

2020

MARCH

eGP System for Sri Lanka

User Guide for Liaison Officers of eGP System for Sri Lanka.

This is prepared as a guide for educating and training of e-Procurement Officers, Liaison Officers, Vendors, Suppliers and the Members of Procurement and Evaluation Committees in the government of Sri Lanka. This is not the final edition of the Guide and will undergo several revisions as the System runs based on the feedback from users



GOVERNMENT of
SRI LANKA

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MINISTRY of FINANCE
SRI LANKA



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1.0 GETTING STARTED

Open your favorite Web Browser and enter the following URL in the address bar.

<https://www.promise.lk>

Then, press the **Enter** key.

1.1 HOME PAGE

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

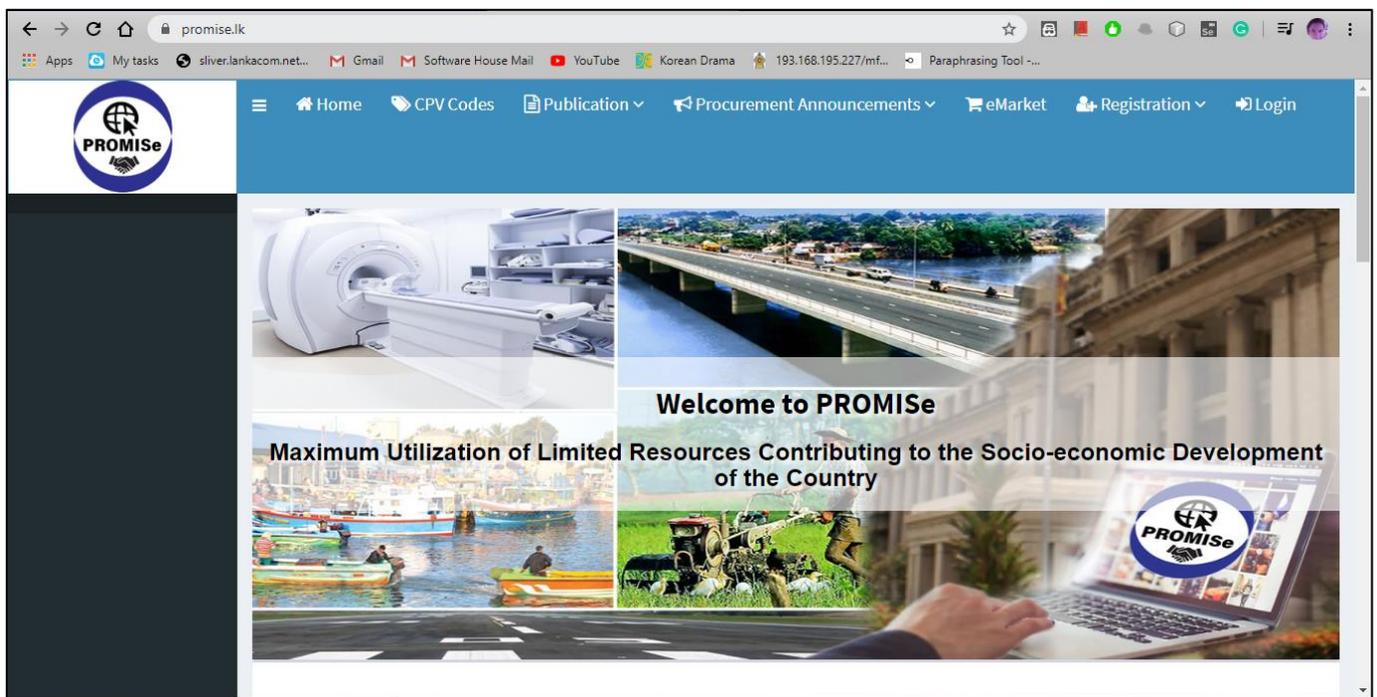


Figure 1: Home Page of the System

STEPS APPLICABLE FOR LIAISON OFFICER

2.0 PROCURING ENTITY REGISTRATION

2.1 REGISTRATION PAGE – PROCURING ENTITY

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

1. In the menu bar in *Figure 2* →
2. Select Registration from the menu bar
