

# GCC CONSIDER

### MINISTRY OF FINANCE

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	ශූී ලංකාව.	இலங்கை	Sri Lanka		
	කාර්යාලය ) (94)-11-2484500	ராவீபீ	වෙව් අඩවිය		
	அலுஎலகம் > (94)-11-2484600	பெக்ஸ் } (94)-11-2449623	.බොඩ භාණ		
	Office ) (94)-11-2484700	Fax	Website		
	® രേ പ്രതമ ഒങ്ളു இல. MF/PMU/CIR/2016 My No.	මබේ අංකය 2_හළු මුහ. } Your No.	දිනය නිසිනි 29.04.2016 Date		

Procurement Monitoring Circular No: 01/2016

To: All Secretaries of the Ministries

#### Establishment of Procurement Monitoring Unit (PMU) at Ministry of Finance

Ministry of Finance has been directed by the Cabinet of Ministers to establish a Procurement Monitoring Unit (PMU) to ensure provision of goods, works, and services of government organizations in open, fair, competitive, and accountable manner delivering value for money to the government.

- 02. It is reported that undue delays in procurement process, poor quality in goods, works, and services, and biased decisions have affected the quality of the government development programmes. Therefore, in order to address the issues affecting the delays and the quality of procurements, a Procurement Monitoring Unit has been established to monitor the procurement process of each procurement the government undertakes.
- 03. The purpose of the PMU is to monitor, and where necessary, facilitate the normal procurement process undertaken by the ministry/state agency in order to ensure transparency and efficiency of the process. If the PMU finds that there are issues with the procurement process, it will immediately notify the Cabinet Committee on Economic Management, which will then bring it to the attention of the Cabinet of Ministers.
- 04. At this initial stage, the PMU will monitor the procurements coming under cabinet-level threshold. Accordingly, you are kindly requested to designate an officer to liaise with the PMU in achieving this national task. It is preferred if the officer handling the subject of procurement is nominated for this purpose.
- 05. Attached herewith is the schedule of on-going procurement activities under SCAPC & CAPC level relevant to your ministry. If there are procurement activities not reflected in the attached schedule, please include procurement activities in to the same schedule. Further, you are kindly requested to send the following information in Microsoft Excel files by email to nonisbc@pfd.treasury.gov.lk and it1@pfd.treasury.gov.lk, or deliver to reach the address given below on or before 15th May 2016. The softcopies of the formats can be obtained by making an email request to it1@pfd.treasury.gov.lk.

- i. Annual Procurement Plan 2016
- ii. Procurement Time Schedule (PTS) for each procurement
- iii. Current status of the individual procurement
- iv. Details of designated officer

Please deliver information to the address given below.

Mr. P.B.S.C. Nonis Director Public Finance Procurement Monitoring Unit Ministry of Finance The Secretariat Colombo 01.

06. If you need any clarification you may contact following officers.

- 1. Mr. Daya Liyanage, Advisor (Phone: 0112484978)
- 2. Mr. Mr. P.B.S.C. Nonis, Director (Phone: 0112484631)

Mosses

R.H.S. Samaratunga Secretary to the Treasury

#### Copies:

- 1. Secretary to the Prime Minister
- 2. Secretary to the Cabinet of Ministers
- 3. Chairman, National Procurement Commission

#### Instructions on Filling Master Procurement Plan

Instructions on Filling Master Procurement Plan

Department of Public Finance wishes to use the "Procurement Plan" worksheet in this Excel file to automatically populate a Procurement Information database.

Therefore, please go through the instructions below before filling the worksheet. Column A: Ser. No.

This is a serial number given to each procurement in the plan, and should not change from time to time. This same serial number will be used to identify a particular procurement until the completion of the For columns C - "Procurement Category", F (Source of Financing / Name of The Donor), G (Procurement Method), H (Level of Authority), please copy and paste the relevant value from the reference table. If you can not find the relevant value in the reference tables please type the relevant value and mark in

PROCUREMENT GUIDELINE REFERENCE: 4.2.1

## Master Procurement Plan for the Year 2016 Ministry of ......

Ser. No.	Department/	Procurement	Title of the Procurement	Estimated	Source of	Procurement	Level of	Priority	Current	Scheduled date	Scheduled	Remarks
	Line Agency/	Category			Financing /	Method	Authority		status of	of	date of	
	Ministry	(Refer Table)			Name of	(Refer Table)				commencement	completion	
					The Donor		Table)		preparedness	(in yyyy-mm-dd	(in yyyy-mm-dd	
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**Procurement Category** 

Goods Works Services **Funding Source** 

ADB GoSL JBIC JICA

Korean

**Procurement Method** 

ICB - International Competitive Bidding

LIB - Limited International Bidding

LNB - Limited National Bidding

NCB - National Competitive Bidding

NS - National Shopping

PPP - Private Public Partnership

**Direct - Direct Contracting** 

**Level of Authority** 

CAPC

CANC

CACPC

**SCAPC** 

Form: PMU-01

## Procurement Time Schedule Ministry of ......

Please complete this form with the expected time schedule

Title of the Procurement	Commencement Date.	Date of Advertisement	Bid Closing Date	Completion of Evaluation	Date of Procurement Committee Determination	Apeal Board Decision	Cabinet Memorandum Date	Cabinet Decision Date	Awarding Letter Date	Remarks
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Form: PMU-02

Current Status	of Individual Procurements
Ministry of	

Please complete this form with the actual completion dates

#### NOTE:

- 1) Please fill the relevant columns only.
- 2) Use yyyy-mm-dd format for all the dates.
- 3) Add procurements not listed below.
- 4) If you make a change to columns A or B, please mark such changes in red.

Title of the Procurement	PFD File No	A STATE OF THE PARTY OF THE PAR	Date of Advertisement	Evaluation	Date of Procurement Committee	Apeal Board Decision	Cabinet Memorandum Date	Cabinet Decision Date	Awarding Letter Date	Remarks
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#### Details of Liaison Officer

1)	Ministry:	·····
2)	Name (Mr / Mr	rs / Miss /):
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3)	Designation:	
4)	Official Contact	Details
	(1) Address:	
	(2) Phone:	
	(3) Fax:	
	(4) Mobile:	· · · · · · · · · · · · · · · · · · ·
	(5) Email:	· · · · · · · · · · · · · · · · · · ·

Emailing of completed form to <a href="mailto:nonisbc@pfd.treasury.gov.lk">nonisbc@pfd.treasury.gov.lk</a> is preferred.