

*User Manual for Liaison Officer*

*e-GP Version 2.1*

## Contents

1. GETTING STARTED .....	3
1.1. HOME PAGE.....	3
2. PROCURING ENTITY REGISTRATION .....	3
2.1. REGISTRATION PAGE – PROCURING ENTITY .....	3
2.1.1. FILL PROCURING ENTITY REGISTRATION FORM.....	6
3. LIAISON OFFICER.....	12
3.1. LOGGING INTO THE SYSTEM AS A LIAISON OFFICER .....	12
3.2. CHANGE YOUR LOGIN PASSWORD .....	14
3.3. ADDING ASSISTANT OFFICERS (SUB LIAISON OFFICERS) TO THE SYSTEM .....	14
3.4. APPROVE ASSISTANT LIAISON OFFICERS .....	15
3.5. EMAIL RECEIVED AFTER APPROVING THE PROFILE OF THE ASSISTANT LIAISON OFFICER .....	16
3.6. VIEW ASSISTANT LIAISON OFFICERS.....	16
3.7. ADDING PROCUREMENT NOTICE .....	16
3.8. VIEW PROCUREMENT NOTICE.....	18
3.9. ADDING PROCUREMENT AWARD.....	19
3.9.1. IN THE SYSTEM AS AN E-PROCUREMENT .....	20
3.9.2. “IN THE SYSTEM AS A MANUAL PROCUREMENT NOTICE” AND “NOT IN THE SYSTEM” ..	24
3.10. VIEW PROCUREMENT AWARD .....	24
2.11. ADDING PROCUREMENT PLANS.....	25
2.12. INVITATION OF E-QUOTATIONS .....	27
4. MANAGING E-QUOTATIONS AFTER INVITING.....	50
4.1. E-OPENING .....	50
5. AWARDING.....	51

## 1. GETTING STARTED

- Open the Web Browser and enter the following URL in the address bar. (The site is best viewed in Google Chrome, Mozilla Firefox, or Microsoft Edge)
- Access to the <https://promise.lk> website.

### 1.1. HOME PAGE

The user will be directed to the home page of the system as shown in *Figure 1*.



*Figure 1 - Home Page*

## 2. PROCURING ENTITY REGISTRATION

### 2.1. REGISTRATION PAGE – PROCURING ENTITY

All the Government Procuring Entities that wish to use the e-GP system will have to register with the system.

As per the Public Finance Department Circular 08/2019 on “Implementation of e-GP in Sri Lanka” the head of the organization should nominate and authorize a liaison officer to register in the e-GP system and liaise procurement-related activities through the e-GP system. The organization can have one or several liaison officers as per the requirements. Liaison officers once registered can add assistant liaison officers to the e-GP system.

- In the menu bar as in *Figure 2*, select “Registration”.
- Next, select “Procuring Entity” as shown in *Figure 2*.



Figure 2 - Directing to the Procuring Entity Registration Page

- Now the Procuring Entity will be directed to the “Procuring Entity Registration page”.
- The Procuring Entity will have to fill in the form displayed in *Figure 3* shown below.

## Procuring Entity Registration

### Details of Entity

**Procuring Entity Type \***

**Procuring Entity Level \***

**Provincial Councils \***

**Procuring Entity Level \***

**Designation of the Head of the Procuring Entity \***

**Address \***

**Personal Land Phone 1 \***

**Official Email \***

**Business registration Number (if applicable)**

**VAT Registration No (if applicable)**

### Details of Liaison Officer

**Title \***

**Procurement Liaison Officer \***

**Designation \***

**Title \***

**Procurement Liaison Officer \***

**Designation \***

**NIC \***

**Mobile Phone with Country Code \***

**Email \***

**Terms of use \***  I agree to the following terms.

The officer appointed by the Head of the Organization (Ministry, Department, Special Spending Units or the State Own Enterprise) as the Liaison Officer (LO) to coordinate with Ministry of Finance on e-Procurement activities shall be responsible to enter the correct information to the Government's e-Procurement System (PROMISE). The PROMISE system and Ministry of Finance shall not be responsible for any consequences might take place on inputting wrong, fraudulent or misleading information to the PROMISE system by the LO or/ and the officer (if any) to whom the LO delegates his due functions on managing affairs with PROMISE. However, Head of the Organization is accountable for overall functions in the e-GP system

[See more](#)

Figure 3 - Procuring Entity (PE) Registration Page

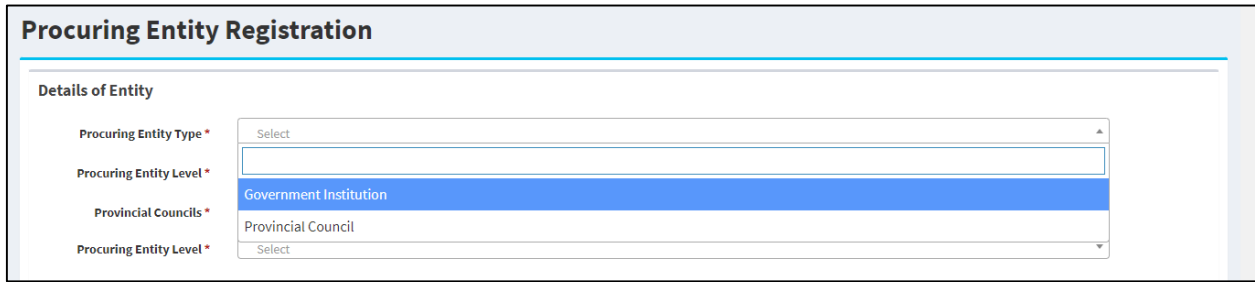
## 2.1.1.1. FILL PROCURING ENTITY REGISTRATION FORM

**Path: Registration → Procuring entity**

### 2.1.1.1.1. DETAILS OF ENTITY

#### Procuring Entity Type

You are required to select the Procuring Entity Type as a Government institution or Provincial Council.

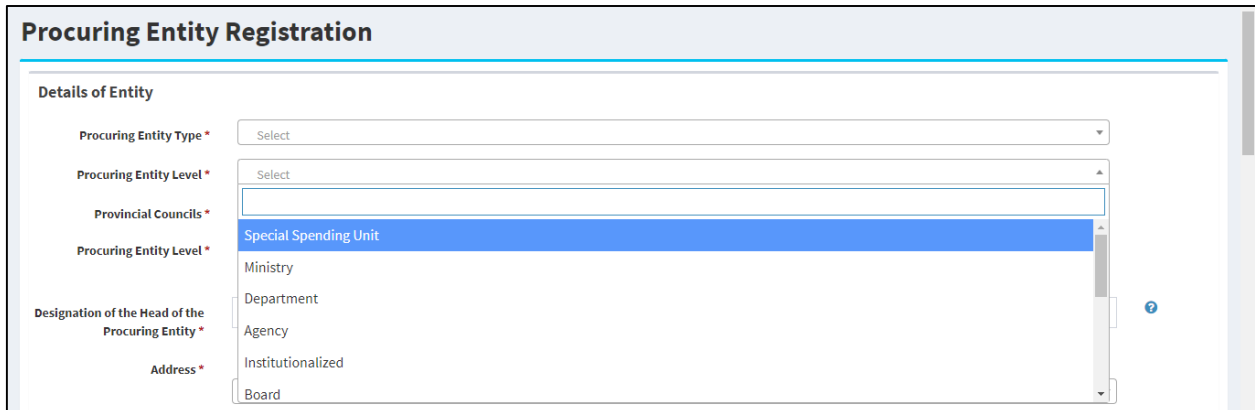


The screenshot shows a web form titled "Procuring Entity Registration". Under the "Details of Entity" section, there are four dropdown menus. The first, "Procuring Entity Type", is open and shows two options: "Government Institution" (highlighted in blue) and "Provincial Council". The other three dropdowns are closed and show "Select".

Figure 4 - Procuring Entity Type

#### Procuring Entity Level

You are required to select the Procuring Entity Level.



The screenshot shows the same "Procuring Entity Registration" form. In this view, the "Procuring Entity Level" dropdown is open, displaying a list of options: "Special Spending Unit" (highlighted in blue), "Ministry", "Department", "Agency", "Institutionalized", and "Board". The other dropdowns remain closed.

Figure 5 - Procuring Entity Level

#### Provincial Councils

You are required to select the Provincial Councils.

Figure 6 - Provincial Council

### Name of the Procuring Entity

You are required to select the name of the procuring entity.

If your Procuring Entity is not listed here, request to add your organization by clicking “Click here”.

Figure 7 - Name of the Procuring Entity

#### 2.1.1.2. REQUEST NEW ORGANIZATION

You are required to fill out this form to request a new organization.

Figure 8 - Request New organization.

After filling in the form submit it. If you successfully complete the form, you will get this message.



Figure 9 - The message when successfully submit the new organization form.

Then, the Admin of the e-GP Secretariat will confirm your organization. After that, you can select the new organization name and fill out the form.

### Designation of the Head of the Procuring Entity

You are required to type the Designation of the Head of the Procuring Entity.

The image shows a form field with the label "Designation of the Head of the Procuring Entity \*". The field is empty and has a question mark icon to its right.

Figure 10 - Designation of the Head of the Procuring Entity

### Address

You are required to type the Address as streets 1 and 2. Then select the city and it automatically fills the province according to your city.

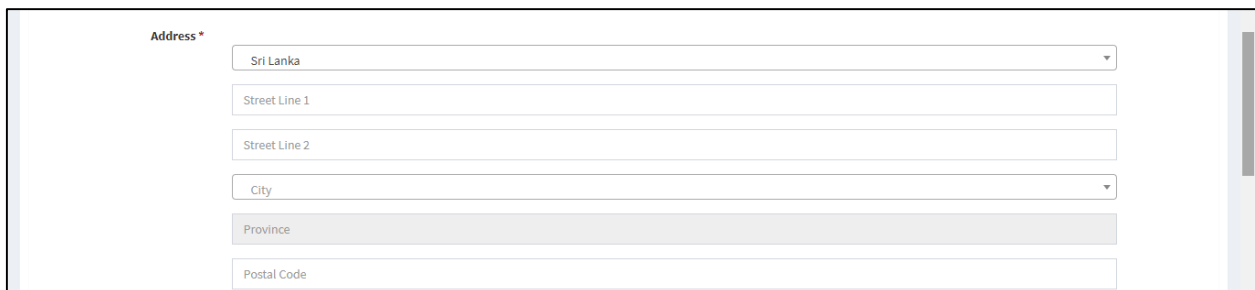
The image shows a form section titled "Address \*". It contains several input fields: a dropdown menu for "Country" (currently showing "Sri Lanka"), two text input fields for "Street Line 1" and "Street Line 2", a dropdown menu for "City", a dropdown menu for "Province" (which is currently disabled), and a text input field for "Postal Code".

Figure 11 – Address.

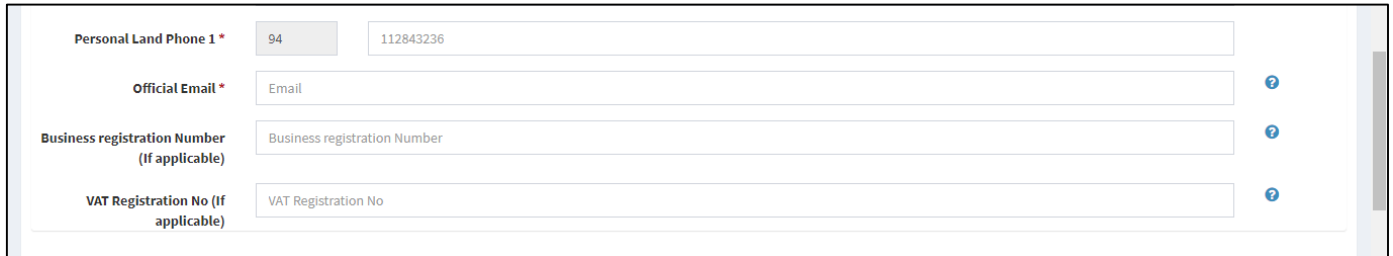
### Personal Land Phone 1 / Official Email / Business Registration Number / VAT Registration No

You are required to type Personal Land Phone 1 and Official Email. (The official email should be accessible by the head of the organization. Once the liaison officer submits this form the head of the



organization will receive an automated letter from the e-GP system requesting the Head of the organization authorization for e-GP secretariat to approve liaison officer registration.)

You can type Business Registration Number and VAT Registration Number if applicable.



The screenshot shows a registration form with the following fields:

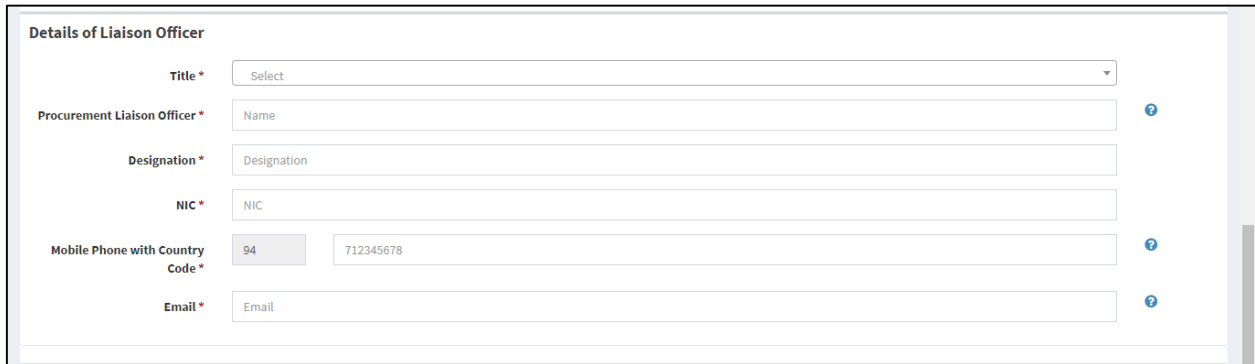
- Personal Land Phone 1 \***: A dropdown menu with '94' selected and a text input field containing '112843236'.
- Official Email \***: A text input field containing 'Email'.
- Business registration Number (If applicable)**: A text input field containing 'Business registration Number'.
- VAT Registration No (If applicable)**: A text input field containing 'VAT Registration No'.

Each field has a blue question mark icon to its right.

Figure 12 - Personal Land Phone 1 / Official Email / Business Registration Number / VAT Registration No

### 2.1.1.3. DETAILS OF LIAISON OFFICER

In this section, you are required to fill in Liaison Officer details.



The screenshot shows the 'Details of Liaison Officer' form with the following fields:

- Title \***: A dropdown menu with 'Select' selected.
- Procurement Liaison Officer \***: A text input field containing 'Name'.
- Designation \***: A text input field containing 'Designation'.
- NIC \***: A text input field containing 'NIC'.
- Mobile Phone with Country Code \***: A dropdown menu with '94' selected and a text input field containing '712345678'.
- Email \***: A text input field containing 'Email'.

Each field has a blue question mark icon to its right.

Figure 13 - Details of Liaison Officer


### Terms of use

You are required to tick the check box if you agree to the Terms of Use of the e-GP System to continue with the registration.

**Terms of use \***  I agree to the following terms.

The officer appointed by the Head of the Organization (Ministry, Department, Special Spending Units or the State Own Enterprise) as the Liaison Officer (LO) to coordinate with Department of Public Finance on e-Procurement activities shall be responsible to enter the correct information to the Government's e-Procurement System (PROMISE). The PROMISE system and the Department of Public Finance under the Ministry of Finance shall not be responsible for any consequences might take place on inputting wrong, fraudulent or misleading information to the PROMISE system by the LO or/ and the officer(if any) to whom the LO delegates his due functions on managing affairs with PROMISE.