3. Select Procuring Entity.

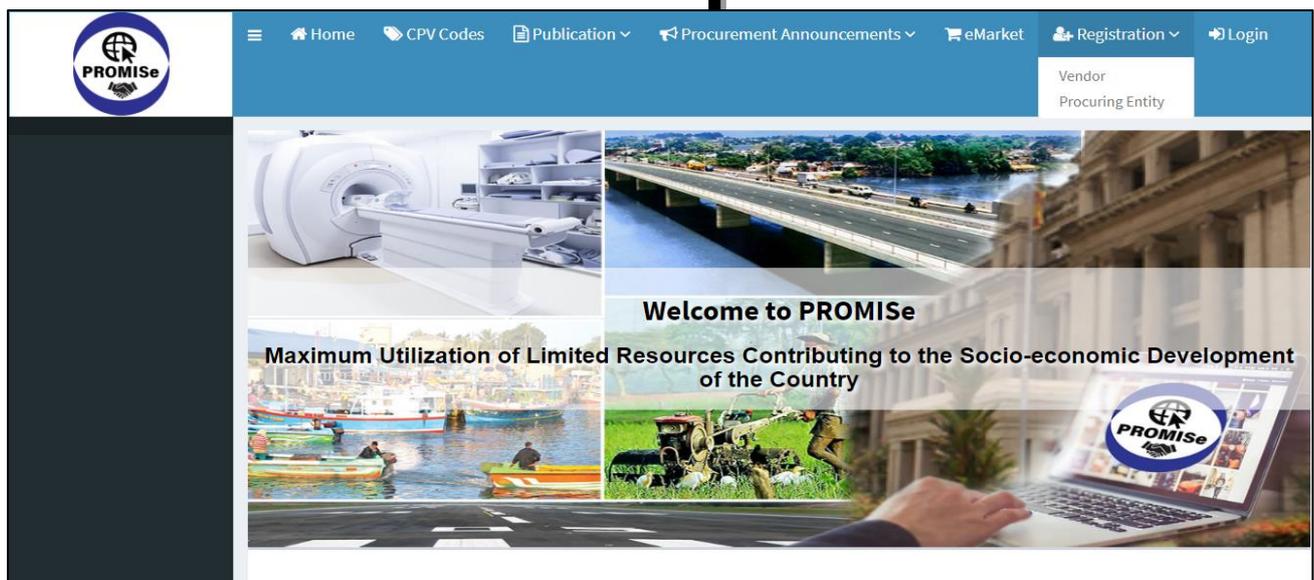


Figure 2: Directing to the Procuring Entity Registration Page

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



☰ CPV Codes |
 📄 Publication |
 📢 Procurement Announcements |
 🛒 eMarket |
 👤 Registration |
 🔑 Login

Procuring Entity Registration

[Home](#) > [Register Procuring Entity](#)

Details of Entity

Name of the Procuring Entity * ?
If Your institution is not displayed in the list please choose **Other** and follow instructions.

Budget Head

Type of the Procuring Entity

Designation of the Head of the Procuring Entity *

Address *

Street

Street Line 2

City

Land Phone No *
10 Digits Phone number required including area code.

Official Email * ?

Business registration Number (If applicable) ?

VAT Registration No (If applicable) ?

Details of Liaison Officer

Procurement Liaison Officer *

Name ?

Designation

NIC

Mobile Phone

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 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](#)

e-GP Secretariat

Department of Public Finance
 General Treasury
 Ministry of Finance, Economic and Policy Development,
 Colombo-01, Sri Lanka.

