



Dated Lahore, 05th April, 2023

CIRCULAR

Subject: INSTRUCTIONS FOR UPLOADING OF BIDDING DOCUMENTS.

During the monitoring of PPRA website, it has been observed that most of the procuring agencies do not upload the bidding documents/incomplete bidding documents on the website of the Punjab Procurement Regulatory Authority (PPRA). Rule 25(1) of Punjab Procurement Rules 2014 (PPR-14) requires all procuring agencies to provide/issue bidding documents to all bidders/applicants immediately after the publication of the invitation to bid in order to improve governance, management, transparency, accountability and quality of public procurement. The Rule ibid stipulates that:

25. Bidding documents.– (1) A procuring agency shall formulate precise and unambiguous bidding documents that shall be made available to the bidders immediately after the publication of the invitation to bid.

2. It is further added here that PPRA vide circular No. L&M(PPRA)10-01/2011 dated 06-08-2021 (copy enclosed) has already declared the uploading of bidding documents as "mandatory" on PPRA website. Any advertisement/tender notice/prequalification notice/request for tender/request for proposal/expression of interest etc. without uploading the relevant complete documents shall be considered as "mis-procurement" under Section 2(j) of Punjab Procurement Regulatory Authority Act, 2009 read with Rule 69 of PPR-14. The Rule ibid stipulates that:

2. Definitions (j) "misprocurement" means public procurement in contravention of any provision of the Act, rules, regulations, orders or instructions made thereunder or any other law in respect of, or relating to the public procurement;

69. Mis-procurement.– Any violation of these rules shall be treated as mis-procurement.

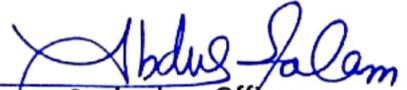
3. It is, therefore, once again advised to all the procuring agencies across the Province of Punjab to ensure the uploading of complete bidding documents on PPRA website to avoid mis-procurement. All such procurement advertisements which do not have complete bidding documents uploaded on PPRA website shall be required to re-initiate the procurement process afresh.

-sd-
(Waqar Azim)
Managing Director, PPRA

No. & Date even.

A copy is forwarded for information and necessary action to:-

1. The Senior Member Board of Revenue, Punjab.
2. The Chairman, Planning & Development Board.
3. The Inspector General of Police, Police, Punjab.
4. The Accountant General, Punjab.
5. All Administrative Secretaries, Govt. of the Punjab.
6. All Divisional Commissioners in Punjab.
7. All Heads of Attached departments, Punjab.
8. All Heads of Autonomous Bodies, Punjab.
9. The Director General Anti-Corruption Punjab.
10. All Deputy Commissioners in Punjab.
11. PSO to the Chairman PPRA/Chief Secretary, Punjab.
12. PSO to the Additional Chief Secretary, Punjab.
13. Web Developer/Data Administrator, PPRA with the direction to immediately upload the same on the website of PPRA.
14. PS to MD, PPRA.
15. Office copy.


Senior Law Officer
PPRA S&GAD 5/4/23

Cc:

1. The Registrar, Lahore High Court, Lahore.
2. The Director General NAB, Lahore.
3. The Ombudsman, Punjab.



Tel: 042-99204503
Tel: 042-99204572
Tel: 042-36284773
Fax: 042-36284774
Fax: 042-36284776

No. L&M(PPRA)10-01/2011.
GOVERNMENT OF THE PUNJAB
PUNJAB PROCUREMENT REGULATORY AUTHORITY
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT

304-T, 3rd Floor Al-Falah Building, The Mall Lahore.
Dated Lahore, the 06th August, 2021

CIRCULAR

Subject:- **INSTRUCTIONS FOR UPLOADING OF PROCUREMENT RELATED DOCUMENTS.**

During the monitoring exercise, it has been observed that most of the procuring agencies do not upload the required documents related to procurement transactions on the website of the Punjab Procurement Regulatory Authority (PPRA). Punjab Procurement Rules-2014 (PPR-14) envisages mandatory uploading of different documents; while certain other documents are also required to be uploaded in order to improve governance, management, transparency, accountability and quality of public procurement. Hence, under Section-5(1) and 5(2)(f) of PPRA Act-2009, following instructions regarding uploading of procurement related documents are being issued after the approval of PPRA Board of Management:-

Sr. No	Document Name	Relevant Provision of PPRA Act-2009/PPR-14	Mandatory/ Optional
1	Annual Procurement Plan	Section-5(1), 5(2)(f) & Rule-8	Mandatory
2	Approval Mechanism	Rule-9	Mandatory
3	Tender Notice	Rule-12	Mandatory
4	Expression of Interest	Rule-47	Mandatory

5	Prequalification Notice	Rule-12	Mandatory
6	Request for Proposal (RFP)	Section-5(1), 5(2)(f) & Rule-48	Mandatory
7	Auction /Sales/Disposal	-	Optional
8	Corrigendum/ Addendum	Rule-29 Rule-25(4)	Mandatory
9	Bidding Documents (RFT)	Rule-25(1)	Mandatory
11	Prequalification Document (PQD)	Rule-25(1)	Mandatory
12	Deposit Slips	PPRA Circular	Mandatory
13	Evaluation Report	Rule-37	Mandatory
14	Contract Award Letter (Agreement Copy)	Section-5(1) & 5(2)(f)	Mandatory
15	P&D Prequalified Firms	Rule-16	Mandatory
16	Enrollment of Suppliers (for availing PPRA online alerts)	-	Voluntary
17	Public Sector Organizations Enlistment	Rule-59(e) & Rule-61	Mandatory
18	Blacklisting Order	Rule-21(2)(a) & para-12 of the schedule providing blacklisting mechanism or process appended to PPR-14.	Mandatory
19	Blacklisting Removal Order	Para-16 of the schedule providing blacklisting mechanism or process appended to PPR-14.	Mandatory

2. It is, therefore, advised that all the procuring agencies across the province of Punjab shall ensure uploading of required documents as per aforementioned

list/detail. It is further apprised that cut of date after which action shall be taken against the delinquents is **30th September, 2021.**

**WITH THE APPROVAL OF
PPRA BOARD OF MANAGEMENT**

(BABAR AMAN BABAR (PAS))
Managing Director, PPRA S&GAD

6th August, 2021.

No. & Date even.

A copy is forwarded for information and necessary action to:-

1. The Senior Member, Board of Revenue, Punjab.
2. The Chairman, Planning & Development Board.
3. The Inspector General of Police, 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 Heads of Attached Departments, Punjab.
8. All the Heads of Autonomous Bodies, Punjab.
9. The Director General Anti-Corruption Punjab.
10. All the Deputy Commissioners in Punjab.
11. PSO to the Chairman PPRA/Chief Secretary, Punjab.
12. PSO to the Additional Chief Secretary, Punjab.
13. Web-Developer/Data Administrator, PPRA with the direction to immediately upload the same on the website of the PPRA.
14. PS to MD, PPRA.

Abdu Salam
SENIOR LAW OFFICER
PPRA S&GAD, 6/8/21

CC:

1. The Registrar, Lahore High Court Lahore.
2. The Director General NAB, Lahore.
3. The Ombudsman, Punjab.