[See more](#)


I'm not a robot  reCAPTCHA  
Privacy - Terms

[Register](#)

Figure 14 - Terms of use.

Finally, after agreeing to the Terms of Use

- Click the “I'm not a robot” box.
- Click “Register” button. (Figure 15).

I'm not a robot  reCAPTCHA  
Privacy - Terms

[Register](#)

Figure 15 - CAPTCHA verification.

After registration is completed successfully the system displays the following message as shown in Figure 16.



## Electronic Government Procurement (eGP) System

Government of Democratic Socialist Republic of Sri Lanka  
Ministry of Finance



[Login | Registration](#)

---

[Home](#) [Procurement Information](#) [e-GP Publications](#) [FAQ's](#) [e-Market](#) [Contact Us](#)

### Registration Success

Thank you very much for registration as a Procuring Entity with PROMISE e-GP System of the Government of Sri Lanka.  
Please check your email given in your application for official acknowledgement forwarded by e-GP Secretariat under the Department of Public Finance of the Ministry of Finance.

Figure 16 - The message when successfully register as Procuring Entity

#### 2.1.1.4. EMAIL AFTER CLICKING THE REGISTRATION BUTTON

Once the procuring entity has registered, they will receive an email stating that they have registered with the system successfully.

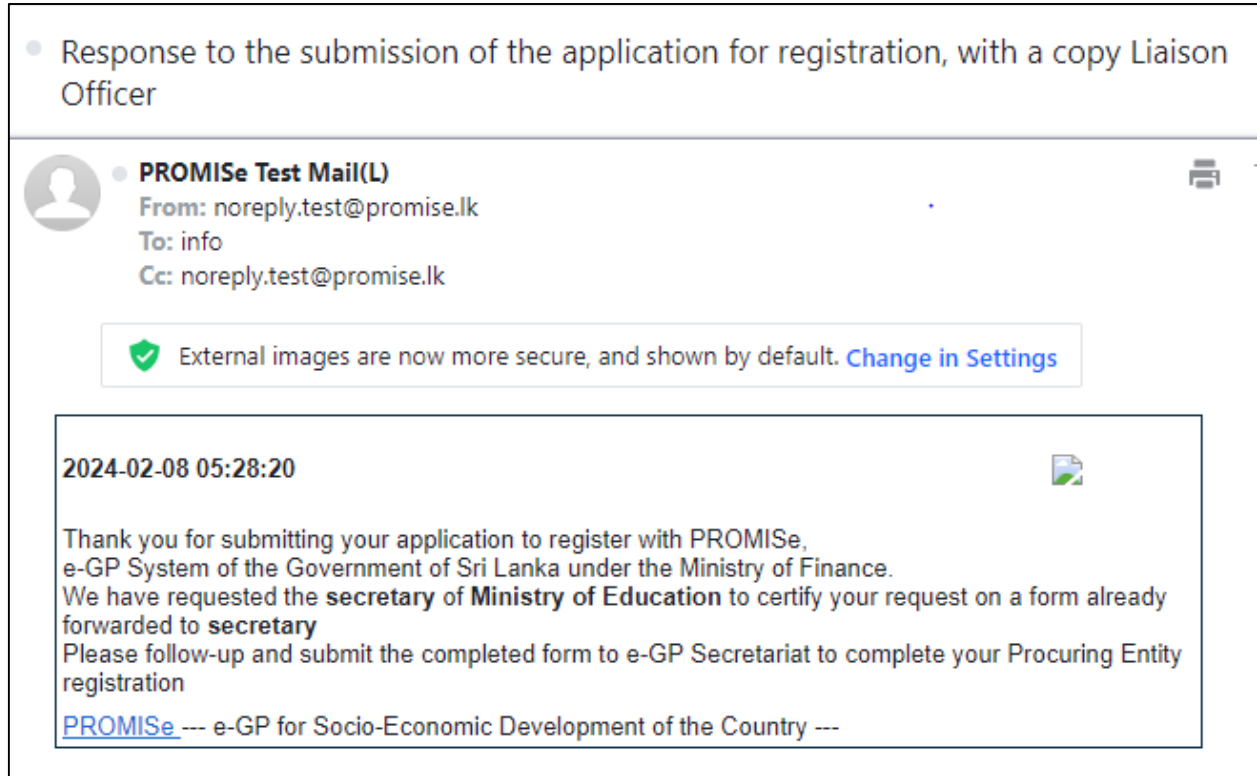


Figure 17 - Email after clicking the registration button.

#### 2.1.1.5. EMAIL WITH THE AUTOMATED LETTER TO HEAD OF THE ORGANIZATION

Once the liaison officer submits this form, the head of the organization will receive an automated letter from the e-GP system requesting the Head of the organization authorization for e-GP secretariat to approve liaison officer registration.

It should be duly completed by the head of the organization and emailed to [promise@pfd.treasury.gov.lk](mailto:promise@pfd.treasury.gov.lk)

#### 2.1.1.6. EMAIL RECEIVED AFTER APPROVING THE PROFILE

The procuring entity will receive an email with login credentials. This will happen after the e-GP Secretariat approves the registration of the liaison officer.



Figure 18 - Email received after approving the profile.

Please watch the Procuring Entity registration video for more details.

### 3. LIAISON OFFICER

#### 3.1. LOGGING INTO THE SYSTEM AS A LIAISON OFFICER

After the successful registration on the liaison officer's part, when the Administrator enables the liaison officer account, an email will be sent to the address associated with the account, containing the login credentials (username and password).

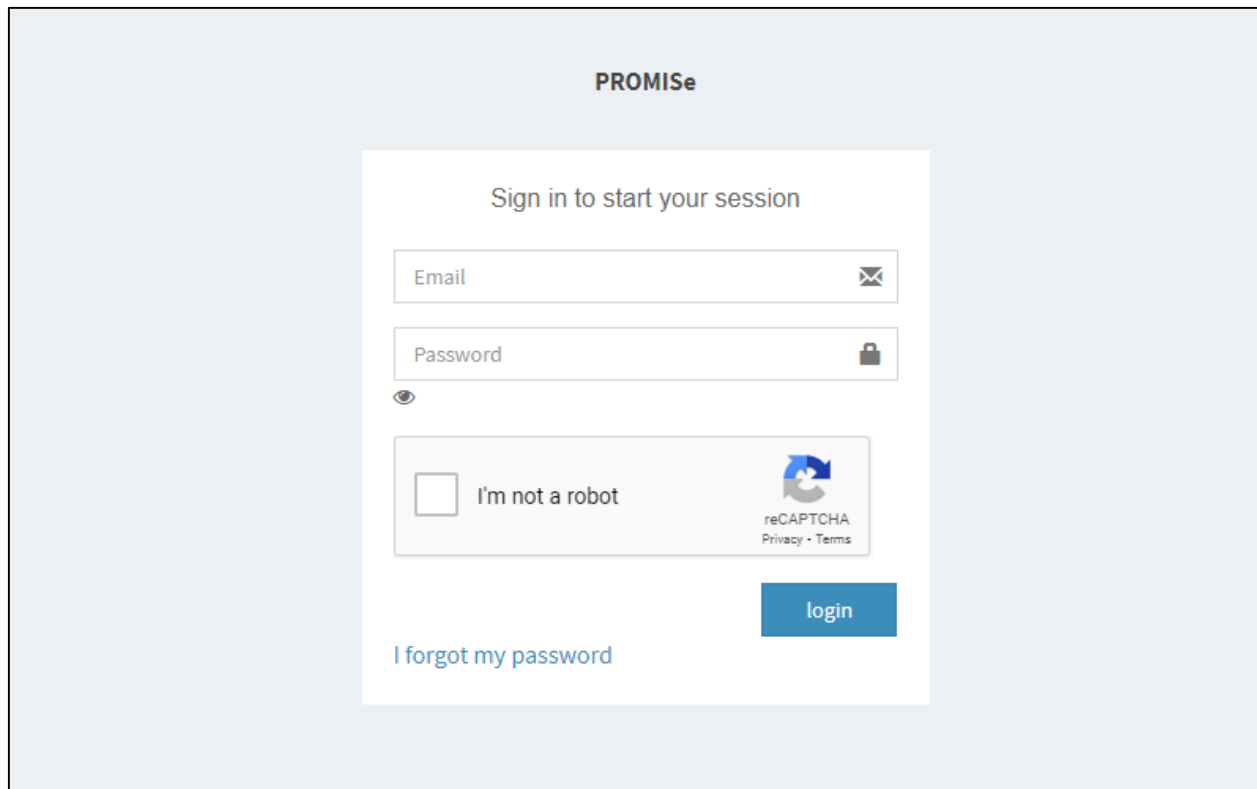


Figure 19 - Login Page

### Notes on logging issues

- If you have forgotten your password, click on the link “I forgot my password”.
- Then enter your email to reset the password and click on the “Send” button.
- If the email is registered in the system, you will get a password reset link to your email.

After logging in to the system as a liaison officer can view his profile *Figure 20*

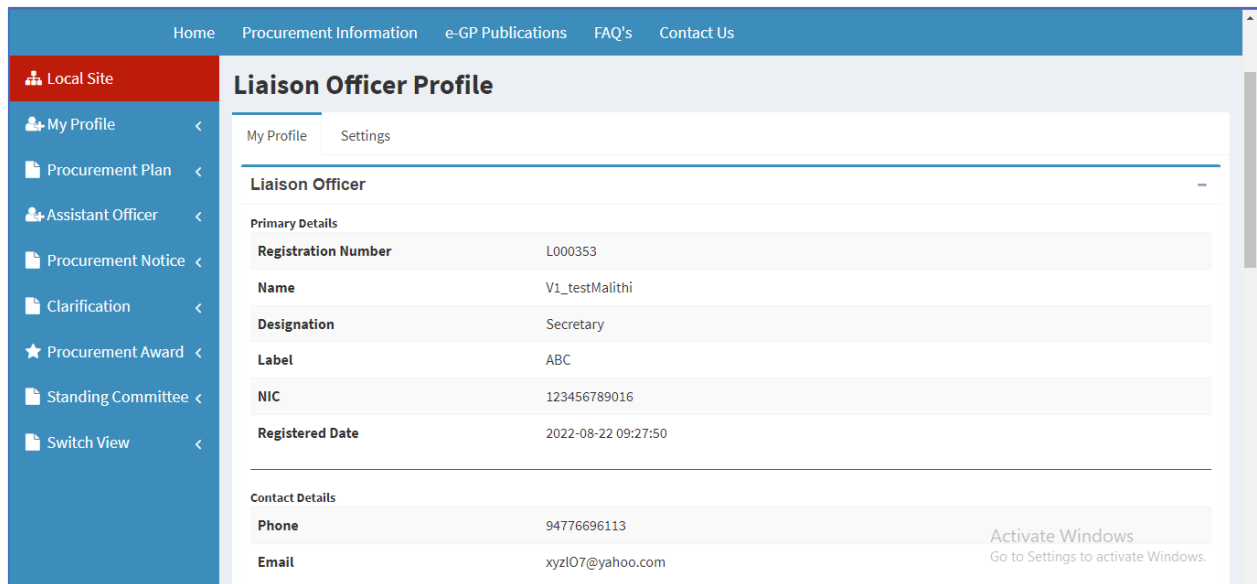


Figure 20 - Liaison officer profile.

### 3.2. CHANGE YOUR LOGIN PASSWORD

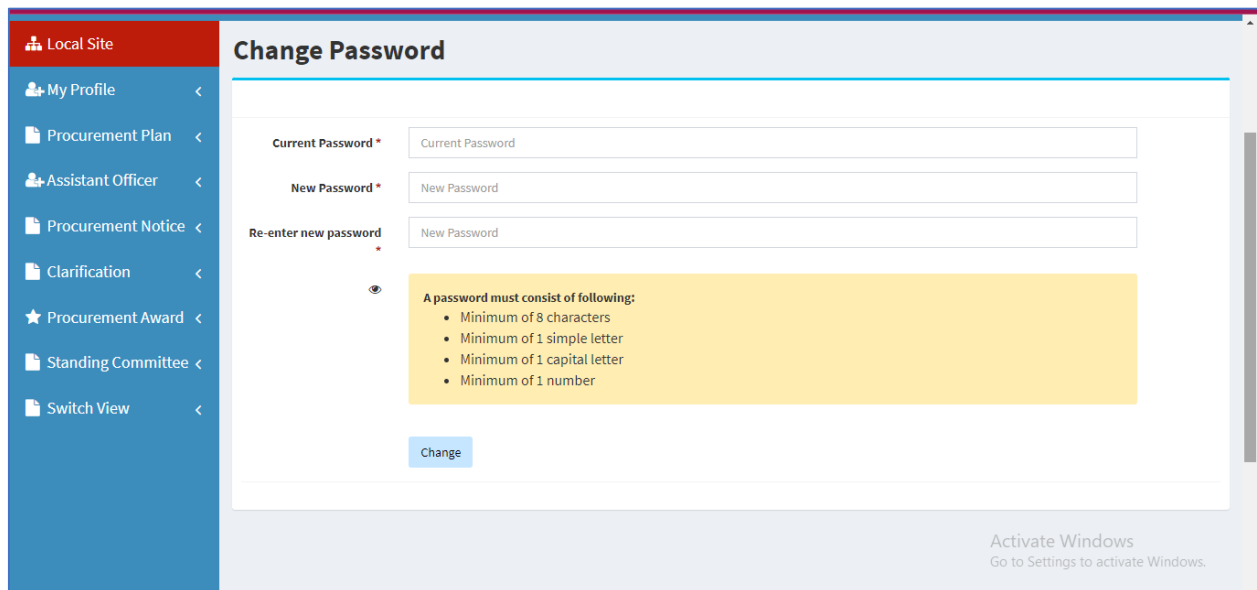


Figure 21 - Change password.

1. When you receive the login credentials via email or SMS, log in using the password sent.
2. Then you will be directed to a screen where you get the opportunity to change your password.
3. Enter the password you received via email as the current password and enter the new password in the other two fields.

### 3.3. ADDING ASSISTANT OFFICERS (SUB LIASION OFFICERS) TO THE SYSTEM

**Path: Assistant Liaison Officers → Add user.**

1. Log in to the system as a liaison officer.
2. Then click on Add user.
3. Fill in the relevant details and click 'Register'.

The screenshot shows the 'Add Assistant Officer' form. The left sidebar has a red arrow pointing to the 'Add User' option under the 'Assistant Officer' menu. The form fields are as follows:

User Role *	Liaison Officer Assistant Officer
Name *	
Phone Number with country code *	94xxxxxxxx
NIC	NIC
Email *	Email

At the bottom of the form is a 'Register' button. The footer of the page says 'Activate Windows Go to Settings to activate Windows.'

Figure 22 - Adding new assistant officer form.

### 3.4. APPROVE ASSISTANT LIAISON OFFICERS

1. Click on Assistant Liaison Officers → View Pending Officers.
2. If the details are correct, confirm the assistant LO.
3. It will pop up an alert asking whether to confirm or cancel. Click either one of the buttons.

The screenshot shows the 'Pending Assistant Officers' page. The table below contains the data for the pending officer:

Confirm	Parent User	User Name	Phone	Email	Record Date
Off	THEEKSHANA TEST LO 1	Assistant LO	9471777777	assistantloforabccompany@gmail.com	2024-02-07 01:42:58

The page also shows a search bar, a 'Showing 1 to 1 of 1 entries' message, and navigation buttons for 'Previous', '1', and 'Next'.

