

**GOVERNMENT OF THE PUNJAB
PUNJAB PROCUREMENT
REGULATORY AUTHORITY, S&GAD**
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PUBLIC PROCUREMENT
CHECKLIST

PUBLIC PROCUREMENT CHECKLIST

Public procurement is the acquisition, whether under formal contract or not, of works, supplies and services by public bodies. It ranges from the purchase of routine supplies or services to formal tendering and placing contract for large infrastructural projects by a wide and diverse range of contracting authorities.

This checklist includes the steps required in a normal procurement cycle, from identifying and specifying a need to awarding a contract. The checklist aims to provide a general reminder list to those required to undertake a procurement process.

The checklist would be read in conjunction with the Procurement Law / Rules.

The checklist would require the following steps to be taken in the procurement process:

1. Identifying the need – is the purchase necessary?
2. Writing the specification
3. Estimating cost
4. Securing approvals and funding
5. Determining the best procurement strategy
6. Deciding on the tendering procedure that should be followed
7. Preparing Request for Tender (RFT)
8. Allowing sufficient time for submission of tenders
9. Issuing tender documents, supporting documents and clarifications without delay
10. Receipting and opening tenders
11. Evaluation of tenders
12. Awarding the contract
13. Managing the contract

1. IDENTIFYING THE NEED – IS THE PURCHASE NECESSARY?

Before starting any procurement process, it is important to establish whether it is essential to purchase.

- 1.1 Establish whether there is a clear business need for the product or service. The procurement should be essential for the conduct of normal business or to improve performance.
- 1.2 Ensure that the Procurement addresses future phases of the service or purchase of goods that may be required.

2. WRITING THE SPECIFICATION

Once the need for, and what is needed from, a supplier or service provider has been established, the specification of requirements needs to be developed.

- 2.1 Base the specifications on the needs identified in the demand.
- 2.2 Ensure that the specifications are clear, comprehensive generic and not discriminatory (use generic technical specification and avoid proprietary brand names).
- 2.3 Ensure that the specifications present the optimum combination of whole-life-costs and/or price to meet your requirements.

3. ESTIMATING COST

A realistic estimate of all phases of the service or product is essential as this will influence the procurement procedure to be followed and is important for budgeting purposes.

- 3.1 Prepare a realistic estimate of all phases of the service or product.
- 3.2 Establish whether funds are available to meet the purchase?
- 3.3 Determine whether the estimate is over the procurement threshold. **(Appendix-I)**

4. SECURING APPROVALS AND FUNDING

Once a realistic estimate of cost is available the Competent Authority should be requested to approve the expenditure.

- 4.1 Ensure that all necessary approvals are sought in adequate time.

5. DETERMINING THE BEST PROCUREMENT STRATEGY

Adopt a procurement strategy that will minimise casual or 'once-off' purchases and promote best value.

6. DECIDING ON THE TENDERING PROCEDURE THAT SHOULD BE FOLLOWED

Following an appropriate competitive tendering procedure will avoid violation of provision of the procurement Law / Rules. The type of competitive process to be followed can vary depending on the size and characteristics of the contract to be awarded.

7. PREPARING REQUEST FOR TENDER (RFT) (Appendix-II)

- 7.1 The detail procurement procedures and methods are provided under Rules 38 and 59 of the Punjab Procurement Rules 2014.
- 7.2 The procuring entities are required to conduct an appropriate procurement procedure.
- 7.3 Ensure that the RFT is clear and comprehensive. Clarity and completeness at this stage will help eliminate the need for clarifications later.
- 7.4 Set out all the criteria that will be applied in the award process, together with the relative weightings of each. This is a vital part of the process. These criteria will form the basis against which tenders will be comparatively evaluated and are the key to an objective, transparent award procedure.
- 7.5 Specify any special conditions of tender. All the procuring agencies are required to format tender responses etc.

8. ALLOWING SUFFICIENT TIME FOR SUBMISSION OF TENDERS

Allow suppliers an adequate period for the preparation of tenders.

- 8.1 Take account of the complexity of the contract when fixing the timescale for submitting responses.
- 8.2 Allow suppliers sufficient time for submitting the necessary information and preparing the tenders (taking into account holiday periods and tender publication time etc.

