **Planned Date of Contract Signing (Actual Date of Contract Signing)** | **Planned Date of Delivery (Actual Date of Delivery)** | **Name of Supplier** | **Progress of Procurement as of ../../...** | **Remarks** |
| *(1)* | *(2)* | *(3)* | *(4)* | *(5)* | *(6)* | *(7)* | *(8)* | *(9)* | *(10)* | *(11)* | *(12)* | *(13)* | *(14)* |
| 1 | PO name/Project/G-01 | Procurement of ............ and accessories | L.S. | - |  | NCB | Yes | Month/Year (../../...) | Month/Year (../../...) | Month/Year (../../...) | -- |  |  |
| 2 | PO name/Project/G-02 |  |  |  |  |  |  |  |  |  |  |  |  |

Note:

Column4: LS- Lump sum, No- Number

Column7: Methods: OTM (Open Tender Method), NCB (National Competitive Bidding), Shopping (RFQ- Request for Quotation), DC- Direct Contract etc

Column12: At DPP stage you can not mention the name, but at project implementation stage you can write the name and report in the same format every quarter.

Column 13: Procured/Not procured/Procurement process started etc

Column 14: If any important notice needs to mention

**Annexure-II, Part-C**

Procurement Plan for Works

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Contract Package Number** | **Contract Description** | **Unit** | **Qty/ Nos.** | **Estimated Price in ‘000 Tk. (Actual Contract Price in Contract Currency)** | **Procedure/ Method** | **Prior Review by PKSF.  (Yes / No)** | **Planned Date of Bid Opening (Actual Date of Bid Opening)** | **Planned Date of Contract Signing (Actual Date of Contract Signing)** | **Planned Date of Delivery (Actual Date of Delivery)** | **Name of Supplier** | **Progress of Procurement as of ../../...** | **Remarks** |
| *(1)* | *(2)* | *(3)* | *(4)* | *(5)* | *(6)* | *(7)* | *(8)* | *(9)* | *(10)* | *(11)* | *(12)* | *(13)* | *(14)* |
| 1 | PO name/Project/W-01 | Procurement of ............ and commissioning | L.S. | - |  | NCB | Yes | Month/Year (../../...) | Month/Year (../../...) | Month/Year (../../...) | -- |  |  |
| 2 | PO name/Project/W-02 |  |  |  |  |  |  |  |  |  |  |  |  |

Note:

Column4: LS- Lump sum, No- Number

Column7: Methods: OTM (Open Tender Method), NCB (National Competitive Bidding), Shopping (RFQ- Request for Quotation), DC- Direct Contract etc

Column12: At DPP stage you can not mention the name, but at project implementation stage you can write the name and report in the same format every quarter.

Column 13: Procured/Not procured/Procurement process started etc

Column 14: If any important notice needs to mention

**Annexure-II, Part-D**

Procurement Plan for Services

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Contract Package Number** | **Contract Description** | **Unit** | **Qty/ Nos.** | **Estimated Price in ‘000 Tk. (Actual Contract Price in Contract Currency)** | **Procedure/ Method** | **Prior Review by PKSF (Yes / No)** | **Planned Date of Bid Opening (Actual Date of Bid Opening)** | **Planned Date of Contract Signing (Actual Date of Contract Signing)** | **Planned Date of Delivery (Actual Date of Delivery)** | **Name of Supplier** | **Progress of Procurement as of ../../...** | **Remarks** |
| *(1)* | *(2)* | *(3)* | *(4)* | *(5)* | *(6)* | *(7)* | *(8)* | *(9)* | *(10)* | *(11)* | *(12)* | *(13)* | *(14)* |
| 1 | PO name/Project/S-01 | Procurement of ............ | PM | - |  | RFP | Yes | Month/Year (../../...) | Month/Year (../../...) | Month/Year (../../...) | -- |  |  |
| 2 | PO name/Project/S-02 |  |  |  |  |  |  |  |  |  |  |  |  |

Note:

Column4: PM- Per month, LS-Lump sum

Column8: PPR-Public Procurement Rule 2008

Column7: Methods: QCBS (Quality and cost based selection), RFP (Request for proposal), SSS (Single source selection) etc

Column13: At DPP stage you can not mention the name, but at project implementation stage you can write the name and report in the same format every quarter.

Column 14: Procured/Not procured/Procurement process started etc

Column 15: If any important notice needs to mention.

**Annexure : *III-A***

***Process Flow Diagram for Open Tendering Method (OTM)***

**Issuance and Advertisement of IFT**

**Preparation of Tender Document**

**Preparation & Approval of Official Cost Estimate**

**Preparation of Specification**

**Approval of OTM in Procurement Plan**

**Pre Tender Meeting (Optional)**

**May require Tech. Sub Committee**

**Sub. of Performance Security**

**Payment & End of Procurement**

**Sale of TD and Receiving of Tenders**

**Contract Management**

**Contract Signing**

**Issuance of NOA**

**Approval of Evaluation Report by AA.**

**Submission of Evaluation Report to the AA**

**Evaluation of Tenders by TEC**

**Opening of Tenders by TOC**

**Closing of Tender Receiving**

**Annexure : *III-B***

***Process Flow Diagram for Request For Quotation Method (RFQM)***

**No price charging for QD**

**Sending RFQ to the prospective Bidders**

**Preparation of Quotation Document**

**Preparation & Approval of Official Cost Estimate**

**Preparation of Specification**

**Approval of RFQM in Procurement Plan**

**Issuance of Work/Purchase Order**

**Approval of Evaluation Report by AA.**

**Opening & Evaluation of Quotation by TEC**

**Recommending Lowest Responsive Quotation**

**Receiving priced Quotations**

**Payment & End of Procurement**

**Contract Management**

**No Performance Security**

**No Tender Security**

**Contract Signing**

**(Only for Works)**