Figure 23 - Pending Assistant Officer

### 3.5. EMAIL RECEIVED AFTER APPROVING THE PROFILE OF THE ASSISTANT LIAISON OFFICER

The assistant liaison officer will receive an email with a password to log in.

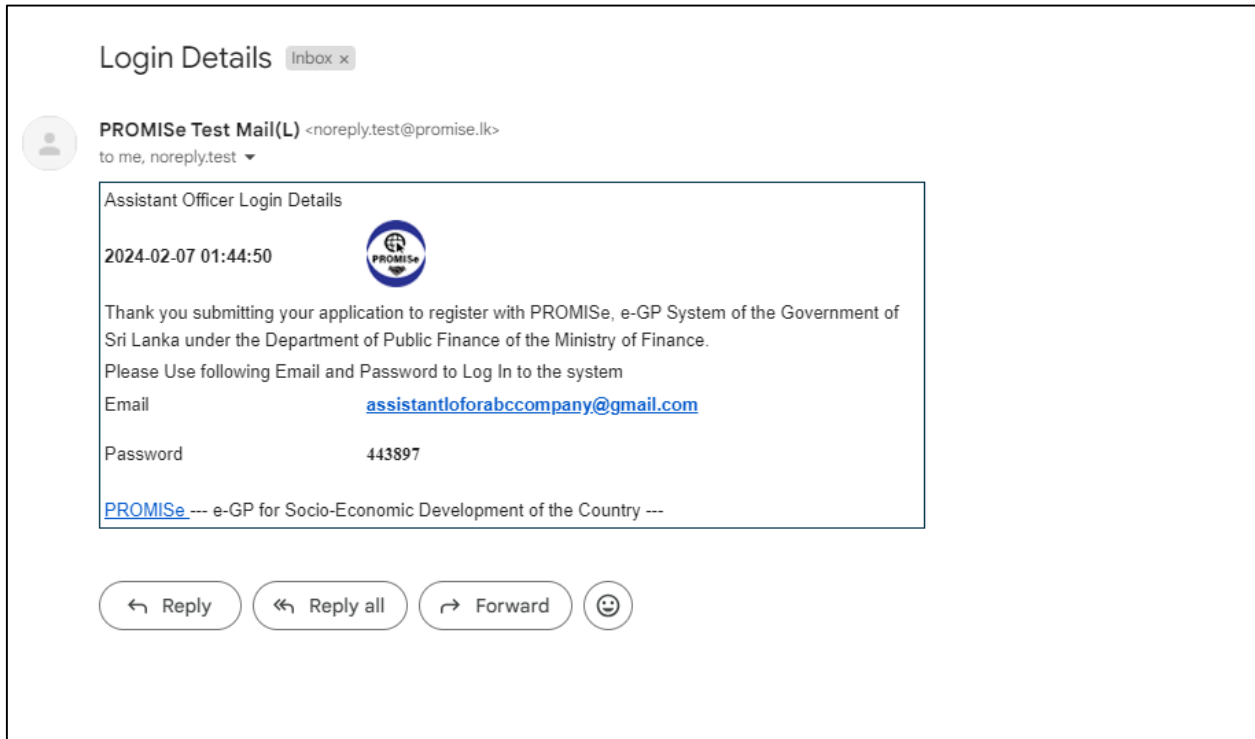


Figure 24 - Email after approving the ALO profile.

### 3.6. VIEW ASSISTANT LIAISON OFFICERS

**Path: Assistant Liaison Officers → View Officers**

You can view the assistant liaison officers you add.



Figure 25 - View ALO

### 3.7. ADDING PROCUREMENT NOTICE

You can publish a manual procurement notice for your item. For a manual procurement notice, vendors cannot bid through the system.



**Path: Click Procurement Notice → Add new.**

1. Enter the title of the procurement and Bid no.
2. Select the “Bidding process start date and time”. Bidders can start the bidding process only after this date and time. Then select “Notice to be displayed onwards” date and time. The procurement notice you are publishing now will be displayed to the public only after this date and time. Then select the Bid closing and Bid opening date and time.
3. Select the procurement method from the drop down.
4. Select the procurement category, funding source and geographic location for the delivery of goods, Works to be executed or Services to be provided. If the delivery location is more than one, select multiple locations.
5. Add a brief description of the procurement. If there is a bidding document fee applicable you may have to inform in here with the payment options. So, the suppliers can make the payment and attach the receipt to the bid submission.
6. Select the CPV code for the related goods works or services by clicking this button “Update CPV” CPV stands for Common Procurement Vocabulary. It is a categorization of Goods works and services with a code for the category which includes the item you want to procure. Type the name of the goods works or service and click search. Then the system will highlight related CPV codes and select them by ticking the check box. Click the submit button which is at the bottom of the screen.
7. You can upload a PDF file. You can upload multiple documents if required. Then enter the title of the document.
8. You can click on the publish button and if it successfully uploaded without any error, it displays a message as “Success”.

**Publish Procurement Notice**

**Title of the Procurement \***

**Bid No \***

**Bidding Process Start Date & Time \***  6:00

**Notice to be displayed onwards \***  6:00

**Bid Closing Date & Time \***  6:00

**Bid Opening Date & Time \***  6:00

**Procurement Method \***

**Procurement Category \***

**Funding \***

**Geographic Location (for the delivery of goods, Works to be executed, Services to be provided) \***

**A brief description**

**CPV Codes**

**File \***

Only pdf can be uploaded.

Figure 26 - Procurement Notice

### 3.8. VIEW PROCUREMENT NOTICE

**Path: Procurement Notice -> View Notice**

You can view added procurement notices. There are 4 tabs in the view notice screen.

1. New Notice – Newly added manual procurement notices can be viewed.
2. Active Notice – The notices that are active now. Time have not expired yet, and bidders should bid to procurement in this time.
3. Expired Notices– Closed notices. The bid closing date and time have expired. Therefore, vendors can't bid.
4. Pending Notices – Notices are yet to be published.

The screenshot shows the 'Procurement Notices' page. The navigation menu on the left includes 'Local Site', 'My Profile', 'Procurement Plan', 'Assistant Officer', 'Procurement Notice' (with sub-options 'Add New' and 'View Notices'), 'Clarification', 'Procurement Award', 'Standing Committee', and 'Switch View'. The 'View Notices' option is highlighted with a red arrow. The main content area shows a summary of notices: New Notices (0), Active Notices (1), Expired Notices (2), and Pending Notices (0). Below this is a table with the following data:

	Procuring Entity	Title of the Procurement	Reference No	Bid Closing Date & Time	Procurement Method	Funding	Geographic Location
<a href="#">View</a>	University of Colombo School of Computing	procurement of printer	2024020624	2024-02-08 07:15:00	Invitation for Quotations / Shopping	Local	Multiple Locations

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'. There are also navigation buttons for 'Previous' and 'Next', and a note: 'Activate Windows. Go to Settings to activate Windows.'

Figure 27 - View procurement notice

### 3.9. ADDING PROCUREMENT AWARD

**Path: Procurement award → Add New**

You can add awards by the system also.

Figure 28 - Adding procurement award.

You can add procurement awards to the e – e-procurements, manual procurement notices, and procurements that are not in the system.

### 3.9.1. IN THE SYSTEM AS AN E-PROCUREMENT

In this process, you can add awards to the procurements that are only in the system.

1. Select The Procurement is **“In the system as an e-procurement.”** Option.
2. Select Title of the Procurement / Description from the dropdown.

**Add Procurement Award**

**Main**

**The Procurement is \***  In the System as an e-Procurement  
 In the System as a Manual Procurement Notice  
 Not in the System

**Name of the Procuring Entity \*** University of Colombo School of Computing

**Procuring Entity Reg. No. \*** P000053

**Title of the Procurement / Description \*** Select...

**Procurement Reference No. \***  
2024012813 - laptop - 2024-01-28 05:16:02  
2024020121 - proc laptop - 2024-02-01 22:51:06  
2024013120 - Procurement of Smartboard - 2024-01-31 12:20:31

**Contract File Number \***  
2024013120 - Procurement of Smartboard - 2024-01-31 12:20:31  
2024020523 - Procurement of Computers - 2024-02-05 13:57:08

**Category \*** 2024020523 - Procurement of Computers - 2024-02-05 13:57:08

Figure 29 - Title of the procurement.

3. You can view the procurement details by clicking “View Procurement”.
4. Add Contract File Number. This should be your file number for this Contract Award.

**View Procurement**

**Description \***

**Procurement Reference No** 2024012813

**Title of the Procurement / Description** laptop

**Procuring Entity** University of Colombo School of Computing

**Bid No.** 431

**View Procurement**

**Procurement Reference No \*** 2024012813

**Contract File Number \***

**Category \*** Works

Figure 30 - Contact file number.

5. Add Package / Lot No. If the procurement was conducted as a lot wise procurement, the package or lot number should be mentioned here. You have to complete the details of one package or lot and click the add button at the bottom and then complete the details of the next package or lot and add it.  
If the procurement was not conducted as a lot wise procurement you do not have to fill this entry on package or Lot No.
6. Add the Total number of bids received.
7. (i). If your vendor is in the system, you can select the “yes” option. Then you can select the Successful Bidder Name from the dropdown and view their details.

Figure 31 - Detail form of the procurement award.

(ii). If your vendor is not in the system, you can select the “no” option. Then you can type the Successful Bidder Name.

Figure 32 - Vendor in the system or not.

8. (i) If you select Contract Value Type as “Contract Value (excluding taxes)” you can select the currency. In this box you should type the converted value in Sri Lankan rupees. If you select the awarded currency type as LKR, for both these entries you should mention the same value which is the contract value in LKR excluding VAT.

Figure 33 - Contract value excluding taxes.

(ii). If you select Contract Value Formula you can add the formula.

Figure 34 - Contract value formula.

9. Select the Date of Award as present or future date. It is important that you do the award details publishing on the same day the organization awarded the contract. If this date exceeds for more than 3 day you would have to mention the reason for delay in publishing.

The screenshot shows a form with two fields. The first field is labeled 'Date of Award \*' and contains the text '2024-02-03'. The second field is labeled 'Reason for delay in publishing \*' and is currently empty.

Figure 35- Date of award.

10. (i). If there is a local agent and he is in the system select “Yes, In the system.” Next, select Local Agent – Name from the dropdown. Then you can view the vendor’s details.

The screenshot shows a form with the following elements:
 

- 'Is there a local agent? \*' with radio buttons for 'Yes' (selected) and 'No'.
- Under 'Yes', radio buttons for 'In the System' (selected) and 'Not in the System'.
- 'Local Agent - Name' dropdown menu showing 'V000005 - George Steuart Health (pvt) Ltd'.
- A detailed view of the selected agent's information:
 

Registration No	V000005
Business Name	George Steuart Health (pvt) Ltd
Type of Organization	Private Limited Liability Company
Business registration Number	PB 303 PV

Figure 36 - Local agent in the system.

- (ii). If there is a local agent but he is not in the system select “Yes, not in the system.” Next, type the Local Agent –Name.

The screenshot shows a form with the following elements:
 

- 'Is there a local agent? \*' with radio buttons for 'Yes' (selected) and 'No'.
- Under 'Yes', radio buttons for 'In the System' and 'Not in the System' (selected).
- 'Local Agent - Name' text input field which is currently empty.

Figure 37 - Local agent not in the system.

- (ii) If there is no local agent in the system select “No”.

11. You can add remark if applicable.
12. Click on the “Add” button.
13. Repeat the same process for other packages/lots if your procurement conducted as lot wise.
14. You can view the added data below in the summary table.

Package / Lot No	Total number of bids received	Is vendor in the System?	Successful Bidder - Name	Currency	Contract Value (excluding taxes)	Contract Value in LKR	Contract Value Formula	Date of Award	Reason for delay in publishing	Is there a local agent?	Local Agent - Name	Remarks
1200	5	Yes	V000006 - METROPOLITAN OFFICE (PVT) LTD	USD	50.00	15570.00		2024-02-06		Yes	V000006 - METROPOLITAN OFFICE (PVT) LTD	
1001	6	Yes	V000004 - DILIGENCE HEALTHCARE PVT LTD	Select	***	***	12+P	2024-02-06		Yes	V000004 - DILIGENCE HEALTHCARE PVT LTD	

Figure 38 - Summary table.

15. Click on “Save” to save all the data you added.
16. If you have completed the details properly you should see the message “records inserted successfully”.

### 3.9.2. “IN THE SYSTEM AS A MANUAL PROCUREMENT NOTICE” AND “NOT IN THE SYSTEM”

If the procurement notice was published in the e-GP system, select the procurement is “In the system as manual procurement notice” or if the procurement is not in the system select “not in the system.”

You can select the title of the procurement from the drop down if you had selected option as procurement is “In the system as manual procurement notice” Then procurement reference number is visible.

If you had selected the procurement is “not in the system” you have to enter the name of the procurement and procurement reference number.

Then fill the remaining part same as the e- Procurement.

### 3.10. VIEW PROCUREMENT AWARD

**Path: Click Procurement Award → View List**

This view list can only be seen by the liaison offices and assistant liaison offices of the organization.

1. You can search for awards by Reference No, Procuring Entity, Title of the Procurement, etc.
2. Click on “View details” to view more details of the award and if you want to delete the award click on the “Trash button”.



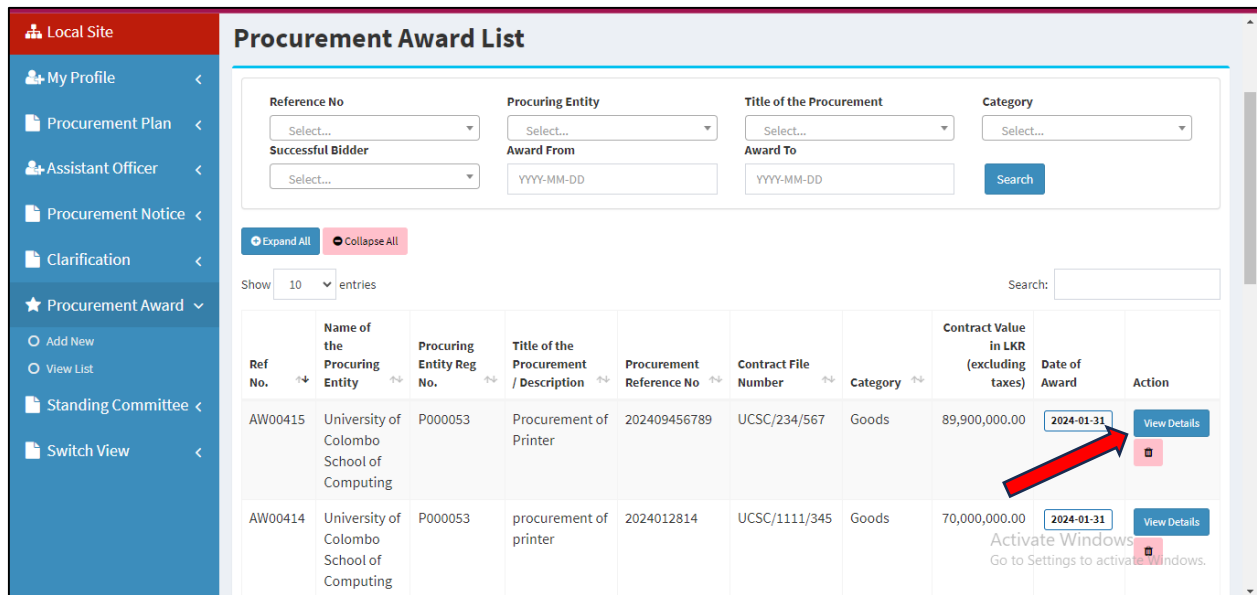


Figure 39 - Viewing procurement award list.

