

Democratic Socialist Republic of Sri Lanka

Supplement –32

To the

PROCUREMENT MANUAL

Issue Date: 15.03.2017

Effective Date – for procurements initiated after 01.03.2017

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

PROCUREMENT GUIDELINE REFERENCE: 2.9.1

**This supplement supersedes the supplement 25 to the
Procurement Manual**

**Payments for Members of Procurement Committees,
Technical Evaluation Committees/ Project Committees, staff officers
and other officers assisting procurement activities**

DEPARTMENT OF PUBLIC FINANCE

Payments for Members of Procurement Committees, Negotiating Committees, Technical Evaluation Committees/Project Committees, staff officers and other officers assisting procurement activities

Members of the Procurement Committees, Technical Evaluation Committees/Project Committees, alternate members, staff officers and other officers assisting procurement activities shall be paid for participation of such committee meetings. However, it should be noted that the payment scheme shall not be applied and no payment should be made when procurements are carried out by adhering to shopping or direct contracting procedure.

Payments for participation at meetings shall be made to the members only if they have participated meetings. Where an alternate member has participated in such meetings in place of a permanent member, the alternate member will be entitled to receive payments in proportionate to the number of meetings attended by such member.

The payment given herein shall be reduced by 40% at the 1st instance of absence at a meeting by a member unless arrangements have been made for the alternate member to participate. The second absence by a member without making arrangements for the alternate member to participate shall result in no payment and such occurrence shall be immediately informed to the Department of Public Finance.

The members may scrutinize the documents or perform any other work connected with the procurement outside the meetings and outside the normal legitimate working hours of the members. However, it is mandatory that the members shall meet at least on two occasions to discuss and agree on the matters connected to the procurement under consideration to be entitled for a payment and such meetings shall be held outside the normal working hours. The total payments a government or any state organization officer is entitled as fees for participating in procurements during any quarter shall not exceed the aggregate of basic salary of that officer for the quarter concerned.

To implement this requirement the following method shall be followed:

- a) The officer shall receive all payments paid to him as explained above by his/her own organization or any other outside organization as fees for serving in the procurement process;
- b) At the end of any quarter, if the aggregate of such payments received exceeds the aggregate of basic salary of the officer for the quarter concerned, the officer shall refund such excess amount to the organization of which he/she is regularly employed; and
- c) If any officer has not refunded such excess money it will be considered as a fraudulent practice. Any officer who is noted/reported to have acted in contradiction to the above shall be disqualified to be served as a member of future procurements and may be subjected to disciplinary procedures.

Instances where TEC/PC is unable to accomplish their tasks due to reasons beyond their control, and if the CAO is of the view that the members spend considerable amount of time, the CAO may approve a reasonable payment to the members of such committees. This payment scheme is applicable only for procurements exceeding value of SL Rs. 2 Mn. However, if assistance of an external member to the PE is obtained for the TEC considering the nature and the complexity of the procurement, such officer may be paid a reasonable amount as decided by the head of PE. Such payment should be lower than the payments indicated in the schedule 2.9.1 for the lowest range.

Note: This payment scheme will be applied as follows:

When contract is awarded within the PTS (Supplement 31) – 100%

When contract is awarded outside the PTS (Supplement 31) – 50%

PROCUREMENT GUIDELINE REFERENCE: 2.9.1

Payments for Members of the Procurement Committees - Cabinet Appointed Procurement Committee (CAPC), Cabinet Appointed Negotiating Committee (CANC), Standing Cabinet Appointed Procurement Committee (SCAPC), Ministry Procurement Committee (MPC), Department Procurement Committee (DPC), Project Procurement Committee (PPC) and Regional Procurement Committee (RPC)

