CIRCULAR

Subject: GUIDELINES UPLOADING THE EVALUATION REPORT ON PPRA WEBSITE.

Apropos to above.

2. Punjab Procurement Legal Framework requires the procurement process to be transparent, fair, efficient economical giving value of for the money. To achieve this procuring agencies are required to conduct their procurement process in accordance with different methods, procedures and mechanism as envisaged under chapters V, VI, VII, VIII & X of PPRA Rules 2014. Rule 37 of Rules ibid provides "A procuring agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract."

3. The Connotation of the aforementioned rule and inference drawn leads, to the fact that evaluation report means combination of technical as well as financial evaluation. As compliance of rule ibid requires uploading of complete evaluation report where after the procuring agency after a pause of 10 days enters in to contract therefore, it is advised to follow the PPRA Rules and upload the complete evaluation report on PPRA website instead of technical report only.

4. PPRA has developed its sui generis portal to monitor the procurement process and to facilitate the Procuring Agencies for uploading information concerning the procurement process under taken by the procuring agency on PPRA website at their own level after obtaining the unique number from PPRA office. PPRA website having the features to upload 10 lots/packages at a time against a procurement advertisement notice requires the procuring agency to ensure that the procurement of 10 lots can be initiated and completed within the same window of time. The facility of unique number can only be utilized once for uploading the ept-evaluation report as, once the unique number is utilized it cannot be re-used. Procuring Agency while formulating lots/packages should be vigilant to
foresee the possible evaluation time of all the procurement in a lot/package and should complete them in the given timeline. Procuring Agency is free to publish a consolidated advertisement of procurement in newspapers, but it may avail as many unique numbers as required on PPRA website, against each procurement to avoid the non-availability of unique number at the time of uploading the evaluation report under different times.

5. Procuring agencies are advised to follow the templates of evaluation reports which are available on PPRA website (https://ppra.punjab.gov.pk/) and enclosed herewith as well for information and further circulation to all the downstream procuring agencies / organizations falling under your administrative control. It is also requested to pass direction to all concerned officers / officials working under your kind authority to follow the aforementioned instructions in addition to all other enabling provisions of PPRA Rules 2014 in its true letter and spirit.

No. & Date Even

A copy is forwarded for information to:

1. The Chairman, Planning & Development Board.
2. The Senior Member, Board of Revenue, Punjab.
4. The Accountant General, Punjab.
5. All the Administrative Secretaries, Govt. of the Punjab.
6. All the Divisional Commissioners in Punjab.
7. All the Head of Attached Departments Punjab.
8. All the Head of Autonomous Bodies Punjab.
9. The Director General NAB, Lahore
10. The Director General Anti-Corruption Punjab.
11. The Registrar Lahore High Court.
12. All The Deputy Commissioner Punjab.
13. All Municipal Committees in Punjab
14. All District Councils in Punjab.

(MARYAM DAUD)
Web Developer / Data Administrator
PPRA, S&GAD