The public viewing of the Award details should be done by clicking procurement information procurement awards. They can select and search to view the award details.

## 2.11. ADDING PROCUREMENT PLANS

**Path: Procurement Plan → Add Procurement Plan**

Before you start to conduct an e-procurement be sure that you have uploaded the annual procurement plan of your organization.

Before adding the procurement, you should add a procurement plan. For that,

1. Select Procurement Plan → Add Procurement Plan
2. **Adding a new title**
  - You can add a new title for the procurement plan.
  - Click on the “Add new title” button.
  - Then type the new title and click on “submit”.

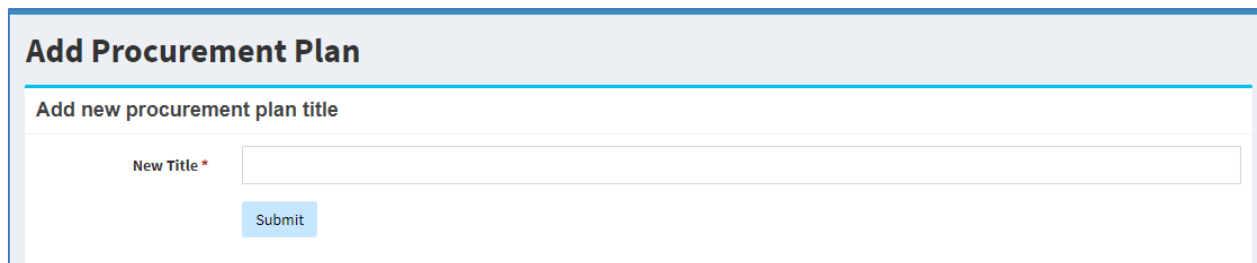


Figure 40 - New procurement plan title.

Now select your newly added title from the dropdown.

If you already have a title, you can directly select that title from the dropdown.

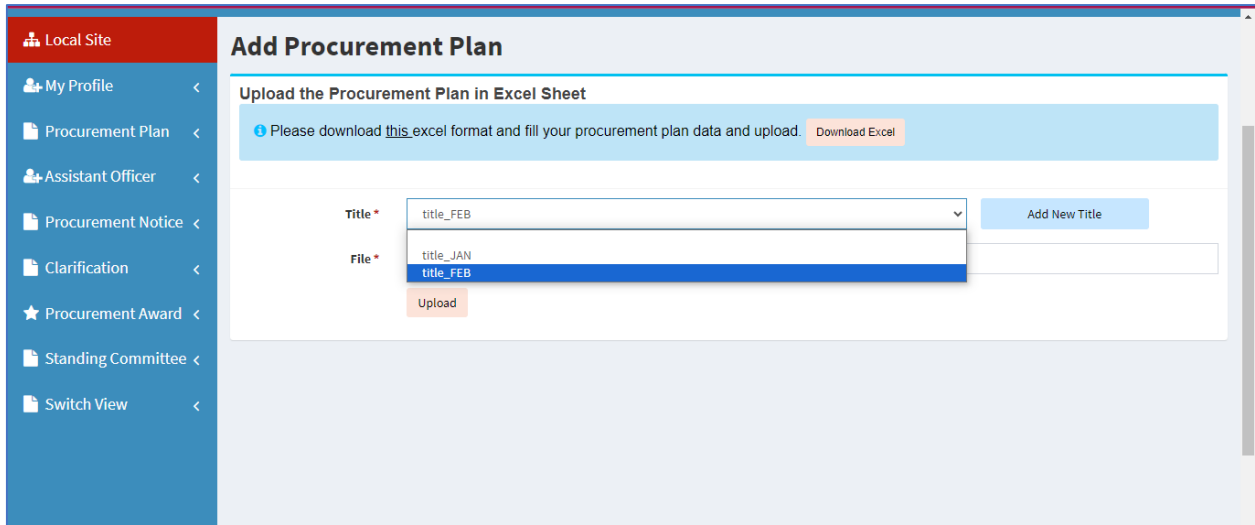


Figure 41 -Procurement plan title dropdown.

### 3. Uploading the procurement plan

You can download the sample Excel document. Then fill in that Excel sheet relevantly and upload it.

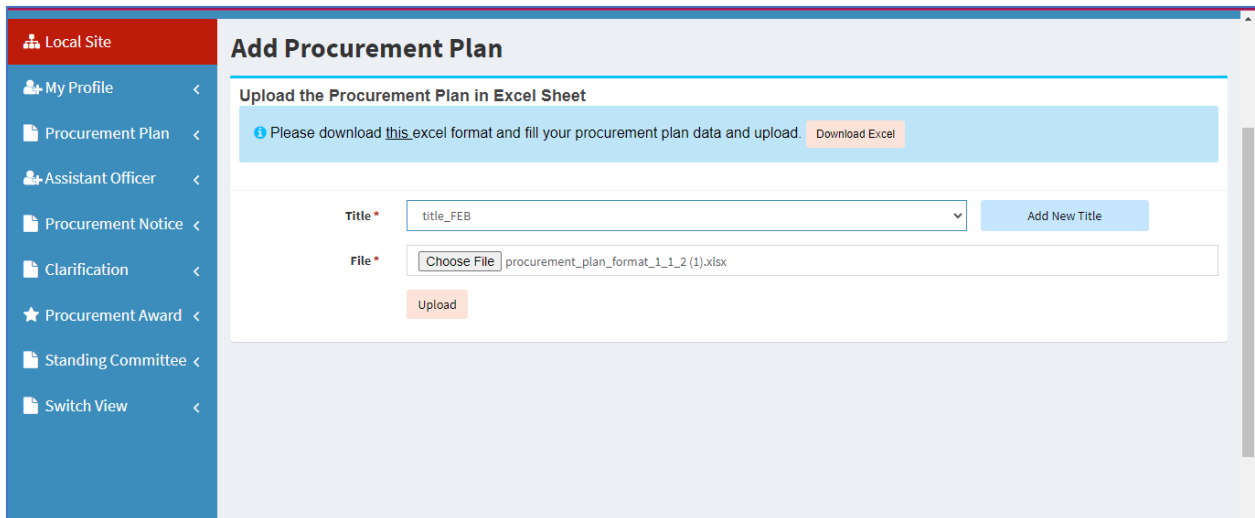


Figure 42 - Uploading procurement plan.

### 4. Confirm uploads.

After uploading the Excel sheet, you can confirm this by clicking on the “Save” button under the action column.

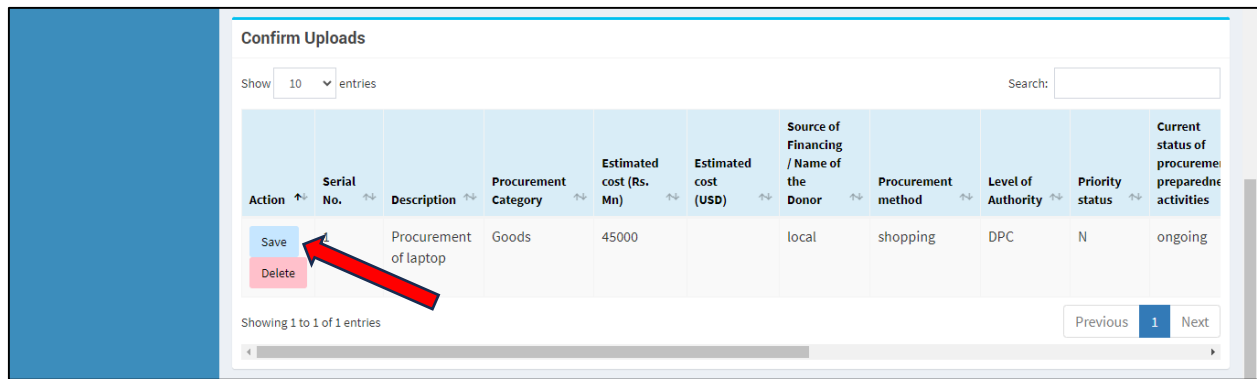


Figure 43- Confirmation to uploaded documents.

If you want to delete the added procurement plan you can click on “Delete” button.

Once you confirm, the row will be saved.

Those will be displayed in Procurement Plan → View Plans.

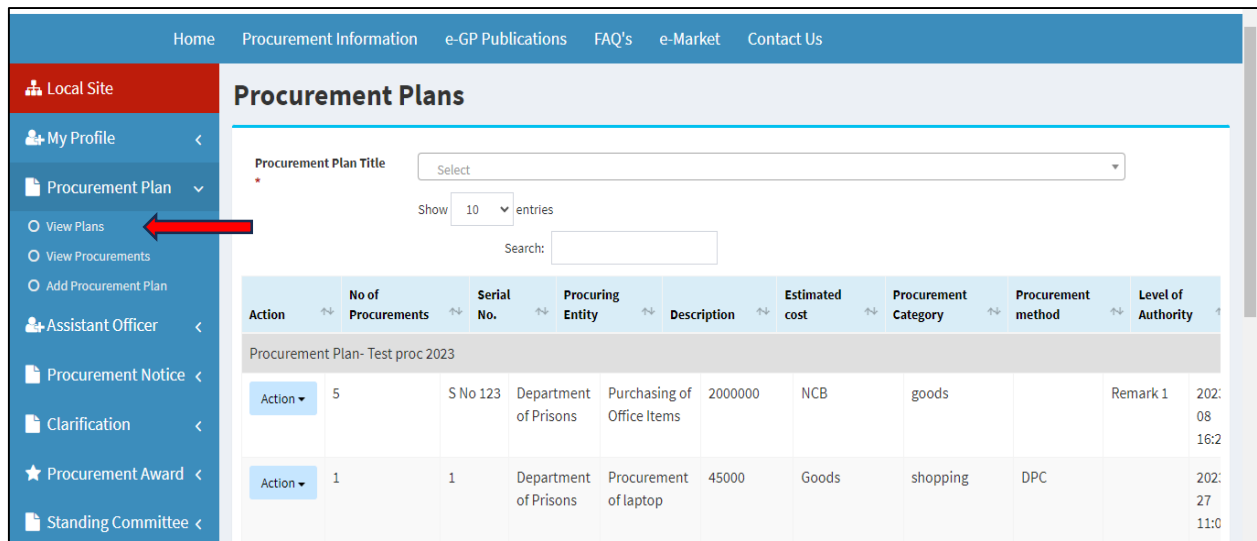


Figure 44 - View plan.

Select a “Procurement Plan Title”. Then you will be able to view the procurement plan added. In the future if needed additional rows can be added to the same procurement plan under Procurement Plan → Add procurement.

## 2.12. INVITATION OF E-QUOTATIONS

### Path: Action → Add Procurement

After adding the procurement plan, the liaison officer can conduct e-procurement for the line items of the procurement plan/s added.

Click on the “Add Procurement” under the “Action” button and now you will be directed to a page to add the procurement.

Click on Action → Add Procurement. – *Figure 45*

- After clicking on “Add Procurement” you will be directed to a screen as below. – *Figure 45*
- Fill in all the forms in the tabs under activities.

The screenshot shows a web application interface for adding a procurement. On the left is a blue sidebar with navigation links: Clarification, Procurement Award, Standing Committee, and Switch View. The main content area is titled 'Activities' and has four tabs: 1 - Primary Details (selected), 2 - Process Details, 3 - IFe-Q Documents, and 4 - Invite the Vendors. The 'Primary Details' tab contains the following fields:

- Procurement Method \* (dropdown menu with 'Select' option)
- Procurement Category \* (dropdown menu with 'Select' option)
- Quotation/ Bid No \* (text input field)
- Title of the Procurement \* (text input field)
- Total Cost Estimate(TCE) (Without Tax) LKR \* (text input field)
- Funding \* (dropdown menu with 'Select' option)
- IFe-Q / Procurement Notice \* (calendar icon, text input field, and time selector set to 13:00)
- Quotation/ Bidding Process Start \* (calendar icon, text input field, and time selector set to 13:00)

*Figure 45 - Primary details.*

**Tab 1** - Primary Details of the Procurement

**Tab 2** – Process Details of the Procurement (Activities should be included in the procurement)

**Tab 3** – IFe-Q Documents

**Tab 4** – Invite the vendors.

➤ **ACTIVITIES → PRIMARY DETAILS**

- Fill the Primary details and click on the “save” button.

The screenshot shows a web application interface with a blue sidebar on the left containing navigation items: Clarification, Procurement Award, Standing Committee, and Switch View. The main content area is titled 'Activities' and has four tabs: 1 - Primary Details (active), 2 - Process Details, 3 - IFe-Q Documents, and 4 - Invite the Vendors. The 'Primary Details' tab contains the following form fields:

- Procurement Method \* (Dropdown menu: Select)
- Procurement Category \* (Dropdown menu: Select)
- Quotation/ Bid No \* (Text input)
- Title of the Procurement \* (Text input)
- Total Cost Estimate(TCE) (Without Tax) LKR \* (Text input)
- Funding \* (Dropdown menu: Select)
- IFe-Q / Procurement Notice \* (Calendar icon, Text input, Time selector: 1:30)
- Quotation/ Bidding Process Start \* (Calendar icon, Text input, Time selector: 1:30)
- Quotation/ Bid Closing \* (Calendar icon, Text input, Time selector: 1:30)
- Quotation/ Bidding Opening \* (Calendar icon, Text input, Time selector: 1:30)

A 'Save' button is located at the bottom of the form. Below the form is a section titled 'Time Line Graph'.

Figure 46 - Primary detail form.

➤ **ACTIVITIES → PROCESS DETAILS**

**Process Details**

- Click on the “Create Template” to create a new template.

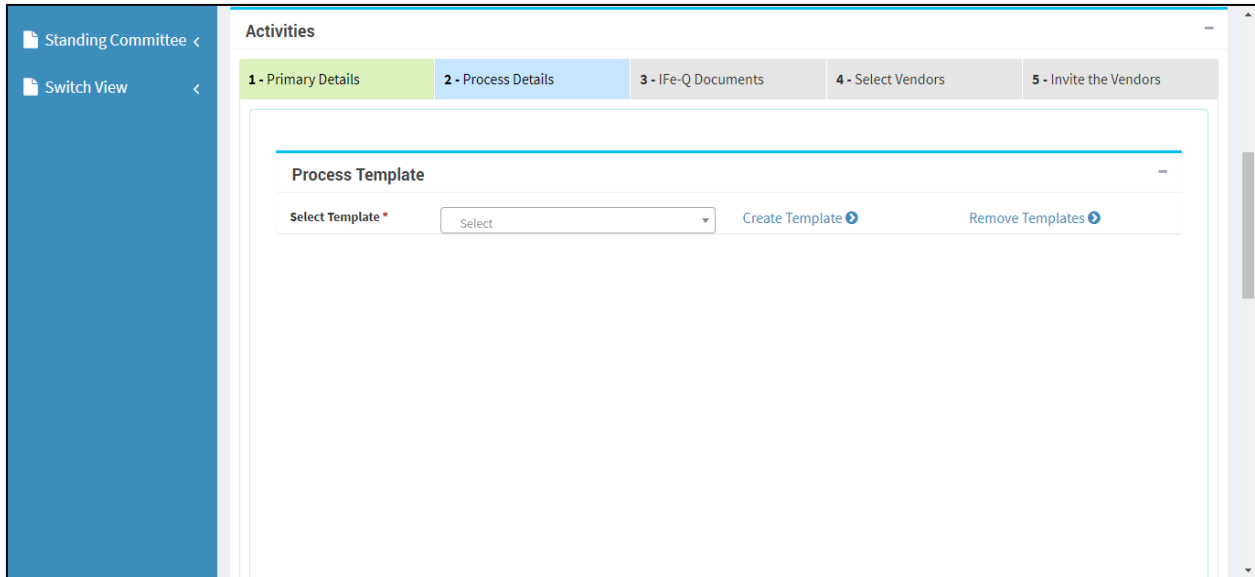


Figure 47 - Process details.

