



பிரதம செயலாளர் செயலகம் - கிழக்கு மாகாணம்
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 Chief Secretary's Secretariat - Eastern Province



கன்னியா வரோதயநகர்,
 திருகோணமலை, இலங்கை.

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Kanniya Road, Varothayanagar,
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 அடை எண் } EP/09/Ad/03/Cir
 My No.

உமது இல
 அடை எண் }
 Your No.

திகதி
 දිනය } 21.09.2017
 Date

PROVINCIAL TREASURY CIRCULAR NO: PT/04/2017

Secretaries,
 Deputy Chief Secretaries,
 Heads of Departments,
 Regional Heads,
 Divisional Heads,
 Eastern Province

**PROVINCIAL PROCUREMENT PROCEDURE AS PER THE
 PROCUREMENT GUIDELINES**

Procurement Guidelines, Manual have been issued with the approval of the Cabinet Ministers and Supplements have been published by Department of public finance in order to enhance the transparency of Government Procurement Process to minimize delays, provide clear information to all the Procurement entities, and achieve quality services and supplies.

All the Procurement Process must ensure.

- Maximizing economy, efficiency and effectiveness (Value for money)
- Adhering to prescribed standards, specification, rules and regulations and good governance.
- Providing fair, equal and maximum opportunity for eligible interested parties to participate in procurement.
- Expeditious execution of works and delivery of goods and service
- Compliance with local laws and regulations and international obligations
- Ensuring transparency and consistency in the evaluation and selection procedure.
- Retaining confidentiality of information provided by bidders.

Further procurement procedures, you may refer procurement Guide line, Manual, Supplement and Circulars which is available in the Department of Public finance web site www.pfd.gov.lk.

It is the mandatory requirement to follow correct procurement procedures in EPC based on the above documents and it has been decided to implement this circular with effect from 01st of October 2017. Hence, previous circular No: PT/09/2010, PT/09/2010(I), PT/09/2010(II), PT/09/2010(IV) is hereby cancelled.

01. PROCUREMENT METHODS

Methods	Ref- Procurement Guideline
International Competitive bidding (ICB)	3.1
National Competitive bidding	3.2
Limited international Competitive bidding	3.3
Limited national Competitive bidding	3.3
Shopping	3.4
Direct Procurement	3.5
Repeat Order	3.6
Force Account	3.7
Emergency Procurement	3.8
Community Participation	3.9
Procurement of Commodities	9.1
Procurement of Spare parts	9.2
Repair of Motor Vehicle and equipment	9.3,
Periodicals & Publications	9.4
Purchasing of Fuel	9.5
Procurement of Pharmaceuticals	9.6
E-Procurement	9.8

02. FORMATION OF PROCUREMENT COMMITTEE

S.NO	Type of Procurement	Appointing Authority
01	Board of Ministers Appointed Procurement Committee(BMAPC)	Chief Secretary with the Board of Ministers recommendation - Request must be initiated by the Secretary of the respective Ministry through Provincial Treasury
02	Chief Secretary Procurement Committee (CSPC)	Chief Secretary -Request must be initiated by the Secretary of the respective provincial Ministry Secretary through Provincial Treasury
03	Provincial Ministry Procurement Committee (PMPC)	Chief Secretary -Request must be initiated by the Secretary of the respective provincial Ministry Secretary through Provincial Treasury
04	Department Procurement Committee (DPC)/Project Procurement Committee(PPC)	Secretary of the Ministry -Request must be initiated by the Head of department/Project Director
05	Regional Procurement Committee (RPC)	Head of the Department -Request must be initiated by the Regional Head
06	Divisional Procurement Committee(DivPC)	Head of the Department -Request must be initiated by the Divisional Head