9. ISSUING TENDER DOCUMENTS, SUPPORTING DOCUMENTS AND CLARIFICATIONS WITHOUT DELAY

Responses to requests for information, requests for tender documents and other supporting documentation (if not made available electronically on the e-tenders website) must be issued without delay.

- 9.1 Issue tender documents and responses to requests for additional information in good time
- 9.2 Ensure that additional information supplied to one party, in response to a request, is supplied to all interested parties if it could be significant in the context of preparing a tender.

10. RECEIPTING AND OPENING TENDERS

The procuring entity should ensure that proper procedures are in place for opening tenders.

- 10.1 Return late tenders unopened to the tenderer and record their existence and time of arrival.
- 10.2 Open all tenders (received on time) together as soon as possible after the designated latest time and date set for receipt of tenders.
- 10.3 Arrange for the opening of tenders to take place in the presence of at least two officials of the contracting authority who would sign each tender paper mentioning the date as well.
- 10.4 Ensure that a clear and formal independently vouched report of the tenders received is produced.

11. EVALUATING TENDERS

The evaluation and award process must be demonstrably objective and transparent and based solely on the criteria published in the RFT or in tender document.

- 11.1 Arrange for the evaluation of tenders to be carried out by a suitably competent evaluation team / committee.
- 11.2 Evaluate price including taxes.

12. AWARDING THE CONTRACT

The contract should be awarded to the supplier or service provider that is best able to fulfil procuring entity requirements (selected in accordance with the evaluation criteria), whose bid is within budget and in all other respects complies with the RFT, approval requirements, public procurement law.

- 12.1 Record in the contract document(s) all terms and special conditions that apply.
- 12.2 Ensure that the contract specifies clearly the roles and responsibilities of both the client and the supplier/service provider – what needs to be done, by whom and how much it will cost.