If you want to remove the template, click on the “Remove Template”.

- Next, fill out the “Activity list”, type a new template name, and submit.

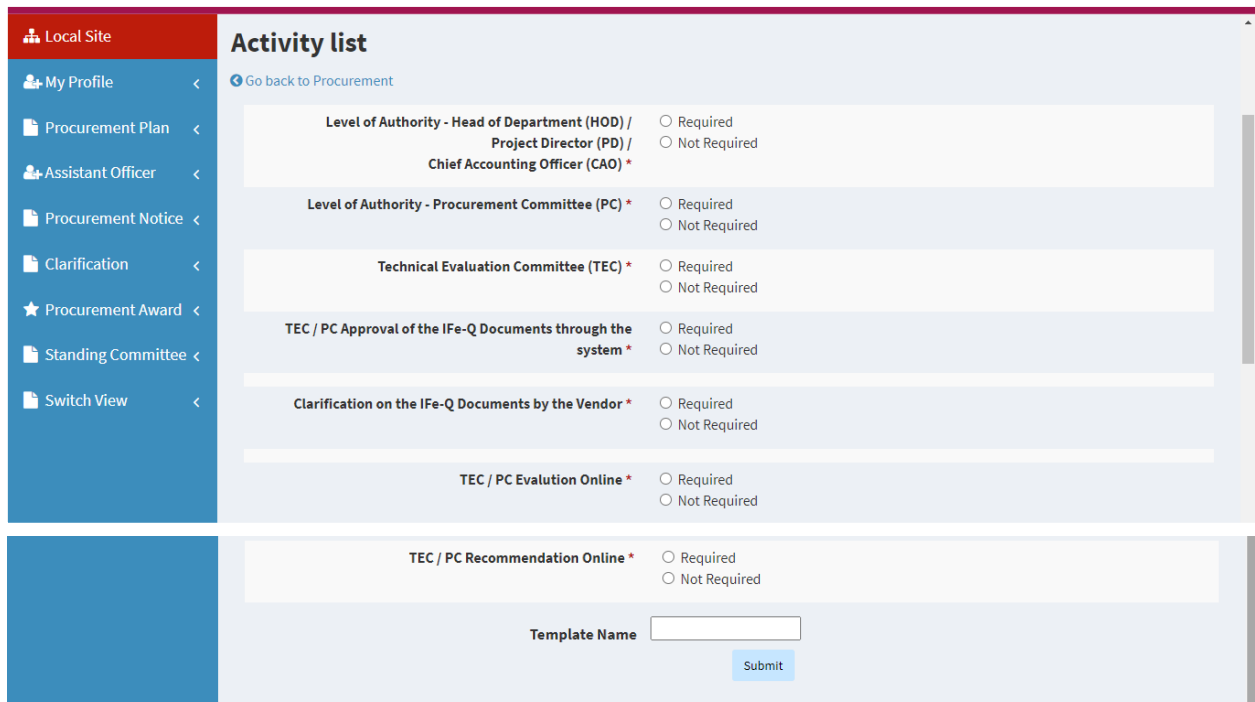


Figure 48 – Creating new template.

- Next, you can select that created template by clicking on the dropdown on the “Select Template” list.

- Next, you can click on the “Save” button.

Ref: Supplement 35 dated 25th March 2021 to the Procurement Manual.

Level of Authority - Head of Department (HOD) / Project Director (PD) / Chief Accounting Officer (CAO)	<input type="radio"/> Required <input checked="" type="radio"/> Not Required
Level of Authority - Procurement Committee (PC)	<input checked="" type="radio"/> Required <input type="radio"/> Not Required
Technical Evaluation Committee (TEC)	<input checked="" type="radio"/> Required <input type="radio"/> Not Required
TEC / PC Approval of the IFe-Q Documents through the system	<input checked="" type="radio"/> Required <input type="radio"/> Not Required
Clarification on the IFe-Q Documents by the Vendor	<input checked="" type="radio"/> Required <input type="radio"/> Not Required
TEC / PC Evaluation Online	<input checked="" type="radio"/> Required <input type="radio"/> Not Required
TEC / PC Recommendation Online	<input checked="" type="radio"/> Required <input type="radio"/> Not Required

Save

Figure 49 - Activity list.

- Then, you will be directed to the “Further Details” section.

### Further Details

- Click on the “View/Add PC”.

Clarification < Procurement Award < Standing Committee < Switch View <

Activities

1 - Primary Details 2 - Process Details 3 - IFe-Q Documents 4 - Select Vendors 5 - Invite the Vendors

Process Details

Further Details

Level of Authority - Procurement Committee (PC) [View/Add PC >](#)

Technical Evaluation Committee (TEC) [View/Add TEC >](#)

Clarification on the IFe-Q Documents by the Vendor

Clarification Deadline

Save

Figure 50 - Further details.

Then, you will be directed to the following page, and you can fill the form to appoint PC members for the procurement.

Figure 51 -PC committee appointing form.

1. You can upload a PC member’s appointment letter here if it is necessary. Only pdf can be uploaded. (Select the appointment letter from your device and click on the “upload” button.)



The screenshot shows a web form titled "Appointment Letters". On the left, there is a "File" label followed by an empty text input field and a "Browse" button. On the right side of the form, there is an "Upload" button.

Figure 52 - Appointment letter.

2. Then you can select PC level of authority from the dropdown.

The screenshot shows a web form titled "PC Level of Authority". It contains a "Level of Authority" label followed by a dropdown menu with "Select" as the current option. Below the dropdown is a "Save" button.

Figure 53 - PC level of authority.

3. You can select PC members from the existing list. (By appointing members, you have to appoint at least 3 members. One committee head member and two other members.) When appointing a committee head member you have to tick the committee head checkbox.

The screenshot shows a web form titled "Select from existing name list". It contains a "User Name" label followed by a dropdown menu with "Select a User" as the current option. Below this is a "Committee Head" label followed by an unchecked checkbox. At the bottom is a "Save" button.

Figure 54 - PC existing name list.

4. If you want to add a new PC member you have to fill in these details and click on "Add user & Save" button. (After adding a new member that member got a password by email and message to the phone)

**Add new member/s**

User Role: Procurement Committee

Name \*

Committee Head

NIC \*

Phone Number with Country code \*

Email \*

[Add User & Save](#)

Figure 55- Adding new PC member.

5. After appointing members click on “Go back to procurement” on top of the screen to proceed.

If the Procuring Entity is having appointed MPC, DPC, PPC, RPC LO should create the committees in the system beforehand. In case if you have a different committee structure specially in provincial level then use one of the above categories as appropriately.

This you can do before initiating the procurement by clicking Standing Committee and selecting Procurement Committee or Technical Evaluation Committee and filling in the form to add their details.

Then after clicking the Add PC link, you can scroll down on page and select the relevant committee straight away.

Home Procurement Information e-GP Publications FAQ's Contact Us

Local Site

My Profile <

Procurement Plan <

Assistant Officer <

Procurement Notice <

Clarification <

Procurement Award <

Standing Committee <

Switch View <

### Composition of Procurement Committee

[Go back to Procurement](#)

#### Appointed Members

Show 10 entries Search:

User Name	Email	Phone	Type	Added Date
No data available in table				

*Please appoint committee members according to the Government Procurement Manual and the latest supplement.*

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

Figure 56 - Go back to procurement.

- Similarly, you can appoint TEC members for procurement. Click on the “View/Add TEC” and fill in the form to appoint TEC members for the procurement.
- Then, select a clarification deadline date and save the data.

Clarification on the IFe-Q Documents by the Vendor

Clarification Deadline

Save

Figure 57 - Clarification date.

➤ **ACTIVITIES → IFe-Q DOCUMENTS**

The term IFe-Q stands for Invitation for e-Quotations.

According to these details select the most relevant standard e-Quotation document from the drop-down.

**ⓘ This section contains two standard e-Quotation documents.**  
 Procurement Entities shall select the most appropriate document with due consideration to:

- (i) the estimated cost;
- (ii) nature of goods and complexity of the procurement; and
- (iii) any other required terms and conditions specific to the proposed procurement.

- MOF/e-GP/SBD/GOODS/Shopping/01-Recommend for use of procurement of goods up to Rs. 500,000.00
- MOF/e-GP/SBD/GOODS/Shopping/02-Recommend for use of procurement of goods more than Rs. 500,000.00 subject to maximum financial threshold limit of the relevant level of authority.

Figure 58 - Description of standard e-Quotation documents.

Select the one from the drop-down and click on the “Save” button.

Select Standard e-Quotation Document

MOF/e-GP/SBD/GOODS/Shopping/02

Select

MOF/e-GP/SBD/GOODS/Shopping/01

MOF/e-GP/SBD/GOODS/Shopping/02

Section I - Instructions to vendors (ITV)

Figure 59 - Shopping methods.

Select Standard e-Quotation Document

Select

Save

Figure 60 - Standard e-Quotation document.

**Section I - Instructions to vendors (ITV)**

This is a standard document, and you can view it by clicking on the View button.

## Section II - Data Sheet

You can expand and collapse these sections by clicking on the plus and minus signs.

1. When selecting SHOPPING 1 the data sheet appears like this. You have to fill in these details and save those details.

The Purchaser is: **University of Colombo School of Computing**

ITV Clause Ref.									
3.1	<p>Quotation shall be submitted online, using the following Form(s) provided:</p> <ul style="list-style-type: none"> <li>Section III - Schedule of Requirements</li> <li>Section IV - Technical Specifications &amp; Compliance with Specifications</li> <li>Section V - e-Quotation Submission Form and Price Schedule</li> </ul>								
3.2	<p>Any other additional documents applicable to supplier evaluation required by the purchaser Ex: ISO certification.</p> <table border="1"> <thead> <tr> <th>#</th> <th>Title of Document</th> <th>Mandatory</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="4"> <input type="button" value="Add"/> </td> </tr> </tbody> </table>	#	Title of Document	Mandatory	Action	<input type="button" value="Add"/>			
#	Title of Document	Mandatory	Action						
<input type="button" value="Add"/>									
6.1	<p>Select one of the following options.</p> <p><input type="radio"/> Option 1: Vendors shall quote for full quantity of all the items. e-Quotation evaluation and award will be made for the total price quoted.</p> <p><input type="radio"/> Option 2: Vendors may quote for single or more lots according to their capacity to perform the contract. However the number of items should be complied with 100% of the quantity in each lot requested, since bid evaluation and award will be made lot wise.</p>								
7.1	<p>The <b>e-Quotation Validity Period</b> is <input type="text" value="0"/> days from the date of e-Quotation Closing, till <b>2024-02-07</b> <small>Go to Settings to activate Windows.</small></p>								
8.1	<p><b>Deadline for Submission</b> of e-Quotation is on <b>2024-02-07 at 20:00:00</b></p>								

Figure 61 - Data sheet for shopping 1.

- 1.1. If you have additional documents to add like ISO certification etc. you can click on “Add” button and add the documents. If you want to remove an added document, click on “Remove” button.

3.2	Any other additional documents applicable to supplier evaluation required by the purchaser Ex: ISO certification.			
	#	Title of Document	Mandatory	Action
	1	<input type="text" value="( Document Name )"/>	<input type="checkbox"/>	<input type="button" value="Remove"/>
<input type="button" value="Add"/>				

Figure 62 - Adding additional documents.

- 1.2. Make a suitable selection, Option 1 or Option 2.

(i). Option 1 – Vendor should quote to the full quantity.

6.1 Select one of the following options.

**Option 1: Vendors shall quote for full quantity of all the items. e-Quotation evaluation and award will be made for the total price quoted.**

Option 2: Vendors may quote for single or more lots according to their capacity to perform the contract. However the number of items should be complied with 100% of the quantity in each lot requested, since bid evaluation and award will be made lot wise.

Figure 63 - Option 1

If other factor and post-qualification requirements documents are available, you can add them here.

10.1c (List other factors including Post Qualification Criteria):

**17.3 - Other Factors**

No	Factor	Proof Document	Mandatory	Action
1	( Fact )	<input type="checkbox"/>	<input type="checkbox"/>	Remove

Add

Save

Figure 64- Other factor documents.

(ii). Option 2 – Vendor can quote single or more lots.

6.1 Select one of the following options.

Option 1: Vendors shall quote for full quantity of all the items. e-Quotation evaluation and award will be made for the total price quoted.

**Option 2: Vendors may quote for single or more lots according to their capacity to perform the contract. However the number of items should be complied with 100% of the quantity in each lot requested, since bid evaluation and award will be made lot wise.**

Figure 65 – Option 2.

If other factors and post-qualification requirements documents are available, you can add them here. Firstly, add the item name and then add the other factor documents.

10.1c (List other factors including Post Qualification Criteria):

Item Name

**17.3 - Other Factors**

No	Factor	Proof Document	Mandatory	items	Action
1	( Fact )	<input type="checkbox"/>	<input type="checkbox"/>	Remove	

Add

Save

Figure 66 - Other factor documents for option 2.

Then you can view the added item by expanding the arrow.

1.3. Select the e-Quotation validity period and click on “Save” button to save added details.

7.1	The <b>e-Quotation Validity Period</b> is <input type="text" value="10"/> days from the date of e-Quotation Closing, till <b>2024-02-17</b>
8.1	<b>Deadline for Submission</b> of e-Quotation is on <b>2024-02-07 at 20:00:00</b>

Figure 67 - e Quotation validity period.

2. When selecting SHOPPING 2 the data sheet appears like this. You have to fill in these details and save those details appropriately.