Contact Us

- Director General : **+94-11-248-4614**
- PA to DG : **+94-11-248-4614**
- Fax : **+94-11-243-1458**
- Email : **promise@pfd.treasury.gov.lk**

Figure 3: Procuring Entity (PE) Registration Page

FILL PROCURING ENTITY REGISTRATION FORM:**YOU ARE Here: REGISTRATION → PROCURING ENTITY****Name of the Procuring Entity (PE)**

- You are required to type the Name of the PE. Insert a part of the name of the PE, the drop-down will display a list of institutions containing the word.

Example; If Provincial Health Department of Central Province wishes to register in the PROMIS_e, the Liaison Officer can type the word “Health” in the blank cage in order to view an existing list of institutions with the word “Health”. If the name of the PE is not listed under the schedule, you should select “Other”. (Figure 4).

Details of Entity	
Name of the Procuring Entity *	Select [Dropdown List] Comptroller General's Office
Budget Head	Administrative Appeals Tribunal Audit Service Commission
Type of the Procuring Entity	Central Provincial Council Co-operative Employees Commission
Designation of the Head of the Procuring Entity *	Commission to Investigate Allegations of Bribery or Corruption
Address *	street

Figure 4: Selecting the Name of the Procuring Entity in PE Registration form

Budget Head and Type of the Procuring Entity

- Budget Head and Type of the Procuring Entity will be filled in automatically (Figure 5).

Budget Head	[Greyed-out text]
Type of the Procuring Entity	[Greyed-out text]

Figure 5: Budget Head and Type of the Procuring Entity in the PE Registration Form

Designation of the Head of the Procuring Entity

- Insert the designation of the Head of PE. This means the Head of the overall operation of the organization. For an example; Head of the Department, Chairman of a Corporation, Managing Director of a Company or CAO of a Ministry. (*Figure 6*).

A screenshot of a web form. On the left, the text 'Designation of the Head of the Procuring Entity*' is displayed. To its right is a large, empty white rectangular input field. Further to the right is a small blue circular icon containing a white question mark.

Figure 6: Designation of the Head of the Procuring Entity in the PE Registration Form

Registered Address

- Enter the relevant address as follows (*Figure 7*).

A screenshot of a web form titled 'Address *'. It contains four input fields: 'Street', 'Street Line 2', 'City' (with a dropdown arrow), and 'Province'.

Figure 7: Entering the Business Address in in the PE Registration Form

Land Phone No

- Enter a Valid Phone Number with 9 digits without “zero”. Example: 9477xxxxxxx,9471xxxxxxx

Official Email

- Enter an Active email address of the Head of the Department shall be entered under this cage. This email will be used by the e-GP system to send emails in the future.
Example: aaa@xxx.com / bbb@xxxx.lk

Business registration Number (If applicable)

- PE is required to include the Business Registration Number given by the Register of Companies or Provincial Authorities of Sri Lanka or any other institutions outside Sri Lanka, if applicable.

VAT Registration No (If applicable)

- PE required to include the VAT Registration Number given by the Department of Inland Revenue of Sri Lanka , if applicable

Procurement Liaison Officer

- PE is required to appoint an LO for coordinating eProcurement activities of the PE with the e-GP Secretariat. The LO will be given a user account to log in to PROMISe system. However, if LO needs to appoint any other supporting staff or different officer/s, he/she could do so using the secondary window given in his control panel. The LO shall be solely responsible for any consequence of such delegation and e-GP Secretariat shall not be responsible for any consequence of such secondary delegation. Include the mobile number in the cage 4 with the country code.

Details of Liaison Officer	
Procurement Liaison Officer *	<input type="text" value="Name"/> ?
Designation *	<input type="text" value="Designation"/>
NIC *	<input type="text" value="NIC"/>
Mobile Phone with Country Code *	<input type="text" value="94xxxxxxxx"/> ?
Email *	<input type="text" value="Email"/> ?

Figure 8: Details of the 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 (Figure 9) 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 

[Register](#)

Figure 9: Terms of use in the Registration Page

Finally, after filling the registration form.

- Click the **“I'm not a robot”** box
- Click **“Register”** button. (Figure 10).