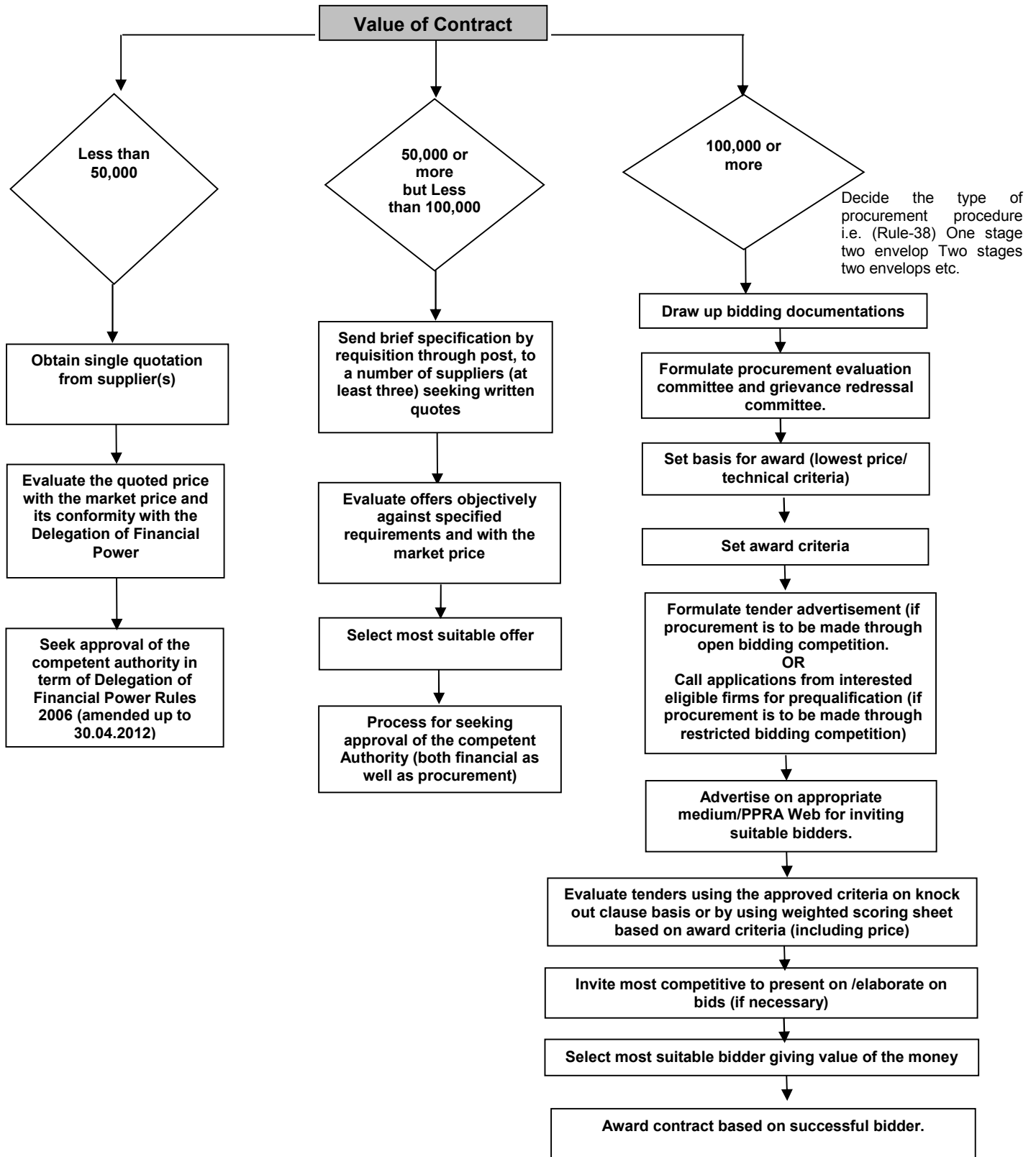
13. MANAGING THE CONTRACT

The management stage of a contract is where value for money, (VFM) gained during the preceding stages, is realised. A contract needs to be effectively managed by the user, not just left to the supplier. Proactive involvement in the management of the contract is essential to maximise VFM.

- 13.1 Have a programme of checking work/goods against the specification.
- 13.2 Ensure that there are procedures for identifying inadequacies/poor performance and for remedial action.
- 13.3 Maintain a record of supplier performance.
- 13.4 At the conclusion of the contract, review the whole procurement process, not just the supplier's performance but also the effectiveness of the earlier stages. This review process can provide information for future procurements – in respect of developing and specifying needs, supplier selection and contract management.

Appendix I:

PROCUREMENT PROCESS SEQUENCE UNDER PPRA RULES-2014.



Appendix II:

Format of Request for Tender (RFT) Documents

RFTs generally contain the following information (this is not a prescriptive or exhaustive list):

- Background and summary of requirements
- Financial and invoicing arrangements
- Contact details for further information and query handling – as well as rules relating to same
- General instructions to tenderers in relation to submission of tenders
- Required format of tender responses
- Specifications (comprehensive and unambiguous descriptions) of the services, goods or works required.
- Conditions applicable to the contract including, for example, time for delivery, payments schedule, liability for defects, settlement of disputes etc
- Examination and evaluation of tenders - the RFT must state all of the criteria being applied in the award process.
- Obligations and restrictions imposed by the contracting authority

Tips for Request for Tender (RFT) Documents

1. Be very clear in what you are looking for to ensure that you get tenders that fit your needs. Make sure you set out under what criteria the tenders will be evaluated.

3. Avoid using ambiguous phrases that maybe misinterpreted by the suppliers, such as “quality of tender” in the award criteria, and address in the RFT any possible questions that may arise. This would provide a better chance to the procuring entity to get documentation. Getting what it want to be, very specific in stating exactly what will be measured (e.g. the extent to which the tender meets the technical requirements.

4. It can be helpful to include a return check list (with tick-boxes) for suppliers so that they can be sure that they have satisfied all requirements mentioned in the documents. This can also be helpful to the buyer in summarising what they need from suppliers.

5. Include any timescales associated with the project early in the notice. This includes the latest date for submission of queries relating to the project, the closing date and time for submission of tenders, etc. Many buyers only state the closing date; however, suppliers often like to know when the evaluation might be completed or when the contract is likely to take effect.

6. In some cases, it may be useful to indicate a budget for the procurement in the RFT. This can give potential suppliers an idea of the range of the project, and they can tailor their submissions to meet this budget. For example, in an

advertising tender, you might want to see how much of your budget will be used on actual advertising and how much will be charged in the management fee.

7. If possible, upload any tender documentation that may help clarify the tender on to the PPRA / Department. This will reduce the need for contracting authorities to send any relevant documentation manually at a later date.

8. When uploading any tender documentation, ensure that the size of the documents is kept small. This will allow the documents to be accessed by those on slower internet connections, such as dial-up.