**Section II - Data Sheet**

ITV Clause Ref.									
1	The Purchaser is: <b>University of Colombo School of Computing</b>								
2	<p>2.1 The document consists with following Sections:</p> <p>Section I. Instructions to Vendors (ITV)</p> <p>Section II. Data Sheet</p> <p>Section III. Schedule of Requirements</p> <p>Section IV. Technical Specifications &amp; Compliance with Specifications <input checked="" type="radio"/> Required</p> <p>Section V. Quotation submission Form/s</p> <p>a. e-Quotation Submission Form and Price Schedule</p> <p>b. Manufacturer's Authorization Letter _____ <input type="radio"/> Required <input checked="" type="radio"/> Not Required</p> <p>c. Quotation Securing Declaration Form _____ <input type="radio"/> Required <input checked="" type="radio"/> Not Required</p> <p>Section VI. Conditions of Contract _____ <input type="radio"/> Required <input checked="" type="radio"/> Not Required</p> <p>Section VII. Contract Data _____ <input type="radio"/> Required <input checked="" type="radio"/> Not Required</p> <p>Section VIII. Contract Forms</p> <p>a. Letter of Acceptance _____ <input type="radio"/> Required <input checked="" type="radio"/> Not Required</p> <p>b. Contract Agreement Form _____ <input type="radio"/> Required <input checked="" type="radio"/> Not Required</p> <p>c. Performance Security Form _____ <input type="radio"/> Required <input checked="" type="radio"/> Not Required</p> <p>d. Advance Payment Security Form _____ <input type="radio"/> Required <input checked="" type="radio"/> Not Required</p> <p>e. Purchase Order Form _____ <input checked="" type="radio"/> Required <input type="radio"/> Not Required</p>								
3	<p>Quotation shall be submitted online, using the following Form(s) provided:</p> <ul style="list-style-type: none"> <li>Section III - Schedule of Requirements</li> <li>Section IV - Technical Specifications &amp; Compliance with Specifications</li> <li>Section V - e-Quotation Submission Form and Price Schedule</li> </ul> <p>Any other additional documents applicable to supplier evaluation required by the purchaser Ex: ISO certification.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>#</th> <th>Title of Document</th> <th>Mandatory</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;"><input type="button" value="Add"/></td> </tr> </tbody> </table>	#	Title of Document	Mandatory	Action	<input type="button" value="Add"/>			
#	Title of Document	Mandatory	Action						
<input type="button" value="Add"/>									
5.1	<p>Select one of the following options.</p> <p><input checked="" type="radio"/> <b>Option 1: Vendors shall quote for full quantity of all the items. e-Quotation evaluation and award will be made for the total price quoted.</b></p> <p><input type="radio"/> Option 2: Vendors may quote for single or more lots according to their capacity to perform the contract. However the number of items should be complied with 100% of the quantity in each lot requested, since bid evaluation and award will be made lot wise.</p>								
8.1	The <b>e-Quotation Validity Period</b> is <input type="text" value="10"/> days from the date of e-Quotation Closing, till <b>2024-02-17</b>								
12.1	<b>Deadline for Submission</b> of e-Quotation is on <b>2024-02-07 at 20:00:00</b>								
14.2	The Purchaser shall conduct the online <b>Opening of e-Quotation</b> on <b>2024-02-07 at 20:00:00</b>								

Figure 68 - Data sheet for shopping 2

### Section III - Schedule of Requirements

Add schedule of requirements by expanding the section on clicking the plus sign. Then click on the Add/edit button.

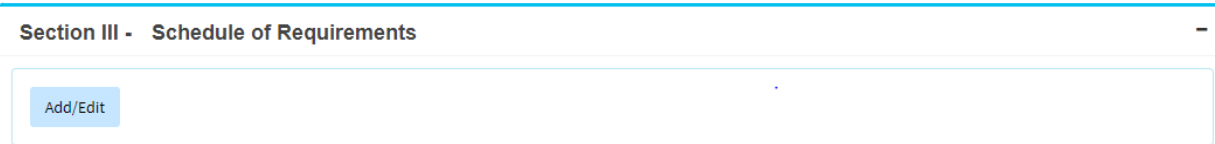


Figure 69 - Schedule of requirements.

#### 1. When selecting SHOPPING 1

- 1.1. Add the name of the item.
- 1.2. Select the CPV code relevant to the item. It is a categorization of Goods works and services with a code for the category which includes the item you want to procure. So, click on the button “Search by CPV code”. There are 45 main categories. If you click on the triangle button of a main category, you can see the sub categories. You can either select the related sub category manually or search the name of the item and system will guide you by displaying all related sub categories. You have to scroll down and find the suitable sub category.
- 1.3. Select the unit according to your item.
- 1.4. Add the quantity for the item.
- 1.5. Select the destination your item wants to deliver.
- 1.6. Add the delivery period when your item wants to be delivered.
- 1.7. If you have transport and other services, you can add them.
- 1.8. After filling in the details click on “Save” button and save the details.
- 1.9. Then click on “Go back to procurement” and go back to proceed next.

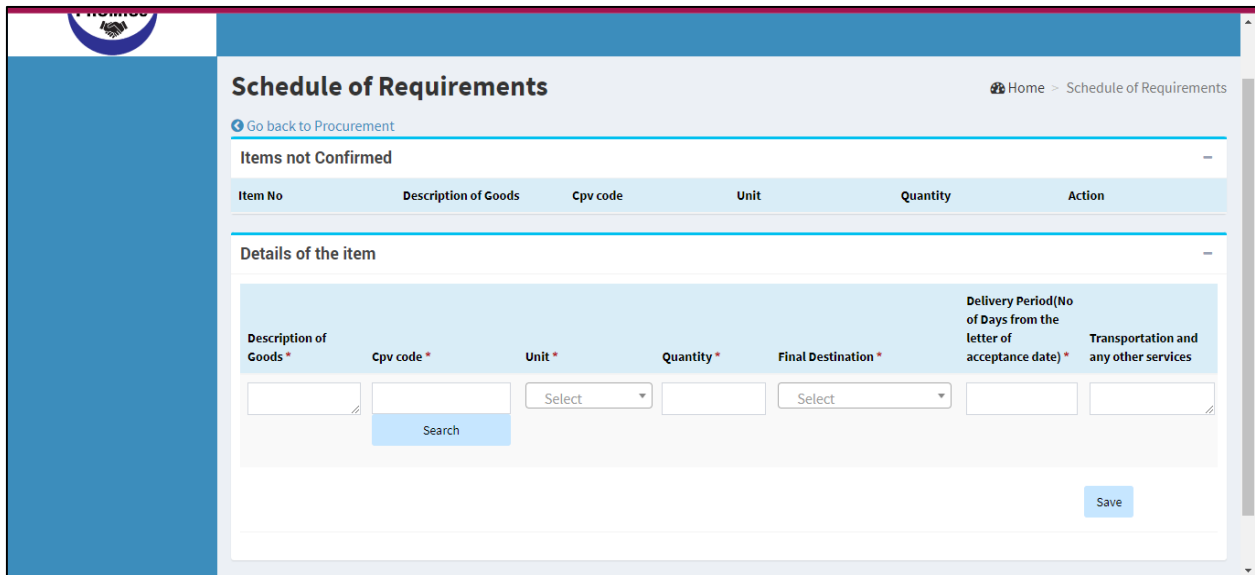
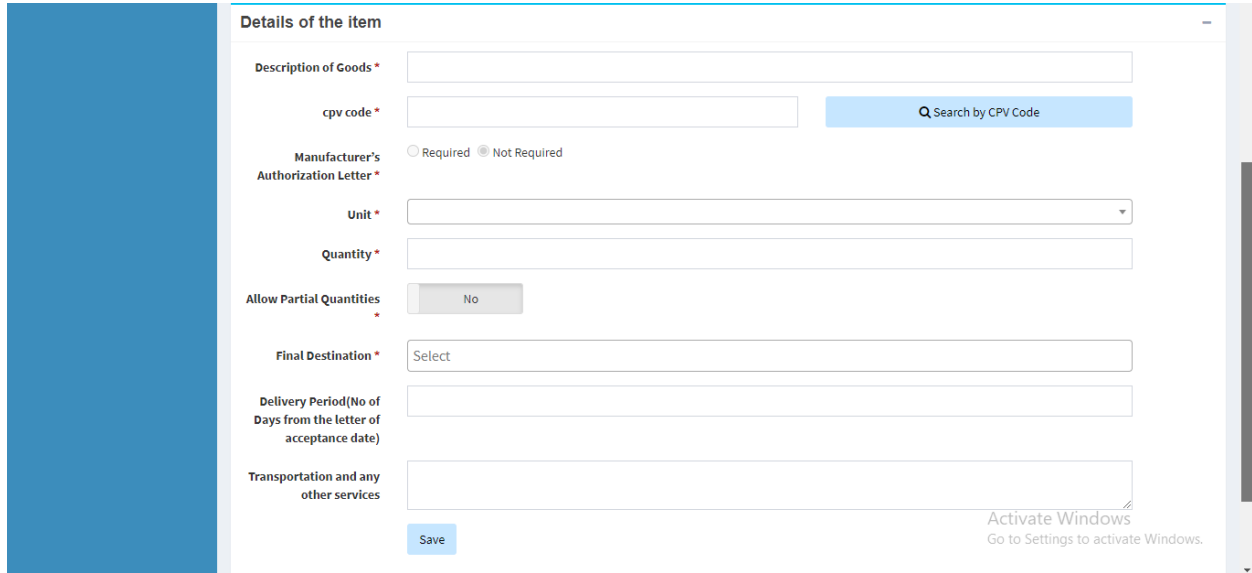


Figure 70 - Schedule of requirement for shopping 1.

## 2. When selecting SHOPPING 2

When you select shopping 2 schedule of requirement form appear like this. Fill in the form same as the previous one.

Check on the Manufacture Authorization Letter check box if you need it from the suppliers for this item.

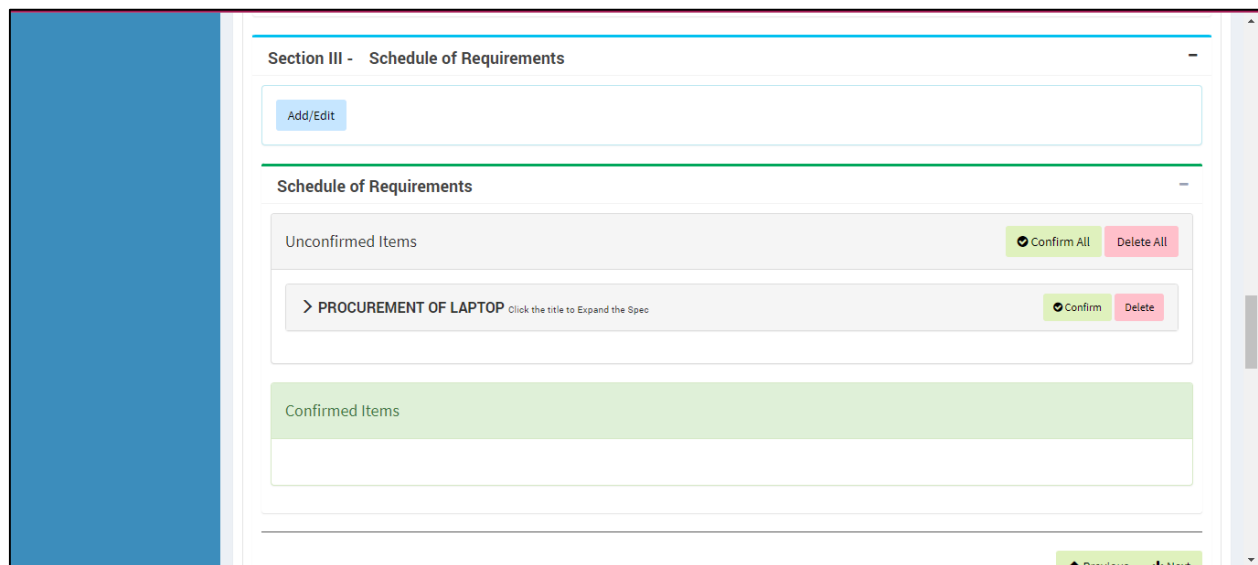


The screenshot shows a web form titled "Details of the item". It contains the following fields and controls:

- Description of Goods \*
- cpv code \* with a "Search by CPV Code" button
- Manufacturer's Authorization Letter \* with radio buttons for "Required" and "Not Required" (the latter is selected)
- Unit \*
- Quantity \*
- Allow Partial Quantities \* with a "No" button
- Final Destination \* with a "Select" dropdown
- Delivery Period (No of Days from the letter of acceptance date)
- Transportation and any other services
- A "Save" button at the bottom left.

Figure 71 - Schedule of requirement for shopping 2.

- When adding a schedule of requirements, you should confirm them.
- Therefore, you can click on the "Confirm All" button to confirm the added schedule of the requirements list or you can confirm item by item by clicking "Confirm" button.
- By clicking the arrow near the item name, you can view the details of your item.
- If you want to delete the added item, you can click on "Delete" button.



The screenshot shows a web interface titled "Section III - Schedule of Requirements". It includes:

- An "Add/Edit" button.
- A "Schedule of Requirements" section with a sub-section for "Unconfirmed Items".
- Buttons for "Confirm All" and "Delete All" in the Unconfirmed Items section.
- A specific item listed: "> PROCUREMENT OF LAPTOP" with a "Confirm" and "Delete" button.
- A "Confirmed Items" section below, which is currently empty.
- Navigation buttons for "Previous" and "Next" at the bottom right.

Figure 72 - Confirming schedule of requirement.



## Section IV - Technical Specifications & Compliance with Specifications

- Add Technical Specifications by clicking the “Add/Edit” button.
- Then, you will be directed to the “Technical Specifications” page.

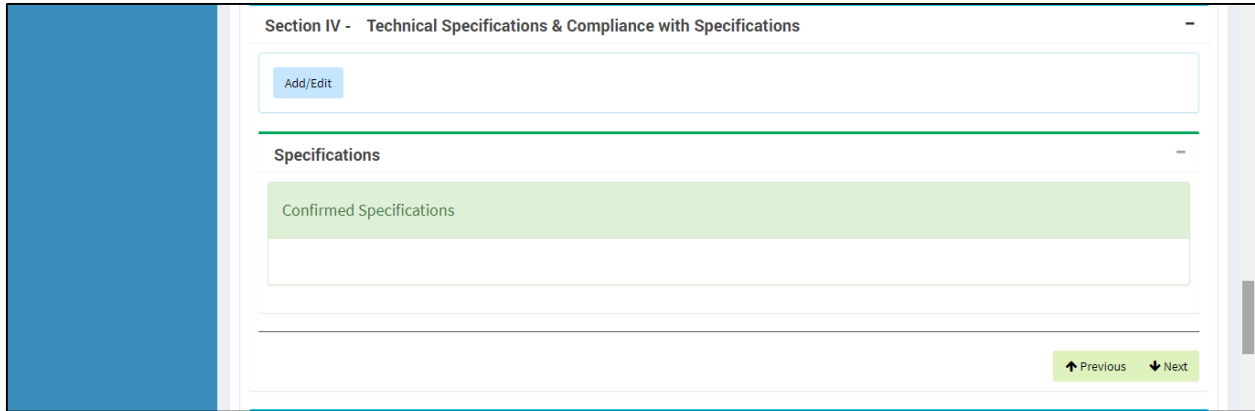


Figure 73 - Technical specification.

- Next, select “Item Name” from the drop-down.
- Then, add technical specifications for the selected item.
- You can do this in two ways: by uploading an Excel file or by filling out the form.
- Uploading an Excel file → To do that, first click on the “Download Excel” button to download the sample Excel file.
- Then fill in that Excel file as you need it and upload it. Then click on the “Save” button. Then click on “Go back to procurement” and go back to proceed next.