I'm not a robot 

[Register](#)

Figure 10: CAPTCHA verification in the Registration Page

1. Go to the promise.lk site and then in the top navigation bar go to Registration → Procuring Entity.
2. Fill in the form with details related to the Procuring Entity registration.
3. After filling click the check box for the “Terms of use” and click the “I'm not a robot” box and click “Register”.

2.2 EMAIL RECEIVED 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 11).

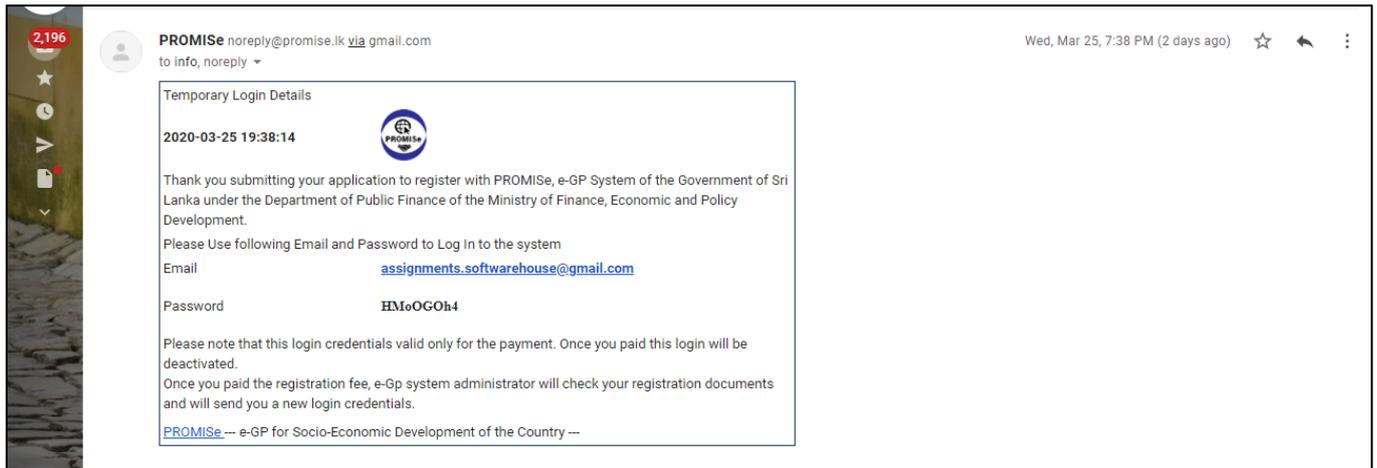


Figure 11: Email Received soon after the procuring entity registration (Before admin approval)

2.3 LOGIN AS ADMIN

Then the admin will approve their registrations.

