



**Democratic Socialist Republic of Sri Lanka**

**Supplement - 7**  
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: 2.7.4  
MINISTRY PROCUREMENT COMMITTEES (MPC)

PROCUREMENT GUIDELINE REFERENCE: 2.7.5  
DEPARTMENT PROCUREMENT COMMITTEES (DPC)

PROCUREMENT GUIDELINE REFERENCE: 2.7.6  
PROJECT PROCUREMENT COMMITTEES (PPC)

**NATIONAL PROCUREMENT AGENCY**

PROCUREMENT GUIDELINE REFERENCE: **2.7.4**

**MINISTRY PROCUREMENT COMMITTEES (MPC)**

The CAO shall appoint the MPC to handle Procurement actions as indicated in Guideline 2.7.4. The CAO may appoint MPCs annually for different Agencies or different categories or components. The CAO may also appoint a minor PC to carry out procurement Actions for contracts not exceeding the sum stated in procurement manual reference 2.14.1. If so wishes the CAO may delegate the appointment of minor procurement committees to Additional Secretaries.

The Composition of MPC is given below:

**Composition of MPC for major contracts ( see procurement manual reference 2.14.1)**

- a) The number of members in a MPC shall be three;
- b) The CAO or an officer not less than the rank of an Additional Secretary to the Line Ministry shall be the chairperson.
- c) Where the Ministry is not the Procuring Entity, one member shall be the Head of Department or Project Director of the PE.
- d) The third member shall be from outside the ministry who is conversant in subject of procurement.

The Chairperson of the TEC or his nominee - from amongst the members of the TEC, shall participate as a non member at all meetings of MPC to make clarifications.

The Procurement Liaison Officer of the Procuring Entity shall be the non member Secretary for MPC. If Liaison Officer is unavailable, a senior officer from the Line Ministry, not below the rank of an Assistant Director (or equivalent) may serve as the non member Secretary for MPC.

**Composition of MPC for minor contracts ( see procurement manual reference 2.14.1)**

- a) The number of members in a MPC (minor committee) shall be three; However, CAO may increase the number of members by including additional subject specialists and make determination without the assistance of a TEC.
- b) Two senior staff officers may be appointed as chairperson/alternate chairperson. Either of these two officers shall be the chairperson.
- c) Other two members shall be staff officers. For each such member a suitable alternate member may be appointed. Either the member or the alternate member may serve in the committee.

The Procurement Liaison Officer of the Procuring Entity shall be the Secretary. If Liaison Officer is unavailable, a senior officer from the Ministry may serve as the Secretary.

**Request for appointment of MPC**

The request for the appointment of a MPC shall be made to the CAO, by the Head of the Department/Project Director as appropriate. Please refer next page for Format.

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 MPC AND TEC**

- 1 Procuring Entity:**
  - (a) Name:
  - (b) Name of Officer in charge:
  - (c) Contact details of OIC:  
phone; .....; fax; .....; e-mail .....
  - (d) Name of liaison officer (if any):
  - (e) Contact details of liaison officer: phone; .....; fax; .....;  
e-mail .....
- 2 Title/s of the proposed contract/s (if package of contracts list them separately)**
  - (a) Title:
  - (b) Contract Reference number:
  - (c) 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)
- 6 Status of procurement preparedness activities:**
  - (a) Environmental/ social and other required clearances:
  - (b) Land acquisition (if needed):
  - (c) Land clearance from obstacles:
  - (d) 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 Any special requirements for experience and qualification of PC members**
- 9 Any special requirement for experience and qualification of TEC members**

10 **Suggested number of members for the TEC:**

(a) Name 1: .....

Designation: .....

Area of Specialty: .....

Address .....

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

(b) Name 2: .....

Designation: .....

Area of Specialty: .....

Address .....

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

(c) 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 HD/PD:**

**DATE:**

**Name: .....**

cc: CEO,(NPA)

PROCUREMENT GUIDELINE REFERENCE: **2.7.5**  
**DEPARTMENT PROCUREMENT COMMITTEES (DPC)**

The CAO shall appoint the DPC to carry out Procurement actions as indicated in Guideline 2.7.5, The CAO may appoint DPCs annually, for different agencies or different categories or components. The CAO may also appoint a minor PC to carry out procurement Actions for contracts not exceeding the sum stated in procurement manual reference 2.14.1. . If so wishes the CAO may delegate the appointment of minor procurement committees to Additional Secretaries or to Head of the Department.

The Composition of DPC is given below:

**Composition of DPC for major contracts**

- a) The number of members in a DPC shall be three.
- b) The Head of Department shall be the chairperson.
- c) One member shall be a senior officer from the Procuring Entity or one who is knowledgeable in the subject matter of the Procurement under consideration.
- d) One member shall be from the Line Ministry in the rank of a Senior Assistant Secretary or a Director on par.

The Chairperson of the TEC or his nominee selected from amongst the TEC members shall participate at all meetings for DPC to make clarifications.