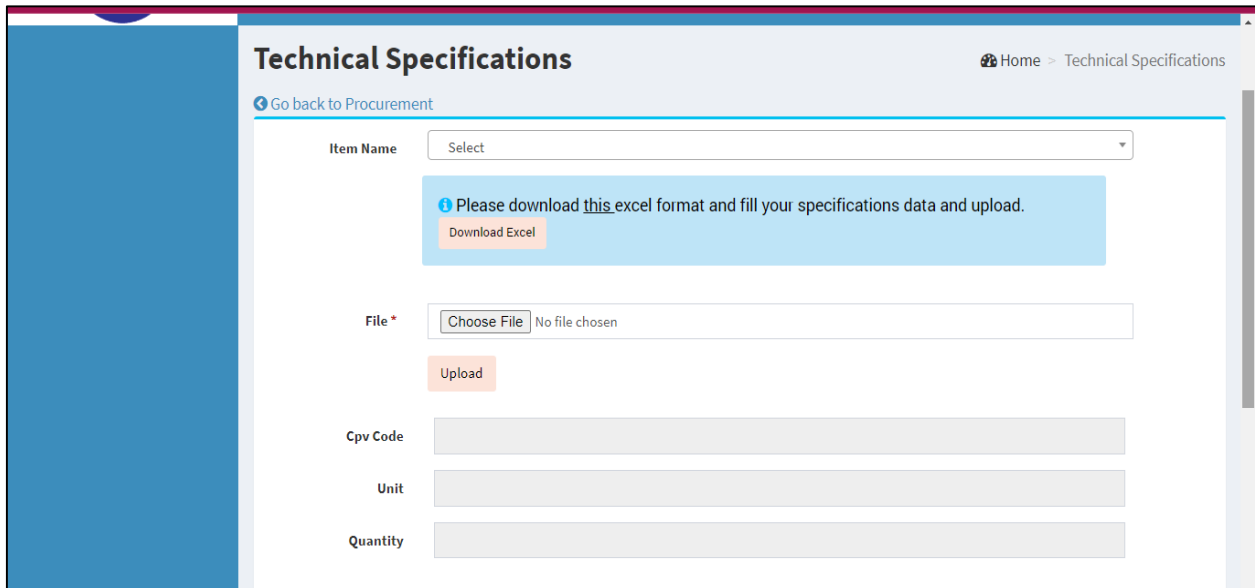


Figure 74 - Technical specification form 1.

- Filling out the form → You can fill the following fields to add technical specifications for the selected item/s and click on “Save” button.

Component Description	Purchaser's Requirement	Mandatory	Action
1		<input type="checkbox"/>	

[Save](#)

Copyright PROMISE @2023 V2.2.1 All rights reserved.

Figure 75 - Technical specification form 2.

- When adding technical specifications, you should confirm them.
- Therefore, you can click on the “Confirm All” button to confirm the added specifications list or You can confirm item by item by clicking “Confirm” button.
- By clicking the arrow near the item name, you can view the details of your item.

**Section IV - Technical Specifications & Compliance with Specifications**

[Add/Edit](#)

---

**Specifications**

Unconfirmed Specifications [Confirm All](#) [Delete All](#)

> **PROCUREMENT OF LAPTOP** Click the title to Expand the Spec [Confirm](#) [Delete](#)

Confirmed Specifications

Figure 76 - Confirming technical specification.

**1. When selecting SHOPPING 1**

**Section V - Quotation Submission Form/s**

**Section V - Quotation Submission Form/s**

**a e-Quotation Submission Form and Price Schedule**

**Price Schedule**

Item No	Description of Goods	Country of Origin	Country of Manufacture	Quantity	Unit	Unit Price Excluding VAT	Sub Total	Inland Transportation and Other services	Discount	Price Without VAT after Discount	VAT (VAT amount = 18%)	Total Price with VAT
1	2	3	4	5	6	7	8 = 5 + 7	9	10	11 = 8 + 9 - 10	12	13 = 11 + 12

**Quotation submission Form/s**

To: University of Colombo School of Computing

I/We, declare that:

I/We have examined and have no reservations to the e-Quotation document issued.

I/We offer to supply in conformity with the e-Quotation document issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods/services.

Item No / Lot No	Description of Goods

The total price of our quotation excluding VAT and after any discounts offered is: Rs. **ZERO** only.

My/Our quotation shall be valid for the period of time specified in the Data SheetSub-Clause 11.1, and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period.

I/We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.

I/We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

**VAT registration number (if applicable) :**

**Name:**

**Dated:** 2024-02-07

Figure 77 - e Quotation submission form.

The price schedule will be auto generated by the system after you complete the above details.

**Section VI - Purchase Order Form**

Purchase order form will be auto generated.

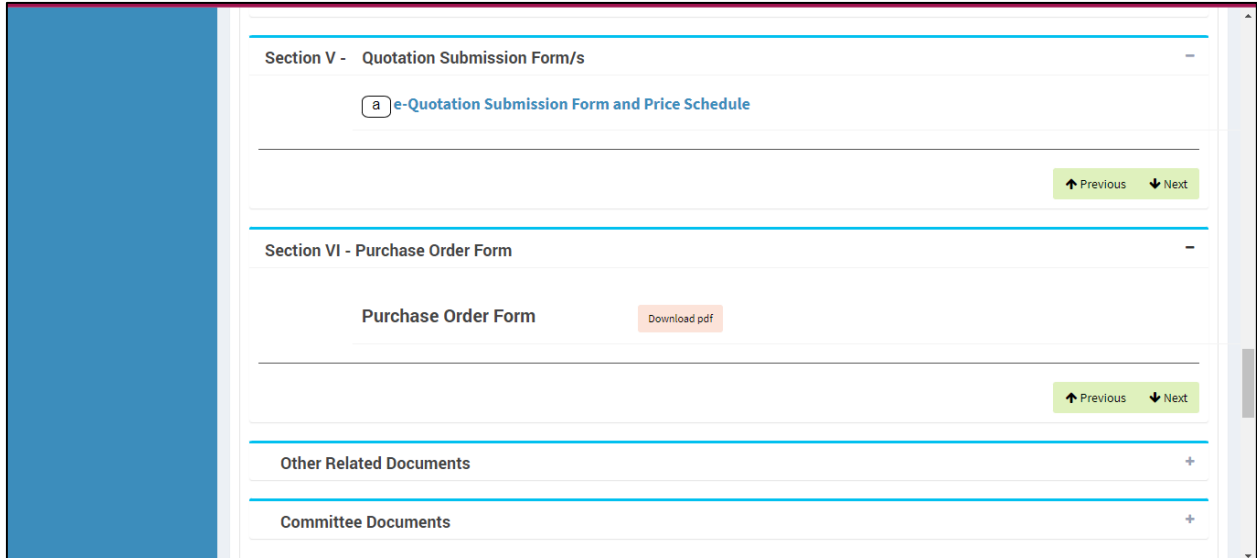


Figure 78 - Purchase order form.

### Other Related Documents & Committee Documents

- You can add other related documents and committee documents if applicable.

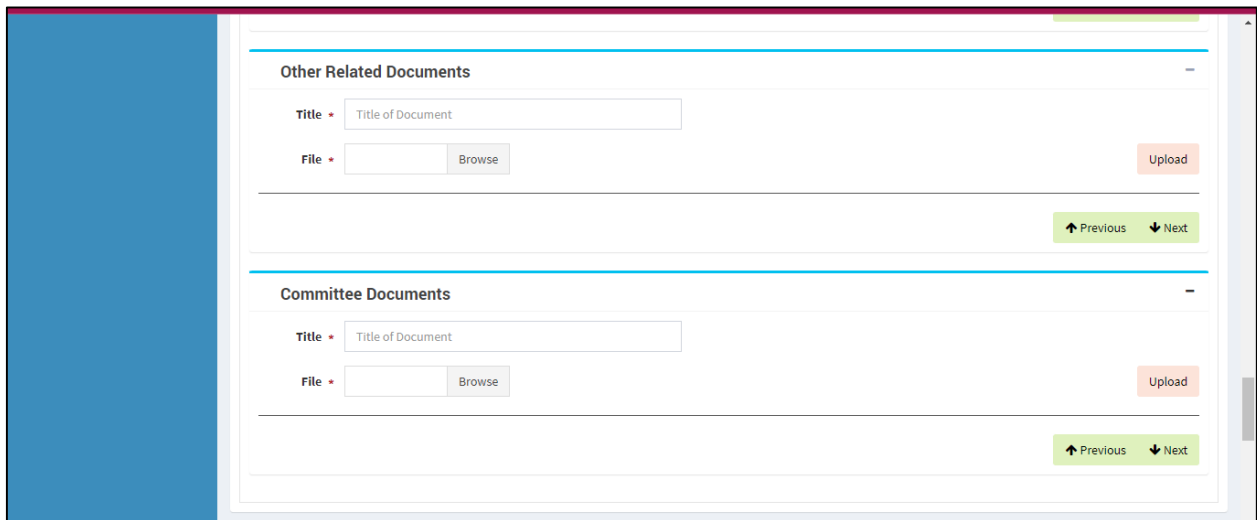
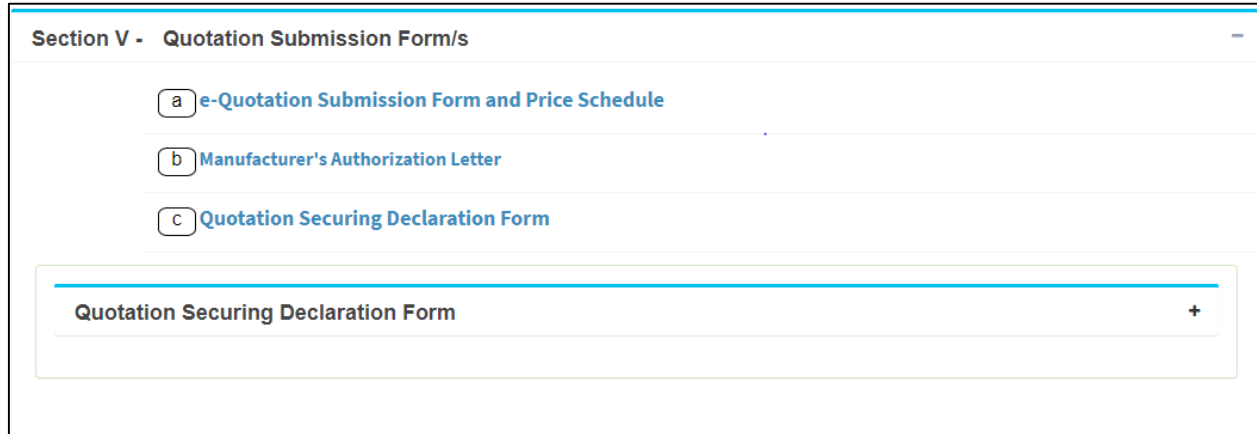


Figure 79 - Other related and committee documents.

## 2. When selecting SHOPPING 2

When you select Shopping 2 these forms will appear.

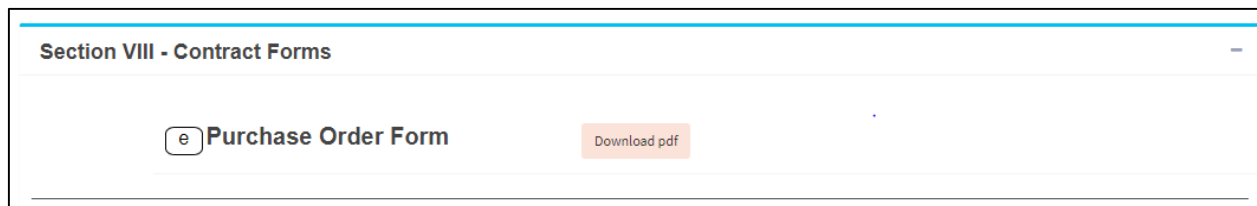
### Section V - Quotation Submission Form/s



The screenshot shows a web interface for 'Section V - Quotation Submission Form/s'. It features a list of three items: 'a e-Quotation Submission Form and Price Schedule', 'b Manufacturer's Authorization Letter', and 'c Quotation Securing Declaration Form'. The third item is highlighted with a yellow background. Below this list, a separate box contains the text 'Quotation Securing Declaration Form' with a plus sign icon to its right.

Figure 80 - e Quotation submission form for shopping 2.

### Section VI - Conditions of Contract



The screenshot shows a web interface for 'Section VIII - Contract Forms'. It displays a single item: 'e Purchase Order Form'. To the right of this item is a button labeled 'Download pdf'.

Figure 81 – Condition of Contract form.

## Section VII - Contract Data

You have to fill CC 25.1, CC 25.2 and CC 26.1 fields.

**Section VII - Contract Data**

The following Contract Data shall supplement and / or amend the Conditions of Contract (CC). Whenever there is a conflict, the provisions herein shall prevail over those in the CC.

**CC 1.1 (i)** The Purchaser is: **University of Colombo School of Computing**

**CC 1.1 (m)** The Project Site(s)/Final Destination(s) is/are:

Item name	Partial Quantity	Total Quantity	Final Destination

**CC 8.1** For **notices**, the Purchaser's address shall be:

Attention: **V1\_testMalithi**  
 Address: **UCSC Building Complex,35 ,Reid Avenue,Colombo 06,Colombo,Western**  
 Telephone: **+94776696113/ 9411224650**  
 Facsimile number:   
 Electronic mail address: **xyzIO7@yahoo.com**

**CC 12.1** Details of Shipping and other Documents to be furnished by the Supplier are:

#	Title of Document	Action
<a href="#">Add</a>		<a href="#">Activate Windows</a> <small>Go to Settings to activate Windows.</small>

**CC 15.1 Sample provision**  
 The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

**A:**  Standard Payment Terms

**B:**  If Required, the Purchaser can include specific payment terms

**CC 17.1** A Performance Security **Shall be required**  
 It shall be issued by a Commercial Bank operating in Sri Lanka and approved by the Central Bank of Sri Lanka in 10% of the Contract value and should be valid 28 days beyond the warranty period.

**CC 25.1** The inspections and tests shall be:

**CC 25.2** The Inspections and tests shall be conducted at:

**CC 26.1** **Liquidated damages**  Required  Not Required

Activate Windows  
Go to Settings to activate Windows.

Figure 82 - Contract data.

## Section VIII - Contract Forms

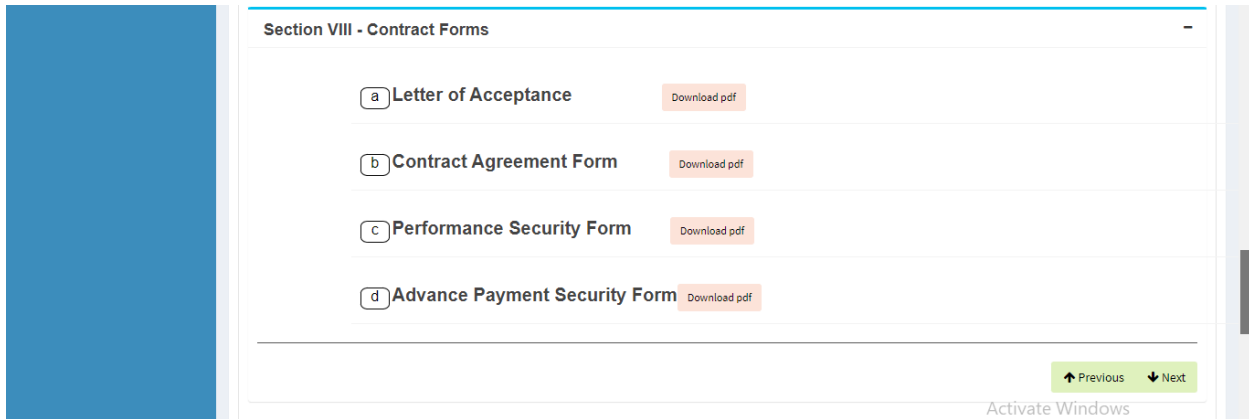


Figure 83 - Contract form.

➤ **ACTIVITIES → SELECT VENDORS**

There are two methodologies to select vendors. One is by using the all matching list. Select all matching list and click the generate list button. In here all the registered vendors who have added the related CPV codes in their profiles will get listed. The liaison officer should select the vendors from this all matching list. First you have to click twice on the check/uncheck box and tick on the check boxes of the vendors whom you wish to select. Then scroll down and click on the select button.

