



தலைமைச் செயலாளர் செயலகம், கிழக்கு மாகாணம்
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 Secretariat of the Chief Secretary, Eastern Province

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 எனது இல
 My No } EP/09/BD/02/2015/PTC/36

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 உமது இல
 Your No }

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 திகதி
 Date } 17.03.2015

Provincial Treasury Circular: PT/09/2010(ii)

All Secretaries,
 Deputy Chief Secretaries,
 Heads of Departments,
 Chairman, Statuary Authorities,
 Eastern Province.

**PROCUREMENT OF WORKS, GOODS AND SERVICE IN CONFIRMITY
 WITH THE PROCURMENT GUIDELINES – 2006
 EASTERN PROVINCE COUNCIL (EPC)**

Your attention is drawn to para 8 & 9 of the Provincial Treasury Circular No. PT/09/2010 dated 16/07/2010 issued in relation to procurement of works, goods and services in conformity with the procurement guidelines 2006.

As per the Supplement 28 to the Procurement manual, the limits for works, goods and service have been revised under shopping method and this revision of limits has been adopted accordingly.

Further, the following instructions to be taken into consideration for implementing the procurement of works, supplies and services.

Objectives

The Procurement process should ensure:-

- Maximizing economy, timeliness and quality in Procurement resulting in least cost together with the high quality;
- Adhering to prescribed standards, specifications, rules, 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 Good and Services;
- Compliance with local laws and regulations and international obligations;
- Ensuring transparency and consistency in the evaluation and selection procedure; and
- Retaining confidentiality of information provided by bidders.

Selection (Choice) of Procurement methods.

As per Procurement guidelines, there are 4 methods of procurements usually practicing under GOSL funded projects in EPC.

- 1) NCB (National Competitive Bidding)
- 2) LNCB (Limited National Competitive Bidding)
- 3) Shopping
- 4) Direct contracting

The choice of procurement method depends on (Chapter 3 of procurement manual);

- i. The nature of the goods and service to be procured.
- ii. The value of procurement
- iii. The local availability and cost of goods & services;
- iv. Critical dates for delivery.
- v. Agreement with the funding agency and
- vi. Transparency of procedures proposed.

Shopping

01. a. Shopping is an appropriate procurement method for procuring:

- i. Readily available off the shelf Goods of small value;
- ii. Small value commodities for which specifications are standard;
- iii. Small value Works or Services.

b. The selection is based on comparison of price Quotations obtained from several invited bidders.

02. For supply & service contracts, quotations / bid has to be invited from:

- a) Suppliers registered with the Eastern Provincial Council.
- b) Suppliers listed in SLT rainbow pages etc, subject to if sufficient numbers of reputed vendors are listed, with the approval of Chief Secretary.

03.

- i. For constructions and works quotation/ bid has to be invited from registered contractors with EPC only including Community Based Organizations (CBOs).
- ii. When shopping procedures are used for works, request for bid/ quotations shall be only from ICTAD registered Contractors.
- iii. The comparison of quotations shall follow NCB principles where ever applicable. The terms of the accepted offer shall be incorporated in a purchase order.

* { 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.

For implementing the revisions under shopping method and direct Procurement, the following limits are given below.

Para 08. AUTHORITY LIMIT FOR PROCURMENT OF WORKS BY SHOPING & DIRECT PROCURMENT METHOD.

S.No	Type of procurement Committee	Shopping		Direct procurement	
		At least 5 Sealed Quotations (Closing at pre – disclosed deadline and public bid)	With the approval of C.S	With the Secretary/ HOD Supervision	
01	Chief Secretary's procurement Committee (CSPC) - Major	<10Mn	<250,000	<100,000	
02	Provincial Ministry procurement Committee (PMPC) - Major	<5Mn	<250,000	<50,000	
03	Department procurement Committee (DPC) - Major	<2Mn	<250,000	<25,000	
04	Regional procurement Committee (RPC)	<1Mn	-	<15,000	

Para 09. AUTHORITY LIMIT FOR PROCURMENT OF GOOD AND SERVICE BY SHOPING & DIRECT PROCURMENT METHOD.

S.No	Type of procurement Committee	Shopping (In Rs.)			Direct procurement	
		At least 5 Sealed Quotations	At least 3 Sealed Quotations	With 3 Quotations	With approval of Chief Secretary	With the Secretary /HOD Supervision
		Closing at pre – disclosed deadline and public bid opening				
01	Chief Secretary's procurement Committee (CSPC) - Major	<8Mn	<1Mn	<250,000	<100,000	<100,000
02	Provincial Ministry procurement Committee (PMPC) - Major	<5Mn	<500,000	<250,000	<100,000	<50,000
03	Department procurement Committee (DPC) - Major	<1Mn	<250,000	<100,000	<100,000	<25,000
04	Regional procurement Committee (RPC) (Zonal Director's Office)	<500,000	-	<20,000	-	<15,000
05	Divisional Procurement Committee (DPC) (Divisional Irrigation)	<500,000	-	<15,000	-	<5,000

Above revisions to the limits of shopping method and direct procurement method will be implemented with effect from 16.03.2015.

**D.M.S.Abayagunawardana,
Chief Secretary,
Eastern Province.**

Copy to : 1. Secretary to the Hon.Governor, EP
 2. Secretary to the Hon.Chief Minister, EP
 3. Asst. Auditor General, EP.
 4. Chief Internal Auditor, EP.