A senior officer from the Procuring Entity shall be the non member Secretary for DPC.

**Composition of DPC for minor contracts (see procurement manual reference 2.14.1)**

- a) The number of members in a MPC (minor committee) shall be three; However, CAO may increase the number of members by including additional subject specialists and make determination without the assistance of a TEC.
- b) Two senior staff officers may be appointed as chairperson/alternate chairperson. Either of these two officers shall be the chairperson.
- c) Other two members shall be staff officers. For each such member a suitable alternate member may be appointed. Either the member or the alternate member may serve in the committee.

One member shall be from the Procuring Entity or one who is knowledgeable in the subject matter of the Procurement under consideration.

**Request for appointment of DPC**

The request for the appointment of a DPC shall be made to the CAO, by the Head of the Department/Project Director as appropriate. Please refer next page for Format

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

PROCUREMENT GUIDELINE REFERENCE: **2.7.5 (Cont)**  
**FORMAT FOR REQUESTING THE APPOINTMENT OF DPC AND  
TEC**

- 1 Procuring Entity:**
  - (a) Name:
  - (b) Name of Officer in charge:
  - (c) Contact details of OIC:  
phone; .....; fax; .....; e-mail .....
  - (d) Name of liaison officer (if any):
  - (e) Contact details of liaison officer:  
phone; .....; fax; .....; e-mail .....
- 2 Title/s of the proposed contract/s (if package of contracts list them separately)**
  - (a) Title:
  - (b) Contract Reference:
  - (c) 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)
- 6 Status of procurement preparedness activities:**
  - (a) Environmental/ social and other required clearances:
  - (b) Land acquisition (if needed):
  - (c) Land clearance from obstacles:
  - (d) 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 Suggested members for PC members**
  - (a) Name 1: ..... ;  
Designation: ..... ;  
Area of Specialty: .....  
Address .....;  
Phone; .....; fax; .....; e-mail .....

- (b) Name 2: ..... ;  
 Designation: ..... ;  
 Area of Specialty: .....  
 Address ..... ;  
 Phone; .....; fax; .....; e-mail .....
- (c) Name 3: ..... ;  
 Designation: ..... ;  
 Area of Specialty: .....  
 Address ..... ;  
 Phone; .....; fax; .....; e-mail .....

**9 Suggested members for the TEC:**

- (a) Name 1: ..... ;  
 Designation: ..... ;  
 Area of Specialty: .....  
 Address ..... ;  
 Phone; .....; fax; .....; e-mail .....
- (b) Name 2: ..... ;  
 Designation: ..... ;  
 Area of Specialty: .....  
 Address ..... ;  
 Phone; .....; fax; .....; e-mail .....
- (c) 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 HD/PD:**

**DATE:**

Name: .....

PROCUREMENT GUIDELINE REFERENCE: **2.7.6**

**PROJECT PROCUREMENT COMMITTEES (PPC)**

The CAO shall appoint the PPC to carry out Procurement Actions as indicated in Guideline 2.7.6. The CAO may appoint permanent PPCs for different agencies or different categories or components. The CAO may also appoint a minor PC to carry out procurement Actions for contracts not exceeding the sum stated in procurement manual reference 2.14.1. If so wishes the CAO may delegate the appointment of minor procurement committees to Additional Secretaries, or to the Project Directors.

The Composition of PPC is given below:

**Composition of PPC for major contracts**

- a) The number of members in a PPC shall be three;
- b) If the Project Director, is a class 1 officer of the Sri Lanka All island Services then he shall be the chairperson otherwise a representative of the ministry who shall be a class 1 officer of the Sri Lanka All island Services shall the Chairperson; If the project Director is not a class 1 Officer of the Sri Lanka All Island Services the CAO under the Personnel approval may delegate the Chairmanship to the Project Director
- c) If Project Director is not the Chairman then he shall be a member;
- d) One member shall be a senior officer from the Procuring Entity who is knowledgeable in the subject matter of the Procurement under consideration;
- e) One member (Class 1 officer) shall be a representative from the Ministry;

The Chairperson of the TEC or his nominee from the TEC members shall participate as non member at all meetings for PPC to make clarifications.

The Procurement Specialist of the project shall be the non member secretary for PPC.

**Composition of PPC for minor contracts (see procurement manual reference 2.14.1)**

- a) The number of members in a MPC (minor committee) shall be three; However, CAO may increase the number of members by including additional subject specialists and make determination without the assistance of a TEC.
- b) Two senior staff officers may be appointed as chairperson/alternate chairperson. Either of these two officers shall be the chairperson.
- c) Other two members shall be staff officers. For each such member a suitable alternate member may be appointed. Either the member or the alternate member may serve in the committee.

One member shall be from the Procuring Entity or one who is knowledgeable in the subject matter of the Procurement under consideration.

**Request for appointment of PPC**

The request for the appointment of a PPC shall be made to the CAO, by the Project Director. The form of request shall be same as applicable to DPC (Guideline 2.7.5)

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