

GENERAL GUIDELINES FOR PROCUREMENT OFFICERS

Preamble:

This General Guideline is being issued with the objective of facilitating the Chairpersons of the Procurement Committees and the Heads of Procuring Agencies, in successfully executing the Procurement procedure in compliance with the Balochistan Public Procurement Rules – 2014. (BPPR)

Pre-Requisites:

Users of this guideline must have read and made themselves aware of the BPPR and the supplementing legal framework of the Government of Balochistan including the Rules of Business, General Financial Rules, Delegation of Power under the Financial Rules and the Power of Re-appropriation Rules – 2008

Procedure:

Mandatory steps to be taken by the Procuring officer are described in the following tabular manner. The readers are advised to consult the BPPR for their application.

S. No.	Action to be performed	BPPR Ref. No.
1	Get notified a Procurement Committee	7 & 8
2	Constitute a Complaint Redressal Committee	56
3	Obtain B-PPRA user ID for using the B-PPRA website	10, 11, 15, etc.
4	Prepare & upload the Annual Procurement Plan	11
5	Upon receipt of funds, finalize the specs, terms, procurement method, bidding procedure, bidding documents & Tender Notice; in consultation with the procurement Committee & technical member/s (where required procurement is technically complex)	14, 24, 51
6	Prepare Notice Inviting Tender (Assistance may be sought from the B-PPRA website from the uploaded sample NITs)	15(4), 41(1)
7	Upload Notice Inviting Tender at B-PPRA website and publish in newspapers; as per the applicable methods of notification	15(1,2,3,5,7)
8	Prepare the Bidding Documents (Assistance may be sought from the B-PPRA website from the uploaded sample Bidding Documents) Documentation of the evaluation criteria, specifications and terms & conditions require special attention of the Procuring officer, Procurement committee	27(1), 41(1) 27(3) 34, 13, 35, 37
9	Upload the Bidding the Bidding Documents at B-PPRA website	27(2, 4)
10	Issue the Bidding Documents	16(2), 26
11	Receive Bids	25
12	Convene Bid opening	33
13	Evaluate the Bids in accordance with the evaluation criteria,	35
14	Prepare & upload the Bid Evaluation Report	40
15	Redressal of Grievances (If any)	56
16	Award of Contract to the lowest evaluated bidder	48
17	Submission of Procurement Record for Post procurement review	80