

Procurement Activities (Offices and Other Activities)

➤ Work steps

1. Determination of Tender Boards and Technical Evaluation Committees.
2. Recommending the proposed names for the appointment of the members of the Divisional Procurement Committee and the members of the Technical Evaluation Committee and referring to the District Secretary.
3. Bidding for essential equipment and materials to the office at the beginning of the year (within 14 days)
4. Call for bids for other purchases (within 14 days)
5. Obtaining the recommendation of the staff officer for that.
6. Submitting bidding letters signed by the Staff Officer to the suppliers for each item by registered post (02 weeks forward date should be mentioned.)
7. Opening of bids received on the due date under the supervision of the Procurement Decision Committee
8. If the officers of the Procurement Decision Committee have not reported for duty on those days, a Bid Opening Committee should be appointed with the approval of the Divisional Secretary.
9. Short batch signatures of the three members of the committee should be affixed with the date stamp on the bids opened.
10. Files must be prepared for open bids.
11. Make a procurement decision to refer the bid to the Technical Evaluation Committee, apply the date, number and submit it to the Procurement Committee for signature.
12. After receiving the report of the Technical Evaluation Committee, make a procurement decision for the purchase of the relevant items, apply the date, number and submit it for the signature of the Procurement Committee.
13. Paste that decision into the Procurement Decision Document and apply the page number, including a copy to the file.