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MINISTRY OF FINANCE AND MASS MEDIA

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මගේ අංකය } PFD/e-GP/Circular/2018
எனது இல. }
My No. }

ඔබේ අංකය }
உமது இல. }
Your No. }

දිනය } 23.10.2018
திகதி }
Date }

PFD Circular No: 05/2018

All Secretaries to the Ministries
All Heads of the Departments

Introduction of an Electronic Government Procurement (e-GP) System into the Sri Lanka Public Sector

Background

Following the fourth South Asia Region Public Procurement Conference held in Sri Lanka under the theme “e-GP in South Asia - Achievements, Opportunities and Challenges” from 20th February to 23rd February 2017 in Colombo and Kandy under the auspices of H.E. the President and then Hon. Minister of Finance, the Department of Public Finance under the Ministry of Finance and Mass Media has initiated actions to develop an Electronic Government Procurement (e-GP) system with the approval of the Cabinet of Ministers.

The Working Group appointed for this purpose with diverse professionals has made wide recommendations on the introduction of an e-GP system for Sri Lanka. Accordingly, an e-GP Secretariat has been setup under the Department of Public Finance to implement those recommendations in consultation with the government institutions. e-GP system to meet the local needs in compliance with the government procurement guidelines is being developed with the technical assistance of the School of Computing of the University of Colombo currently.

02. The implementation of e-GP system will immensely support the public procurement system which helps utilize scarce resources enhancing economy, efficiency, transparency and accountability in government procurement processes. The e-GP system will also generate significant savings by reducing Procurement Cycle Time given its speed, accuracy, efficiency, and confidentiality with minimum room for manipulations and corrupt practices.

03. Accordingly, the e-GP Secretariat will take the following course of actions in relation to its implementation, and invites your co-operation towards this transformation in procurement management in the public sector.

(i) Appointment of Liaison Officers at Procurement Entities

It is essential to appoint Liaison Officers, to be the first contact points of the procurement entities working in the dedicated procurement cells in the procuring entities who coordinate with the e-GP Secretariat to ensure smooth implementation of the system. Therefore, it is required to nominate a suitable officer (Staff Grade Officer who is conversant with the subject of public procurement and reasonable experience and knowledge in the use of ICT) as a Liaison Officer for your organization. Nominated officer should preferably have uninterrupted service term of two (2) years ahead at least.

(ii) Collection of Baseline Data

To track the progress and achievement of outcomes, it is required to compare with baseline data on procurement transactions of your institution for the past 3 years commencing from 2015. This would provide the e-GP Secretariat much needed data and information on Varieties, Volumes and Values (3Vs) of goods, services and works for last few years to ascertain the significance of the procurement transactions. The e-GP Secretariat expects to obtain the details of procurement transactions which could be used in designing the scope of the system in relation to your organization through the liaison officers.

(iii) Preparation & Electronic Submission of Procurement Plan – 2019

In accordance with the Public Finance Circular 01/2014, procuring entities are required to prepare annual procurement plans. The Procurement Plan prepared for 2019 as per the format given as Annex III in electronic form should be submitted to the following email address so that the e-GP Secretariat could upload it to the e-GP system.

promise@pfd.treasury.gov.lk

(iv) Access key to the e-GP system

Once the procurement liaison officer is appointed for your institution he/she will be issued with the access key to login to the system, and use common information with regard to vendors under different goods and services, generic specifications for commonly used items etc. as a guiding reference. Moreover, the liaison officers will facilitate the procurement entity in using the proposed e-GP system.

(v) Training

All required information as to how the e-GP system could be used by the procuring entities and vendors, suppliers and contractors will also be available on the system as a guiding reference. The liaison officers, vendor and suppliers will also be given hands-on training on the system and these sessions will be conducted in Colombo, Kandy, Galle, Badulla, Anuradhapura and Polonnaruwa initially and gradually extended to other regions as well.

(vi) Help Desk Service

With the launch of the e-GP system, a help desk service will be made available by the e-GP Secretariat through a hotline and a dedicated e-mail address for procurement entities as well as for vendors and service providers continuously until the e-GP system is fully functional.

04. Accordingly you are hereby instructed to,

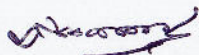
- i. nominate a suitable officer as a Liaison officer of your organization and submit the details of the officer as per the format in **Annexure I on or before 1st of November 2018**
- ii. furnish the information as per the format given as **Annexure II** to the Department of Public Finance **on or before 10th of November 2018** on procurement transactions of your institution for the past 3 years commencing from 2015
- iii. submit the Procurement Plan prepared for 2019 as per the format given as **Annexure III** in electronic form to the following email address **on or before 21st December 2018**

promise@pfd.treasury.gov.lk

(All information must be prepared using MS-Excel)

05. If you need further information, clarifications and details, please contact Director General of Department of Public Finance on 2484614, Ms. S.G. Pathirage, Director on 2484634, Mrs. C.H.Ranathunga, Assistant Director on 2484766 or Mr. M.G.G. Vidyarathna, ICT officer of the e-GP Secretariat on 2484600 Ext 1169.

Your cooperation in this respect is much appreciated.



R.H.S. Samarathunga
Secretary to the Treasury

Details of Liaison Officer

Ministry

Name with Initials:

Title Initials Last name

Post

Service

Tenure in the current position

NIC Date of Birth

Office:

Address

Phone Mobile

Fax Email

Residence:

Address

Phone Mobile

Fax Email

THE FORMAT FOR PROCUREMENT PLAN-2019

Procurement Plan for Year 2019

Ministry of

Ministry/ Agency/ Inistry	Procurement Category (Goods, Works, Services and IS etc)	Estimated Cost (Rs. Mn)	Source of Financing /Name of the Donor	Procurement Method (ICB,LIB, LNB, and National Shopping etc.)	Level of Authority (CACP, SCAPC, MPC etc)	Priority Status P=Priority N=Normal	Current Status of procurement preparedness activities	Scheduled date of commencement	Scheduled date of Completion	Remarks	Budget attached for 2019 and in the medium term

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Prepared by

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Approved by the Ministry

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Date