

# **Democratic Socialist Republic of Sri Lanka**

## **Supplement 35**

**To the**

### **PROCUREMENT MANUAL**

**Issue Date: 25.03.2020**

**Effective Date: 25.03.2020**

**To be used along with the Government Procurement Guidelines - 2006  
(Goods and Works)**

This supplement supersedes the Supplement 34 to the Procurement Manual

**Guideline Reference: 2.14.1**

**Authority limits of Procurement Committees for Contract Award  
Recommendation/Determination under Open Competitive Bidding Procedure  
(Guideline 3.1, 3.2 or 3.3), Shopping Procedure (Guideline 3.4), Direct  
Contracting (Guideline 3.5) or Repeat Orders (Guideline 3.6)**

**for procurement of Works, Goods and Services other than  
Consultancy Services**

**DEPARTMENT OF PUBLIC FINANCE**

PROCUREMENT GUIDELINE REFERENCE: 2.14.1

**AUTHORITY LIMITS OF PROCUREMENT COMMITTEE FOR CONTRACT  
AWARD RECOMMENDATION/DETERMINATION**

When Open Competitive Bidding Procedure (Guideline 3.1, 3.2 or 3.3), Direct Contracting Procedure (Guideline 3.5) or Repeat Order Procedure (Guideline 3.6) is followed for the procurement of goods, works and services other than consultancy services.

1. The total cost estimate of each procurement shall be considered in deciding the Procurement Authority;
2. In the case of rentals and leases, the contract value for the entire rental or lease period shall be considered in deciding the procurement authority.

<b>Authority</b>	<b>GOSL Funded Projects</b>	<b>Foreign Funded Projects</b>
Standing Cabinet Appointed Procurement Committee (SCAPC)	More than Rs. 500 Mn	More than Rs.1000 Mn.
Cabinet Appointed Procurement Committee (CAPC)		
Ministry Procurement Committee (MPC)	Up to Rs.500 Mn.	Up to Rs.1000 Mn.
Department Procurement Committee (DPC)/Project Procurement Committee (PPC)	Up to Rs.200 Mn.	Up to Rs.500 Mn.
Regional Procurement Committee (RPC)	Up to Rs.25 Mn.	Up to Rs.50 Mn.

PROCUREMENT GUIDELINE REFERENCE: 2.14.1 (Cont ...)

**When Shopping Procedure (Guideline 3.4) is followed for the procurement of goods, works and services other than consultancy services**

1. For supply & service contracts, quotations may be invited from:
  - (a) Suppliers listed in SLT rainbow pages etc, if sufficient number of reputed vendors are listed
  - (b) Suppliers registered with the Procuring Entity: if applicable
2. For construction contracts, quotations may be invited from registered contractors including Community Based Organizations (CBO)

The Procuring Entity shall use standard documents in line with the Government Procurement Guidelines, where applicable and bids shall be closed at pre-disclosed deadline and public bid opening.

Level of Authority	Minimum quotations to be invited	Limits of Authority	
		GOSL funded (Rs. Mn)	Foreign Funded (Rs. Mn)
MPC	<b>Works</b> By inviting at least five sealed quotations	Up to 20	Up to 20
	<b>Goods &amp; Services other than Consultancy Services</b> By inviting at least five sealed quotations	Up to 12	Up to 18
	<b>Goods &amp; Services other than Consultancy Services</b> By inviting at least three sealed quotations	Up to 8	Up to 8
DPC / PPC	<b>Works</b> By inviting at least five sealed quotations	Up to 10	Up to 15
	<b>Goods &amp; Services other than Consultancy Services</b> By inviting at least five sealed quotations	Up to 10	Up to 15
	<b>Goods &amp; Services other than Consultancy Services</b> By inviting at least three sealed quotations	Up to 5	Up to 5
RPC	<b>Works</b> By inviting at least five sealed quotations	Up to 3.5	Up to 3.5
	<b>Goods &amp; Services other than Consultancy Services</b> By inviting at least five sealed quotations	Up to 1	Up to 1
HD / PD/ CAO	<b>Works</b> By inviting at least three sealed quotations	Up to 1	
	<b>Goods &amp; Services other than Consultancy Services</b> By inviting at least three sealed quotations	Up to Rs. 500,000	

