Democratic Socialist Republic of Sri Lanka

Supplement - 8
To the
PROCUREMENT MANUAL
Issue Date: 2006-10-11

(To be used along with Procurement Guidelines 2006 Goods & Works)

This supplement supersedes the sections

PROCUREMENT GUIDELINE REFERENCE: 2.7.1
CABINET APPOINTED PROCUREMENT COMMITTEES (CAPC)

NATIONAL PROCUREMENT AGENCY

PROCUREMENT GUIDELINE REFERENCE: **2.7.1** **CABINET APPOINTED PROCUREMENT COMMITTEES (CAPC)**

NPA will appoint CAPC to handle Procurement Actions as indicated in Guideline 2.3 from the accredited list maintain by them. The Composition of CAPC is given below:

Composition

a) The number of members in a CAPC shall be <u>not less than</u> three;

b) There shall be a chairperson for each CAPC;

c) The Secretary or an officer not less than the rank of an Additional Secretary of the Line Ministry shall be a member of the CAPC

The Chairperson of the TEC or his nominee(s) from the TEC members shall be available as non member at all meetings for CAPC to make clarifications. The Liaison Officer for procurement or where a Liaison Officer is not available, a senior officer from the Line Ministry, shall be the non-member Secretary of the CAPC. .

Request for appointment of CAPC

The request for the appointment of a CAPC shall be made to the CEO (NPA), by the Secretary to the Line Ministry. Please refer the Format given in this manual to make such requests.

At no stage the composition, names or any other details of the PC/TEC members shall be divulge to the bidders. Other than when direct negotiations are required with the bidders, PC and TEC members should not communicate directly with the bidders. All such communications should be done through the PE

FORMAT FOR REQUESTING THE APPOINTMENT OF CAPC AND TEC

1 **Details of the Ministry and Procuring Entity:**

    i. Details of Ministry;

       i.   Name of Ministry

       ii. Address:

       iii. Name of Secretary:

       iv. Contact details of Secretary:
           phone; …………; fax; …………..; e-mail ………..

       v. Name of Procurement Liaison Officer:

       vi. Contact details of liaison officer:
           phone; …………; fax; …………..; e-mail ………..

    ii. Details of Procuring Entity (PE);

       i.   Name:

       ii. Name of Officer in charge:

       iii. Contact details of OIC:
           phone; …………; fax; …………..; e-mail ………..

       iv. Name of Procurement Liaison Officer (if any):

       v. Contact details of liaison officer:
           phone; …………; fax; …………..; e-mail ………..

2 **Title/s of the proposed contract/s (if package of contracts list them separately)**

    i.   Title:

    ii. Contract Reference number:

    iii. Procurement Plan Ref:

    iv. Works/Goods/Service/Consultancy Service:

3 **Description of the Contract/s:** (describe type of goods/works/services proposed to procure)

4 **List of connected procurement in reference to Guideline 2.4.1** (give a detail description and whether different TECs are recommended):

5 **Cost estimates** (indicate separately for each connected procurement as above)

    i.   Source of Funds : GOSL/Foreign Fund

    ii. Funding Agency :

       (Only for Foreign Funds)

    iii. Term of Funds :

       (Loan/Grant)

6　**Status of procurement preparedness activities**:

    i.   Environmental/ social and other required clearances:

    ii.   Land acquisition (if needed):

    iii. Land clearance from obstacles:

    iv. Pre-qualification/bidding documents/RFP (including drawings, specifications, drawings, etc.)

7　**Draft Procurement Time Schedule** (Should be a separate attachment see Guideline 4.2.2 for format)

8　**Indicate any special requirements for experience and qualification of PC members. (Indicate area of expertise)**

9　Any special requirement for experience and qualification of TEC members (Indicate area of expertise)

10　**Suggested members for the TEC**:

    i.   Name 1: ……………………………………………………… ;

        Designation: ………………………………. ;

        Area of Specialty: …………………………………..

        Address …………………………………………………………..;

        Phone; …………….…..; fax; ……………..; e-mail ………………

    ii. Name 2: ……………………………………………………….. ;

        Designation: ………………………………..…… ;

        Area of Specialty: …………………………………………………….

        Address …………………………………………………………..;

        Phone; …………….…..; fax; ……………..; e-mail ………………

    iii. Name 3: ………………………………………………………..…… ;

        Designation: …………………………………..…… ;

        Area of Specialty: ……………………………………………….

        Address …………………………………………………………..;

        Phone; …………….…..; fax; ……………..; e-mail ………………

I certify that the current status of procurement preparedness activities as indicated in paragraph 6 above will not hinder the contract implementation.

Signature of the Secretary:　　　　　　　**DATE:**

Name