Or else click on the select Random List check box and enter the number of vendors you wish to select. Click on the Generate List button. The system will randomly select the vendors who had updated their profiles under related cpv categories. Then click on the select button.

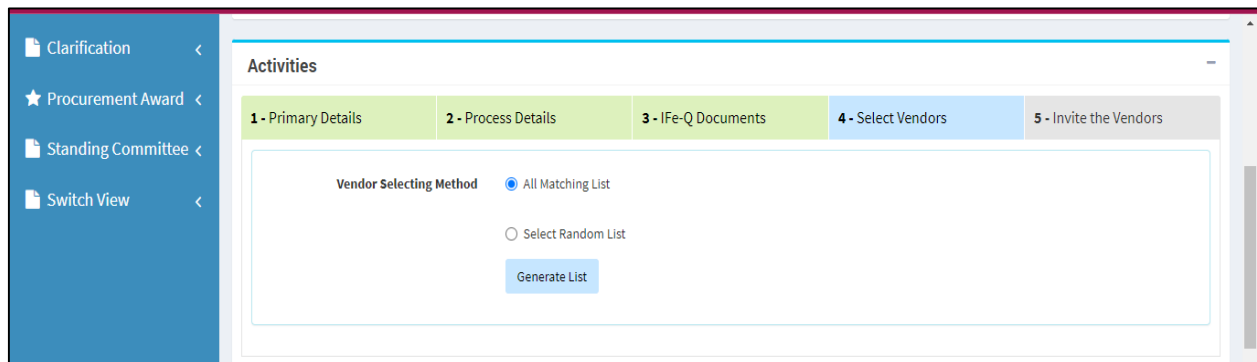


Figure 84 - Select vendors.

When selecting All Matching List.

Vendor Selecting Method  All Matching List  
 Select Random List

**Item Name :LAPTOP**  
**CPV Code : 30000000-9**  
**Description : Office and computing machinery, equipment and supplies except furniture and software packages**

Registration No	Business Name	Value of procurement of Interest
<input type="checkbox"/> Check/Uncheck All		
<input checked="" type="checkbox"/> V000640	Edirisinghe Printers	Above 0.00 Rupees
<input checked="" type="checkbox"/> V000657	CBD enterprise	Above 0.00 Rupees
<input checked="" type="checkbox"/> V000559	ABC company ltd	Up To 10.00 Rupees
<input checked="" type="checkbox"/> V000395	ABC Suppliers Private Limited	Up To 1,000.00 Rupees
<input checked="" type="checkbox"/> V000701	abcTest	Rupees
<input checked="" type="checkbox"/> V000693	V1.0 Test Company Sandunika	Rupees
<input checked="" type="checkbox"/> V000711	Test Solutions	Rupees

<input checked="" type="checkbox"/> V000371	TEST @ THEEKSHANA COMPANY 1	Above 0.00 Rupees
<input checked="" type="checkbox"/> V000360	auh vendor 2	Up To 2,00 Rupees
<input checked="" type="checkbox"/> V000358	BN NAME @ THEEKSHANA VENDOR 2	Above 0.00 Rupees
<input checked="" type="checkbox"/> V000060	JohnKeells Office Automation (Pvt) Ltd	Up To 100,000,000.00 Rupees
<input checked="" type="checkbox"/> V000139	CMB ven private limited	Between 0.00 to 500,000.00 Rupees
<input checked="" type="checkbox"/> V000048	Creative Solutions Technologies	Up To 1,000,000.00 Rupees
<input checked="" type="checkbox"/> V000040	Softlogic Information Technologies (Pvt)Ltd	Up To 3,000.00 Rupees

⚠ You must select vendors as per the "Supplement 35" of the Government Procurement Manual.

Figure 85 - All matching list.



## When selecting Random List.

Select Random List

No of vendors

Generate List

Item Name :LAPTOP CPV Code : 30000000-9 Description : Office and computing machinery, equipment and supplies except furniture and software packages

Registration No	Business Name	Value of procurement of Interest
<input type="checkbox"/> Check/Uncheck All		
<input checked="" type="checkbox"/> V000139	CMB ven private limited	Between 0.00 to 500,000.00 Rupees
<input checked="" type="checkbox"/> V000460	JVR Company	Up To 100,000,000.00 Rupees
<input checked="" type="checkbox"/> V000364	Metropolitan Institute	Up To 900.00 Rupees

⚠ You must select vendors as per the "Supplement 35" of the Government Procurement Manual.

Activate Windows  
Go to Settings to activate Windows.

Select

Figure 86 - Random list.

## Submission of e-Quotation Document to TEC/PC

- Click the "Submit for Approval to TEC/PC" button.
- After getting approval click "Invite the vendors" tab

Submission of e-Quotation Document to TEC/PC

Submit for Approval to TEC/PC

Figure 87 - Submission of e Quotation documents to TEC/PC.

Note: If you need to get the approval manually you may not be required to click submit for approval button. Instead, you can download the Ife-Q document in the next tab and print it and get the TEC PC approvals manually.

### ➤ ACTIVITIES → INVITE THE VENDORS

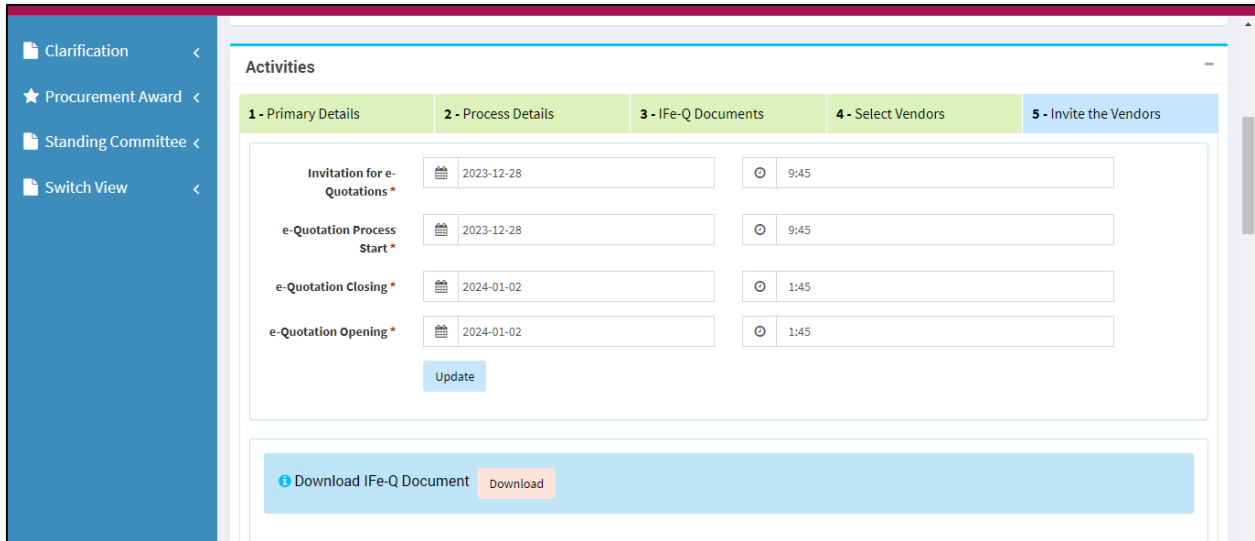


Figure 88 - invite vendor form.

Download the IFe-Q document by clicking the Download button. Get it printed and provided to TEC and PC and get their approval manually if you had not taken their approval online in the previous screen. Tick the check boxes for TEC recommendation for e-Quotation documents received and PC approval for e-Quotation documents received. Click on the save button.

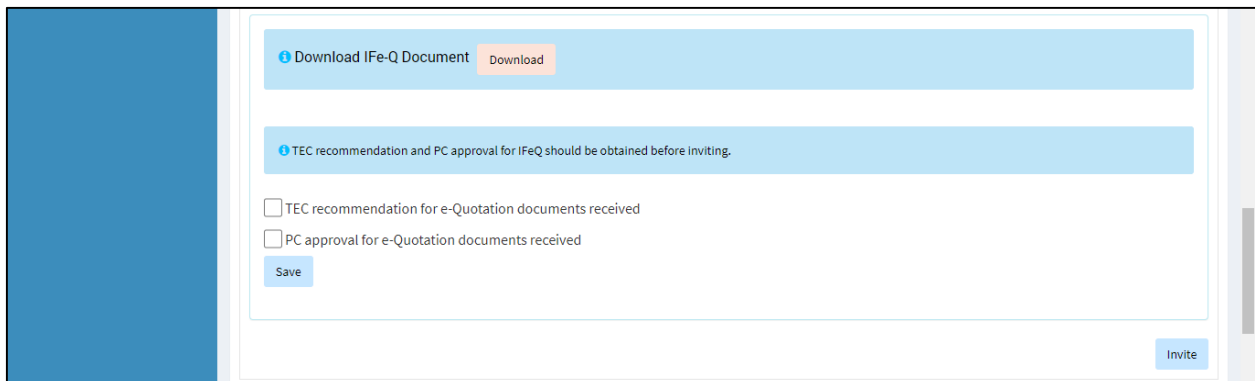


Figure 89 - TEC/PC recommendation.

Click on the Invite button to send the IFe-Q to select suppliers. The suppliers will be notified via SMS and email. After clicking the Invite button, you will be redirected to the View Procurement page.

## 4.MANAGING E-QUOTATIONS AFTER INVITING

### 4.1. E-OPENING

**Path: Procurement Plan -> View Procurements -> Closed procurement -> Action -> View**

Once the e-procurement opening time has arrived, LO can open the particular e-procurement.

Click the open e-quotation button.

After opening the e-procurement, LO can view the details of the vendors who have responded (bided) to that particular e-procurement.



Figure 90 - Open e quotation.

Then, click on the Submit to TEC button.

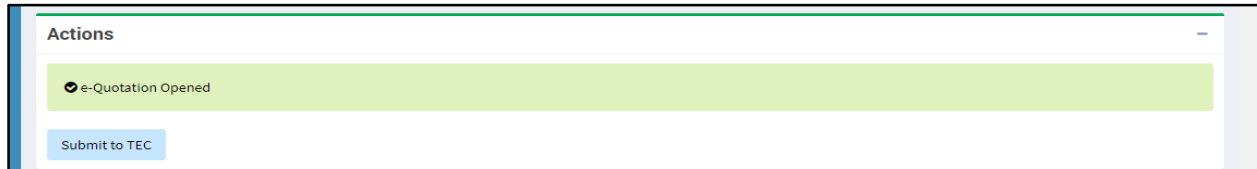


Figure 91 - Submitting TEC for approval.

The liaison officer should send the e-quotations received to TEC electronically or by preparing a file with a downloaded set of documents from the e-GP system after e-Opening.

## 5.AWARDING

**Path: Procurement Plan -> View Procurement -> Closed Procurement -> Action -> View**

If the quotation evaluation by TEC and Procurement Committee approval process had happened through the e-GP system LO will receive a sample format of the Award Letter through the e-GP system which enables him to send the Award Letter electronically to the selected bidder.

LO should follow the following process.

1. View the procurement that TEC and PC approved.
2. View the award section by clicking plus mark.
3. Read the instructions and click on "Approval" button to give the approval.
4. Then it appears a "Download" button.

5. Download the word document and fill in the details.
6. Then convert that document into PDF format and upload it.
7. Click on the “Email to vendor” button to get acknowledgment from the vendor.

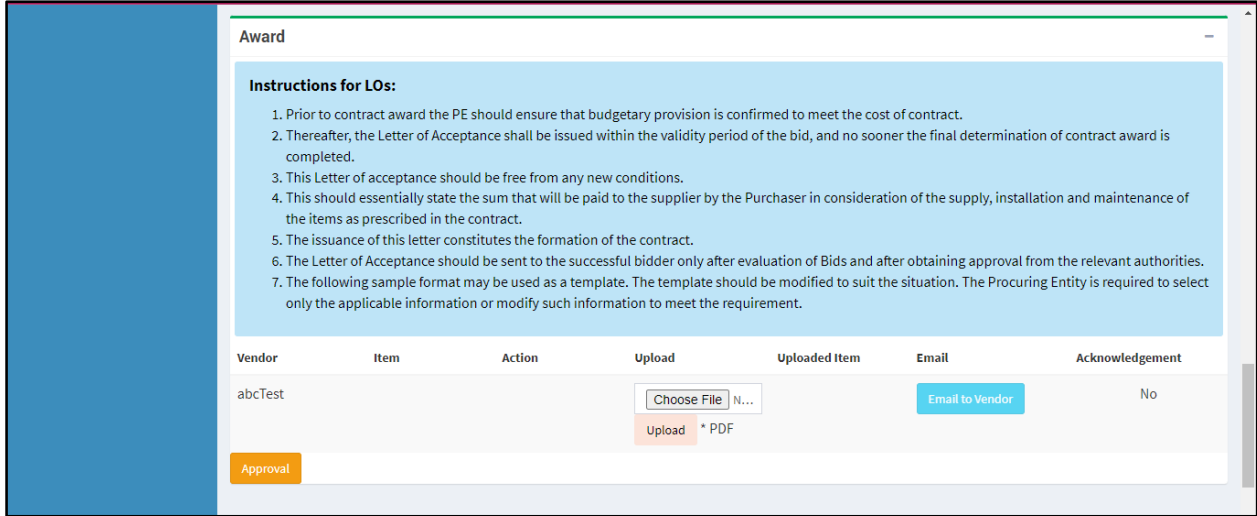


Figure 92 - Award from before approval.

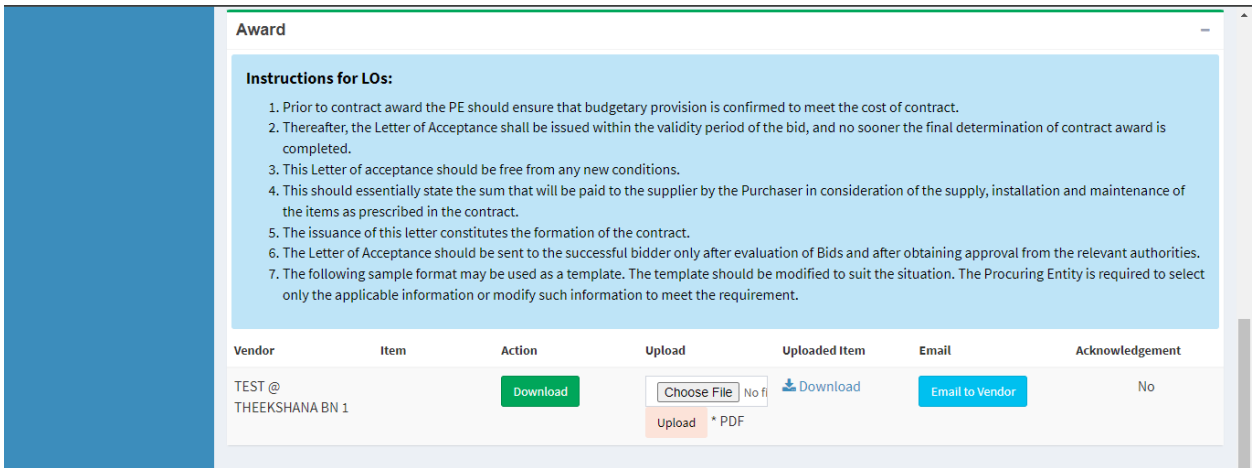


Figure 93 - Award from after approval.

And also, LO can add procurement award by the system as mentioned in Figure 28.