PROCUREMENT GUIDELINE REFERENCE: 2.14.1 (Cont ...)		
<b>Direct Purchase of smaller value repair works, goods and services (Guideline 3.5 and 3.6) (by GOSL funds or foreign funds)</b>		
<b>Level of Authority</b>	<b>Requirements to be fulfilled</b>	<b>Authority Limit</b>
CAO / HD / PD	<b>Works</b> <ul style="list-style-type: none"> <li>Satisfying the requirements given under Guideline 3.5 or 3.6</li> </ul>	Up to Rs. 500,000
	<b>Works</b> <ul style="list-style-type: none"> <li>When it is uneconomical to follow competitive procedure.</li> <li>CAO/HD/PD must ensure the economy of procurement.</li> <li>This authority should be used under the personnel supervision of CAO/HD/PD &amp; should not be delegated to any person.</li> </ul>	Up to Rs. 200,000
	<b>Goods &amp; Services other than Consultancy Services</b> <ul style="list-style-type: none"> <li>Satisfying the requirements given under Guideline 3.5 or 3.6</li> </ul>	Up to Rs. 200,000
CAO / HD / PD	<b>Goods &amp; Services other than Consultancy Services directly from open market</b> <ul style="list-style-type: none"> <li>When it is uneconomical to follow competitive procedure.</li> <li>CAO/HD/PD must ensure the economy of procurement.</li> <li>This authority should be used under the personnel supervision of CAO/HD/PD.</li> </ul>	Up to Rs. 100,000
HD / PD	<b>Repairs to motor vehicles and other equipments</b> <ul style="list-style-type: none"> <li>When it is uneconomical to follow competitive procedure.</li> <li>HD/PD must ensure the economy of procurement.</li> <li>This authority should be used under the personnel supervision of HD/PD.</li> <li>For repairs exceeding Rs. 200,000/- CAO's personnel approval should be obtained.</li> </ul>	Up to Rs. 200,000
Regional Heads or Officers in charge of separate units who were delegated authority by HD	<b>Goods or Services including equipment of smaller value not exceeding Rs. 15,000/- per event per day</b> <ul style="list-style-type: none"> <li>Total of such purchases during any calendar month should not exceed Rs. 60,000/-.</li> </ul>	Up to Rs. 15,000
	Repair motor vehicle to a value not exceeding Rs. 50,000/- per month	Up to Rs. 50,000

**AUTHORITY LIMITS FOR DEVIATING FROM PROCUREMENT PROCEDURE**

When it becomes necessary to deviate from tender procedures in very urgent and exceptional circumstances with regard to procurements under funds of the Government of Sri Lanka, the following competent authorities may authorize such deviations within the limits prescribed, provided that, the reasons are explicitly recorded in writing and a copy is forwarded to the Auditor General.

<b>Competent Authority</b>	<b>Authority limits for deviating from Procurement Procedure</b>
Head of Department (His personal approval is required)	Up to Rs. 250,000
Department Procurement Committee (DPC)	Up to Rs. 5 Mn
Ministry Procurement Committee (MPC)	Up to Rs. 10 Mn
Cabinet of Ministers	Above Rs. 10 Mn

**APPROVING AUTHORITY**

Before the contract is awarded approval from the following authorities (subject to the delegation of authority provided under FR 135) should be obtained for the recommendation / determination by the PCs.

Regional Procurement Committee (RPC)	Head of the Department
Project Procurement Committee (PPC)	Chief Accounting Officer
Department Procurement Committee (DPC)	
Ministry Procurement Committee (MPC)	
Cabinet Appointed Procurement Committee (CAPC)	Cabinet of Ministers

The Chief Accounting Officer (CAO) may appoint a minor committee(s) to take action on smaller value procurements within the authority limits of the MPC/DPC/PPC. Accordingly, CAO may consider changing the composition given under the Procurement Manual 2.7.4, 2.7.5 and 2.7.6.