03. COMPOSITION OF PROCUREMENT COMMITTEE

S.No	Type of Procurement committee	Members
01	Board of Ministers appointed Procurement committee (BMAPC)	Chairman – Chief Secretary Member – Secretary to the ministry (Implementing Agency) Member – DCS (Finance) Member- DCS(Engineering) (When ever Applicable) Member - DCS(Planning) (When ever Applicable) Non Member – Head of Department (Implementing Agency) Non Member- Chairman of Technical Evaluation Committee
02	Chief Secretary's Procurement committee (CSPC)	Chairman – Chief Secretary Member – Secretary to the respective Ministry Member – DCS(Finance) Member - DCS(Engineering) (When ever Applicable) Member - DCS(Planning) (When ever Applicable) Staff Grade Officer of Chief Secretary office (When ever Applicable) Member - Head of the Department Non Member- Chairman of Technical Evaluation Committee or His nominee
03	Provincial Ministry procurement committee (PMPC)	Chairman – Secretary to the Ministry Member – Head of the Department(implementing Agency) Member – Head of Engineering Department Member- Representative of Provincial Treasury (If request made by the Departments function under the relevant Ministry , in addition to above) Non Member – Chairman of Technical Evaluation Committee or His nominee Non Member – Head of the client Department
04	Department procurement Committee (DPC)	Chairman – Head of the Department Member – Chief Accountant / Accountant Member – Representative from the Respective Ministry Non Member – Chairman of Technical Evaluation Committee or His nominee
05	Regional procurement committee (RPC)	Chairman – Regional Head Member – Accountant from the Department or any other Department Member – Representative from the department or other Department in the relevant Field
06	Divisional procurement committee (DivPC)	Chairman – Divisional Head Member – Accountant from the Head of Department or from any other Department Member – Representative from the department or other Department in the relevant Field

04. FORMATION OF TECHNICAL EVALUATION COMMITTEE (TEC)

S.No	Type of Technical Evaluation committee	Appointing Authority
01	TEC to assist the Board of Ministers appointed Procurement committee (BMPC)	Chief Secretary with the Board of Minister's recommendation. - Request must be initiated by the Secretary of the respective Ministry through Provincial Treasury.
02	TEC to assist the Chief Secretary's Procurement committee (CSPC)	Chief Secretary- Request must be initiated by Provincial Ministry Secretary.
03	TEC to assist the Provincial Ministry Procurement Committee (PMPC)	Chief Secretary - Request must be initiated by the respective Provincial Ministry Secretary.
04	TEC to assist the Department Procurement Committee (DPC)	Secretary of the Ministry - Request must be initiated by the Head of the Department.
05	TEC to assist the Regional / Divisional procurement committee (RPC) (DivPC)	Head of the Department - Request must be initiated by Regional / Divisional – Head.

- **Relevant format given in the procurement guidelines should be used for obtaining approval for the appointment of procurement committee and Technical Evaluation Committee.**

05. COMPOSITION OF TECHNICAL EVALUATION COMMITTEE

- a. There shall be TECs for all procurement falling under the purview of BMAPC, CSPC, MPC, DPC, PPC and RPC. No member should serve in both the PC and TEC
- b. TECs should consist of subject specialist/s, and at least one member who is sufficiently knowledgeable on procurement procedures.

- c. DCS(Engineering) Shall be appointed as the Chairman of TEC by the Board of Ministers Appointed Procurement Committee/Chief Secretary's Procurement Committee Where ever applicable
- d. A TEC whenever necessary may obtain expert advice from external members or institutions on specific subject matters.
- e. A TEC may also obtain assistance for drafting bidding documents and evaluation of bids from external consultants whenever necessary arises.
- f. A TEC is however solely responsible for the Technical Evaluation.
- g. The relevant Procuring Entity shall nominate officers who could devote time to participate regularly in TEC proceedings and obtain approval from the relevant authority. An officer should not be appointed to serve in more than three (03) at a given time.
- h. The Technical Evaluation Committee should inform the completion of the Report to the respective Procurement Committee, enabling the PC to make the decision for award.
- i. However, an officer could be appointed for more than three (03) committees due to unavoidable circumstances with the permission of the Provincial Treasury.