Value or nature of the Procurement - Goods Works or Services (in Rs million)		Payment for Chairman, if contract award is completed		Payment for other members, if contract award is completed within	
		Within the PTS Rs.	Beyond the PTS Rs.	Within the PTS	Beyond the PTS Rs.
GOSL Funds	Foreign Funds				
More than 1000 with PQ	More than 3000 with PQ	40,000	20,000	30,000	15,000
More than 1000 without PQ	More than 3000 without PQ	40,000	20,000	30,000	15,000
More than or equal to 500 and less than 1000 with PQ	More than or equal to 2000 and less than 3000 with PQ	30,000	15,000	25,000	12,500
More than or equal to 500 and less than 1000 without PQ	More than or equal to 2000 and less than 3000 without PQ	30,000	15,000	25,000	12,500
More than or equal to 250 and less than 500 with PQ	More than or equal to 1000 and less than 2000 with PQ	25,000	12,500	20,000	10,000
More than or equal to 250 and less than 500 without PQ	More than or equal to 1000 and less than 2000 without PQ	25,000	12,500	20,000	10,000
More than or equal to 100 and less than 250 with PQ	More than or equal to 500 and less than 1000 with PQ	20,000	10,000	15,000	7,500
More than or equal to 100 and less than 250 without PQ	More than or equal to 500 and less than 1000 without PQ	20,000	10,000	15,000	7,500
More than or equal to 25 and less than 100 with PQ	More than or equal to 250 and less than 500 with PQ	15,000	7,500	12,000	6,000
More than or equal to 25 and less than 100 without PQ	More than or equal to 250 and less than 500 without PQ	15,000	7,500	12,000	6,000
More than or equal to 5 and less than 25	More than or equal to 100 and less than 250 with PQ	6,000	3,000	4,000	2,000
	More than or equal to 100 and less than 250 without PQ	5,000	2,500	3,500	1,750
	More than or equal to 25 and less than 100 with PQ	4,000	2,000	3,500	1,750
	More than or equal to 25 and less than 100 without PQ	3,500	1,750	2,500	1250
More than or equal to 2 and less than 5	More than or equal to 2 and less than 25	3,000	1,500	2,000	1,000

PQ = Pre-Qualification

PTS = Procurement Time Schedule

PROCUREMENT GUIDELINE REFERENCE: 2.9.1

**Payments for Members of the Technical Evaluation Committee (TEC)
and Project Committee (PC)**

Value or nature of the Procurement - Goods Works or Services (in Rs million)		Payment for Chairman, if contract award is completed		Payment for other members, if contract award is completed within	
		Within the PTS Rs.	Beyond the PTS Rs.	Within the PTS	Beyond the PTS Rs.
GOSL Funds	Foreign Funds				
More than 1000 with PQ	More than 3000 with PQ	35,000	17,500	25,000	12,500
More than 1000 without PQ	More than 3000 without PQ	35,000	17,500	25,000	12,500
More than or equal to 500 and less than 1000 with PQ	More than or equal to 2000 and less than 3000 with PQ	25,000	12,500	20,000	10,000
More than or equal to 500 and less than 1000 without PQ	More than or equal to 2000 and less than 3000 without PQ	25,000	12,500	20,000	10,000
More than or equal to 250 and less than 500 with PQ	More than or equal to 1000 and less than 2000 with PQ	20,000	10,000	15,000	7,500
More than or equal to 250 and less than 500 without PQ	More than or equal to 1000 and less than 2000 without PQ	20,000	10,000	15,000	7,500
More than or equal to 100 and less than 250 with PQ	More than or equal to 500 and less than 1000 with PQ	15,000	7,500	10,000	5,000
More than or equal to 100 and less than 250 without PQ	More than or equal to 500 and less than 1000 without PQ	15,000	7,500	10,000	5,000
More than or equal to 25 and less than 100 with PQ	More than or equal to 250 and less than 500 with PQ	10,000	5,000	8,000	4,000
More than or equal to 25 and less than 100 without PQ	More than or equal to 250 and less than 500 without PQ	10,000	5,000	8,000	4,000
More than or equal to 5 and less than 25	More than or equal to 100 and less than 250 with PQ	5,000	2,500	3,000	1,500
	More than or equal to 100 and less than 250 without PQ	5,000	2,500	3,000	1,500
	More than or equal to 25 and less than 100 with PQ	4,000	2,000	3,000	1,500
	More than or equal to 25 and less than 100 without PQ	4,000	2,000	3,000	1,500
More than or equal to 2 and less than 5	More than or equal to 2 and less than 25	2,500	1,250	2,000	1,000

Payment for Staff Officers and other Officers assisting Procurement Committees

If the Staff Officer assisting the procurement serving as a member of the Cabinet Appointed Procurement Committee (CAPC), Cabinet Appointed Negotiating Committee (CANC), Standing Cabinet Appointed Procurement Committee (SCAPC), Project Committee (PC) or Technical Evaluation Committee (TEC), he/she will not be entitled for staff officers payment.

Value of the Procurement – Goods, Works or Services Procurement		Staff Officer (Rs.)	Officer (Rs.)
GOSL Funded (Rs. Million)	Foreign Funded (Rs. Million)		
More than or equal to 100	More than or equal to 500	6,000	3,000
Less than 100 and more than or equal to 25	Less than 500 and more than or equal to 250	3,000	2,000
Less than 25 and more than or equal to 5	Less than 250 and more than or equal to 25	2,500	1,500
	Less than 25 and more than or equal to 5 m	2,000	1,000
Less than 5 and more than or equal to 2		1,000	500