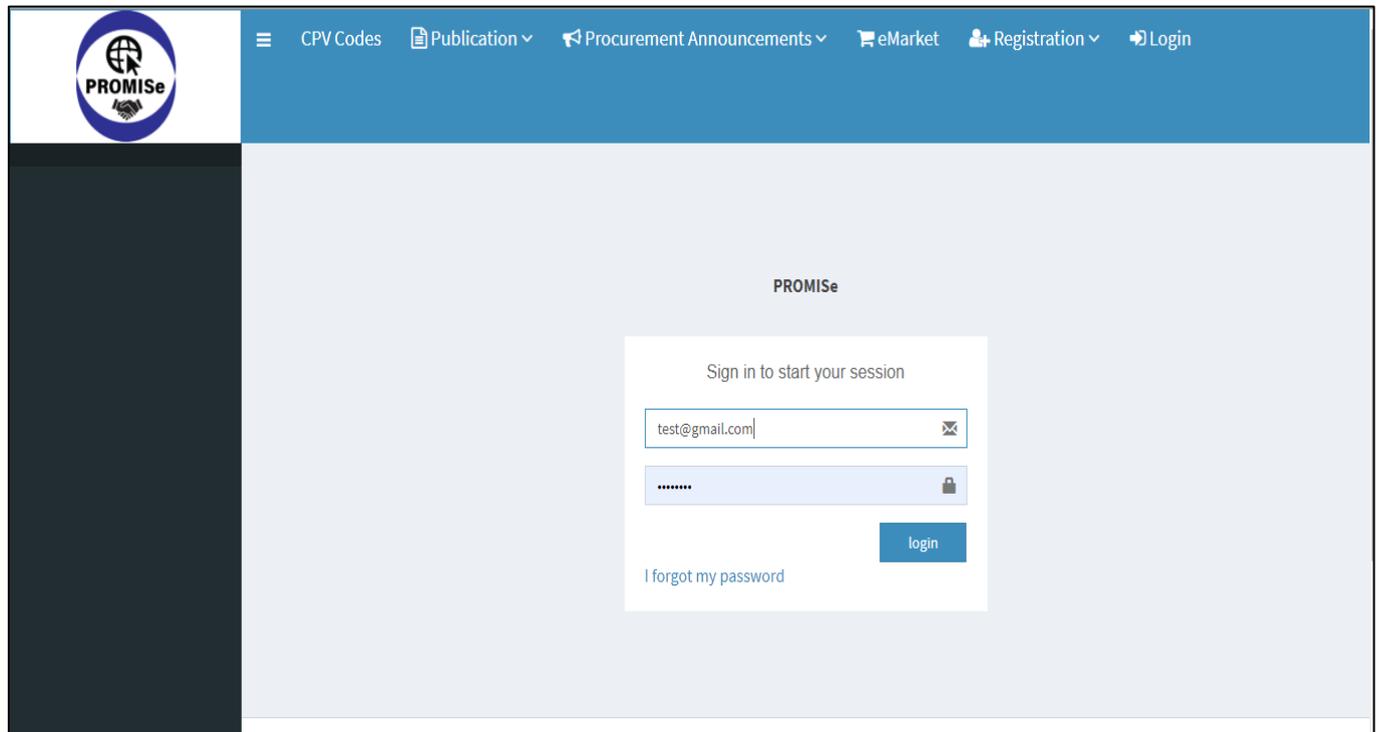


Figure 12: Admin Approval for the PE Registration

2.5 EMAIL RECEIVED AFTER APPROVING THE PROFILE

The procuring entity will receive an email with login credentials.