06. PROCUREMENT MONITORING CELL AND PROCUREMENT CELL

The Ministries and Departments have a responsibilities to establish the procurement cell to carry out the procurement works within the institution .further this Procurement Cell should be sent the approved copies of the appointment of procurement committee, Technical Evaluation Committee and the invitation for bids to procurement monitoring cell at provincial Treasury. Invitation for bids shall be sent to the Deputy Chief Secretary (Planning) to publish in the Eastern Provincial Council Website.

07. 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 service.

- i. The total cost estimate of each procurement shall be considered to decide the Procurement Authority;
- ii. 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.
- iii. The estimate preparation authority should be as follows

Class III Technical officer	Up to Rs 0.50Mn
Class II Technical officer	Up to Rs 1.00Mn
Class I Technical officer	Up to Rs 2.00Mn
Super grade Technical officer	Up to Rs 5Mn
Engineer Class II/III	Up to Rs 25Mn
Engineer Class I	over Rs 25Mn

7.1. AUTHORITY LIMITS OF PROCUREMENT COMMITTEE FOR CONTRACT AWARD RECOMMENDATION/DETERMINATION

Authority		GOSL Funded Project	Foreign Funded Project
Board of Ministers Appointed Procurement Committee(BMAPC)		Above Rs 100Mn	Above Rs 200Mn
Chief Secretary Procurement Committee- Major (CSPC)		Up to Rs 100Mn	Up to Rs 200 Mn
Provincial Ministry Procurement Committee (PMPC)		Up to Rs 50Mn	Up to Rs100Mn
Department Procurement Committee(DPC)		Up to Rs 30Mn	Up to Rs 50Mn
Project Procurement Committee (PPC)		Up to 30Mn	Up to 50Mn
Regional Procurement Committee (RPC)	Works	Up to Rs 10Mn	Up to Rs 10Mn
	Goods	Up to Rs 5Mn	Up to Rs 5Mn
Divisional Procurement Committee – (DivPC)	Works	Up to Rs 3Mn	-
	Goods	Up to Rs 0.5Mn	-

7.2 AUTHORITY LIMITS OF PROCUREMENT OF WORKS, GOODS AND SERVICES BY SHOPPING

When Shopping Procedure (Guideline 3.4) is followed for the procurement of Goods, Works and Services other than consultancy service.

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 Eastern Provincial Council if applicable
 - (c) Suppliers registered with the District Secretariat if applicable
2. For construction contracts, quotations may be invited from registered contractors (Registered with (CIDA))
3. 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.
4. If any suppliers are not available as per Para 1, 2, the institution shall use the short listed contractors or suppliers from whom quotations are intended to be invited should be approved by the relevant procurement committee and the copy of the procurement committee meeting minutes should be sent and approval shall be obtained from the relevant authority
5. For procurement described above in (4) prior approval has to be obtained from the authorities as detailed below for the short listed contractors or suppliers from whom quotations are intended to be invited.

	Level of Procurement Authority	Authority granting approval for the short listed contractors/ Suppliers for shopping
1	Provincial Ministry Procurement Committee (PMPC)	Chief Secretary
2	Department Procurement Committee (DPC) Project Procurement Committee (PPC)	Secretary of Relevant Ministry
3	Regional Procurement Committee (RPC) Divisional Procurement Committee – (DivPC)	Head of Department

7.3 AUTHORITY LIMITS OF PROCUREMENT OF WORKS, GOODS AND SERVICES BY SHOPPING

Level of Authority	Minimum quotations to be invited	Limits of Authority	
		GOSL Fund (Rs Mn)	Foreign Fund (RsMn)
Chief Secretary Procurement Committee-(CSPC)	Works By inviting at least five sealed quotations	Up to 10Mn	Up to 10Mn
	Goods & Services other than Consultancy By inviting at least five sealed quotations	Up to 10Mn	Up to 10Mn
	Goods & Services other than Consultancy By inviting at least Three sealed quotations	Up to 02Mn	Up to 02Mn
Provincial Ministry Procurement Committee (PMPC)	Works By inviting at least five sealed quotations	Up to 05Mn	Up to 05Mn
	Goods & Services other than Consultancy By inviting at least five sealed quotations	Up to 05Mn	Up to 05Mn
	Goods & Services other than Consultancy By inviting at least Three sealed quotations	Up to 01Mn	Up to 01Mn
Department Procurement Committee (DPC) Project Procurement Committee (PPC)	Works By inviting at least five sealed quotations	Up to 03Mn	Up to 03Mn
	Goods & Services other than Consultancy By inviting at least five sealed quotations	Up to 02Mn	Up to 02Mn
	Goods & Services other than Consultancy By inviting at least Three sealed quotations	Up to 0.5Mn	Up to 0.5Mn
Regional Procurement Committee (RPC)	Works By inviting at least five sealed quotations	Up to 01Mn	Up to 01Mn
	Goods & Services other than Consultancy By inviting at least five sealed quotations	Up to 0.75Mn	Up to 0.75Mn
Divisional Procurement Committee – (DivPC)	Works By inviting at least five sealed quotations	Up to 0.5Mn	-
	Goods & Services other than Consultancy By inviting at least five sealed quotations	Up to 0.5Mn	-

7.4 AUTHORITY LIMITS FOR DIRECT PURCHASE OF SMALLER VALUE REPAIR WORKS, GOODS, SERVICES (GUIDELINE 3.5 AND 3.6) GOSL FUND OR FOREIGN FUND

Level of Authority	Requirement to be fulfilled	Limits of Authority
Chief Secretary	<ul style="list-style-type: none"> • When it is uneconomical to follow competitive procedure • CS/MS/HD/PD/RH/DivH must ensure urgency/ emergency and the economy of the procurement but not exceeding the stipulated limits. • This authority should be used under the personal supervision of CS/MS/HD/PD/RH/DivH and should not be delegated to any person • But cumulative expense of all open market procurements(including urgent/ emergency) should be within the stipulated maximum monthly limitation 	Up to Rs.200,000 per month
Provincial Ministry Secretary		Up to Rs.100,000 per month
Head of Department Project Director		Up to Rs.60,000 per month
Regional Head		Up to Rs.10,000 per event per day and maximum Rs.40,000 per month
Divisional Heads or office in charge of separate units who were delegated authority by HOD		Up to Rs.5,000 per event per day and maximum Rs.20,000 per month

7.5 AUTHORITY LIMITS OF REPAIR TO MOTOR VEHICLE

Authority	Limits of Authority
Board of Ministers Appointed Procurement Committee(BMAPC)	Above 300,000
Chief Secretary Procurement Committee- Major (CSPC)	Up to 300,000
Provincial Ministry Procurement Committee (PMPC)	Up to 200,000
Department Procurement Committee (DPC)	Up to 100,000 (Ambulance – 150,000)
Project Procurement Committee (PPC)	Up to 100,000
Regional Procurement Committee (RPC)	Up to 50,000 (Ambulance -100,000)
Divisional Procurement Committee – (DivPC)	Up to 25,000

For the vehicle repair exceeding Rs. 25,000, Technical Officer(Mechanical)'s recommendation and for the vehicle repair exceeding Rs.50,000, Mechanical Engineer's recommendation has to be obtained prior to repair .Satisfactory report has to be obtained from the relevant Mechanical authority described above after repair before making the payment.

08. 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.

Competent Authority	Authority limits for deviating from Procurement Procedure
Board of Ministers Appointed Procurement Committee(BMAPC)	Above Rs 08Mn
Chief Secretary Procurement Committee (CSPC)	Up to Rs.08Mn
Provincial Ministry Procurement Committee (PMPC)	Up to Rs.04Mn
Department Procurement Committee (DPC) Project Procurement Committee (PPC)	Up to Rs.2.5Mn
Head of Department (His personal approval is required)	Up to Rs.0.20Mn

09. APPROVAL, SANCTIONING AND CONTRACT AGREEMENT

9.1 APPROVAL AND SANCTIONING OF ESTIMATES

S.NO.	Authority	Amount (Rs. in Mn)
01	Chief Secretary	Above Rs 75Mn
02	Provincial Ministry Secretary	Up to Rs 75Mn
03	Head of Department	Up to Rs 40Mn
04	Regional Head of Department	Up to Rs 10Mn
05	Divisional Procurement Committee – (DivPC)	Up to Rs 05Mn

9.2 CONTRACT AGREEMENT

The formal contract shall be signed by the authorities given below.

S.No.	Authority	Amount (Rs in Mn)	standard form of agreement given in the Standard bidding documents published by CIDA shall be used
01	Chief Secretary	Above 100Mn	
02	Provincial Ministry Secretary	Up to 100Mn	
03	Head of Department	Up to 50Mn	
04	Regional Head of Department	Up to 10Mn	
	Divisional Procurement Committee – (DivPC)	Up to 05Mn	

10. APPEALS AGAINST CONTRACT AWARDS RECOMMENDED BY THE BOARD OF MINISTERS

The Chief Secretary shall within one week of being informed of the recommendation of the Board of Ministers, inform the unsuccessful bidders in writing to make their representations (if any) against the recommendation of the Board of Ministers for the intention to award the contract to the successful bidder, to the Procurement Appeal Board at the Chief Secretary's Secretariat.

Clauses 8.3, 8.4 & 8.6 in the Procurement guidelines shall be referred for further actions.

11. CONTRACT AWARD IN RELATION TO CHIEF SECRETARY'S PROCUREMENT COMMITTEE

(a) Chief Secretary shall within one week of being informed of the determination of Chief Secretary's Procurement Committee inform in writing simultaneously to all the bidders.

(i) of the selection of the successful bidder and the intention to award the contract to such bidder.

(ii) to make their representations, (if any) to him/her against the determination of the Chief Secretary's Procurement Committee within one week of being so notified.

Such representations should be self-contained.

- (b) If any representations are received within the said one week period, the Chief Secretary in consultation with the Chairman of TEC shall organized a joint meeting of the Chief Secretary's Procurement Committee and TEC to consider such representations.
- (c) the findings/ recommendations will be forwarded to the Chief Secretary no later than fourteen (14) days of the joint meeting.
- (d) if no such representations are received, the Chief Secretary shall promptly award the contract to the successful bidder.

12. APPROVING AUTHORITY FOR CONTRACT VARIATIONS

Procurement entities must ensure that all professional efforts are taken to minimize this situation.

Variations are required mainly due to scope change, and quantity variations and omissions. All professionals involve in preparation of bills of quantities must ensure that quantities included in the BOQ are as accurate as possible and allow not more than 5% to round of the quantity.

No variation order on change of scope which involves the increase of contract price shall be issued without the prior approval obtained from the approving authority.

12.1 NET VARIATION IS WITHIN 1% OF THE CONTRACT SUM

"Engineer" to the contract or "Project Manager" can approve the variation within 1% of the contract sum.

12.2 NET VARIATION IS MORE THAN OR EQUAL TO 1% WITHIN 10% OF THE CONTRACT SUM

Head of the Department or Project Director after obtaining

1. Explanatory note from the officer involved.
2. Satisfactory report to the effect that the change of scope could not have foreseen at the time of award of contract, change of scope is justifiable and the quantity variations are marginal or are due to unforeseen situations.

12.2.1 NET VARIATION IS MORE THAN OR EQUAL TO 10% WITHIN 15% OF THE CONTRACT SUM

HD/PD shall forward all the relevant documents along with the comparative statements to the respective Secretary for approval. Secretary to the respective Ministry (Implementing Agency) can approve. If necessary Total estimated cost must be revised.

12.3 NET VARIATION IS MORE THAN OR EQUAL TO 15% OF THE CONTRACT SUM

HD/PD shall forward all the relevant documents along with the comparative statements to the respective Secretary for his/her recommendation and to forward to the Chief Secretary.

Secretary to the respective Ministry (Implementing Agency) must forward all the documents along with his/her recommendation to the Chief Secretary (Chief Accounting officer to the Provincial Council) for approval. Chief Secretary shall refer it to an appropriate Procurement Committee assisted by the TEC and approves the variation on the recommendation of Procurement Committee.

13 PAYMENT FOR MEMBERS OF PROCUREMENT COMMITTEE,NEGOTIATING COMMITTEE,TECHNICAL EVALUATION COMMITTEE/PROJECT COMMITTEES,STAFF OFFICER AND OTHER OFFICERS ASSISTING PROCUREMENT ACTIVITIES

Member of the procurement committee, Technical Evaluation Committee/Project Committee, alternate member, staff officer 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 procurement are carried out by adhering to shopping or direct contracting procedure.

Payment 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 members.

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 marking arrangement for the alternative member to participate shall result in no payment and such occurrence shall be immediately informed to the provincial treasury.

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 member 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 payment 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.
- d) Instance 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 committces.

This payment scheme is applicable only for procurements exceeding value of SL Rs.2.0Mn. 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 payment indicated in the schedule for the lower range.

This payment scheme will be applied as follows

When contract is awarded within the PTS- 100%

When contract is awarded outside the PTS- 50%

13.1 PAYMENT FOR THE MEMBERS OF THE PROCUREMENT COMMITTEE

Payment for members of the Procurement Committee – Board of Minister Appointed Procurement Committee (BMAPC), Chief Secretary Appointed Procurement Committee (CSAPC), Ministry Procurement Committee (MPC), Department Procurement Committee (DPC), Project Procurement Committee (PPC) Regional Procurement Committee (RPC) and Divisional Procurement Committee(Div PC)					
Value or nature of the Procurement – Goods Works or Service (in Rs million)		Payment for Chairman, if contract award is completed		Payment for other members, if contract award is completed	
GOSL Funds	Foreign Funds	Within The PTS Rs.	Beyond The PTS Rs.	Within The PTS	Beyond The PTS Rs.
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	1,250
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

13.2 PAYMENT FOR THE MEMBER OF THE TECHNICAL EVALUATION COMMITTEE

Payment for members of the Technical Evaluation committee (TEC) And Project committee					
Value or nature of the Procurement – Goods Works or Service (in Rs million)		Payment for Chairmen, if contract award is completed		Payment for other members, if contract award is completed	
GOSL Funds	Foreign Funds	Within The PTS Rs.	Beyond The PTS Rs.	Within The PTS	Beyond The PTS Rs.
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 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	1,250
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

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

13.3 PAYMENT FOR STAFF OFFICERS AND OTHER OFFICERS ASSISTING PROCUREMENT COMMITTEE

If the staff officer assisting the procurement serving as a member of the Board of Minister appointed PC, Chief Secretary's PC, Ministry PC, Department PC, Project PC, Regional PC, Divisional PC, Project Committee or Technical Evaluation Committee(TEC) he / she will not be entitled for staff officers payment.

Value of the procurement – Goods, Works or service 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 5m	2,000	1,000
Less than 5 and more than or equal to 2		1,000	500

F. S. N. - 10/11/2014

D. M. S. Abeyagunawardana
Chief Secretary
Eastern Province.

cc:

1. Secretary to the Hon. Governor, EP
2. Secretary to the Hon. Chief Minister, EP
3. Secretary, Finance Commission, Colombo
4. Asst. Auditor General, EP
5. Comptroller & Chief Auditor, EP

} for your information please.

Classification of Regional/Divisional Procurement Committee

Regional Procurement Committee

1. Office of the Chief Engineer (Building Department)
2. Office of the Chief Engineer (Road Development Department)
3. Office of the Deputy Director of Irrigation
4. Office of the Assistant Commissioner of Local Government (ACLG)
5. Municipal Council
6. Office of the Regional Director of Health Service (RDHS)
7. District General Hospitals
8. Office of the Deputy Director of Agriculture
9. Office of the Deputy Director of Animal Production and Health
10. Zonal Education Office

Divisional Procurement Committee

1. Irrigation Engineer's Office
2. Executive Engineer's Office (Building Department)
3. Executive Engineer's Office (Road Development Department)
4. Urban Council
5. Pradeshiya Sabha
6. District Assistant Commissioner of Co-operative Development

S. S. Abayagunawardena

S. S. Abayagunawardena
Chief Secretary
Province