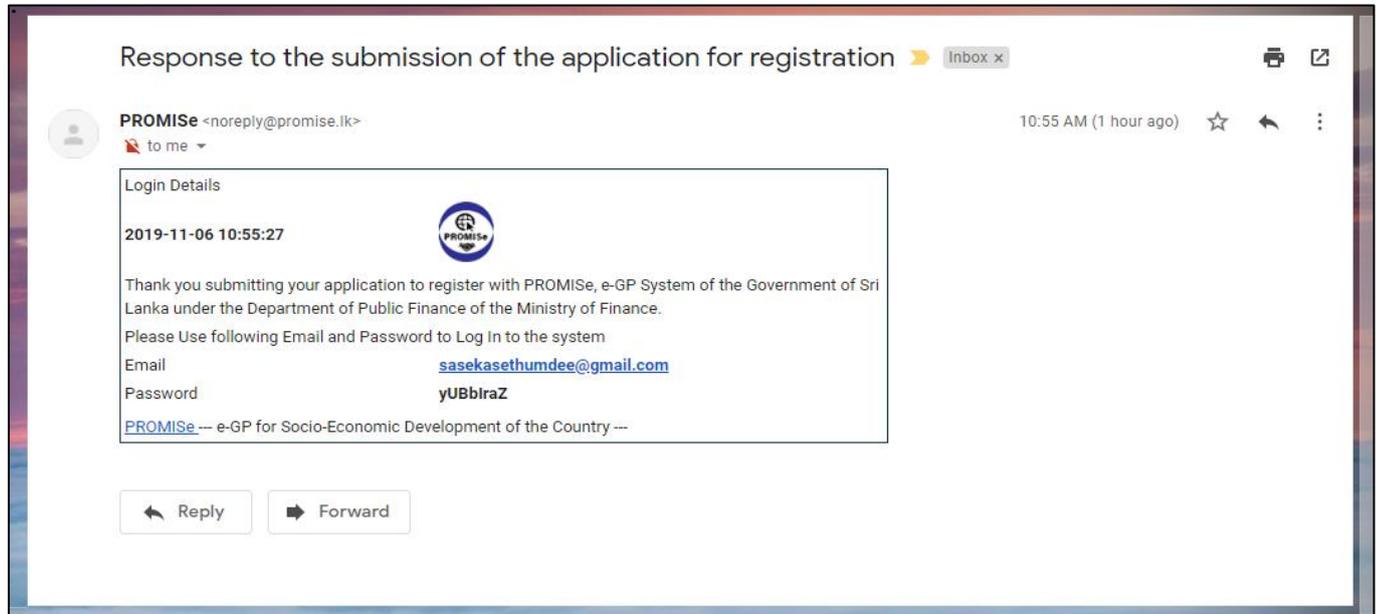


Figure 13: Email Received after the admin approval of the procuring entity registration

3.0 LIAISON OFFICER

3.1 LOGGING IN TO 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 to the account, containing the login credentials (username and the password) (*Figure 14*)

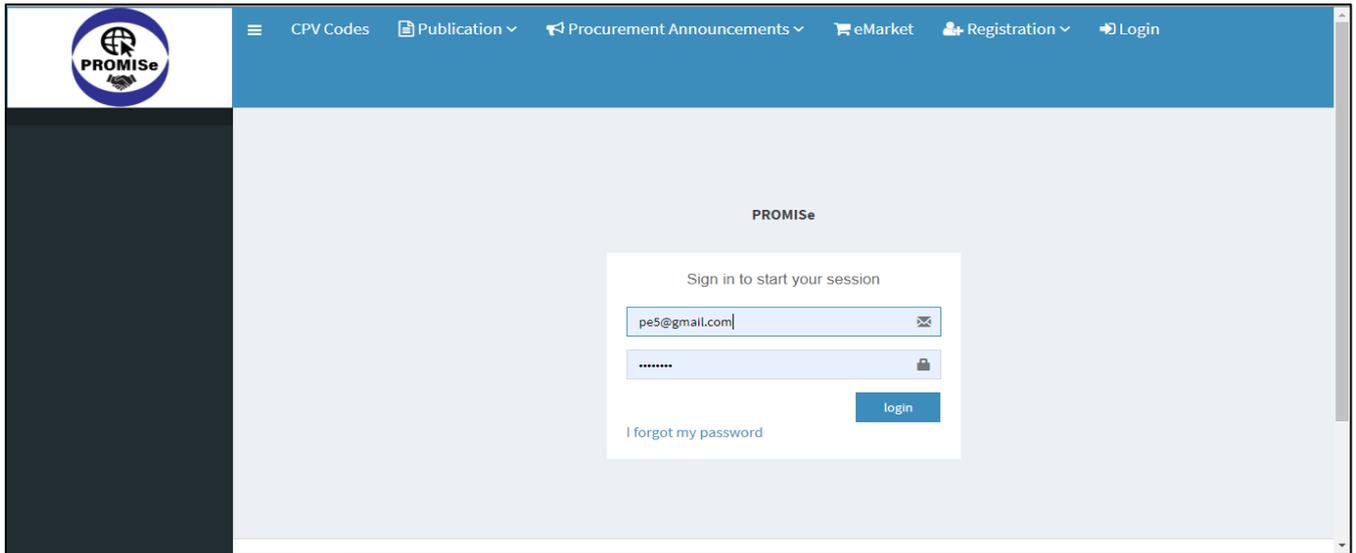


Figure 14: Login Screen

After logging in to the system as a liaison officer you will see the following dashboard in *Figure 15*.

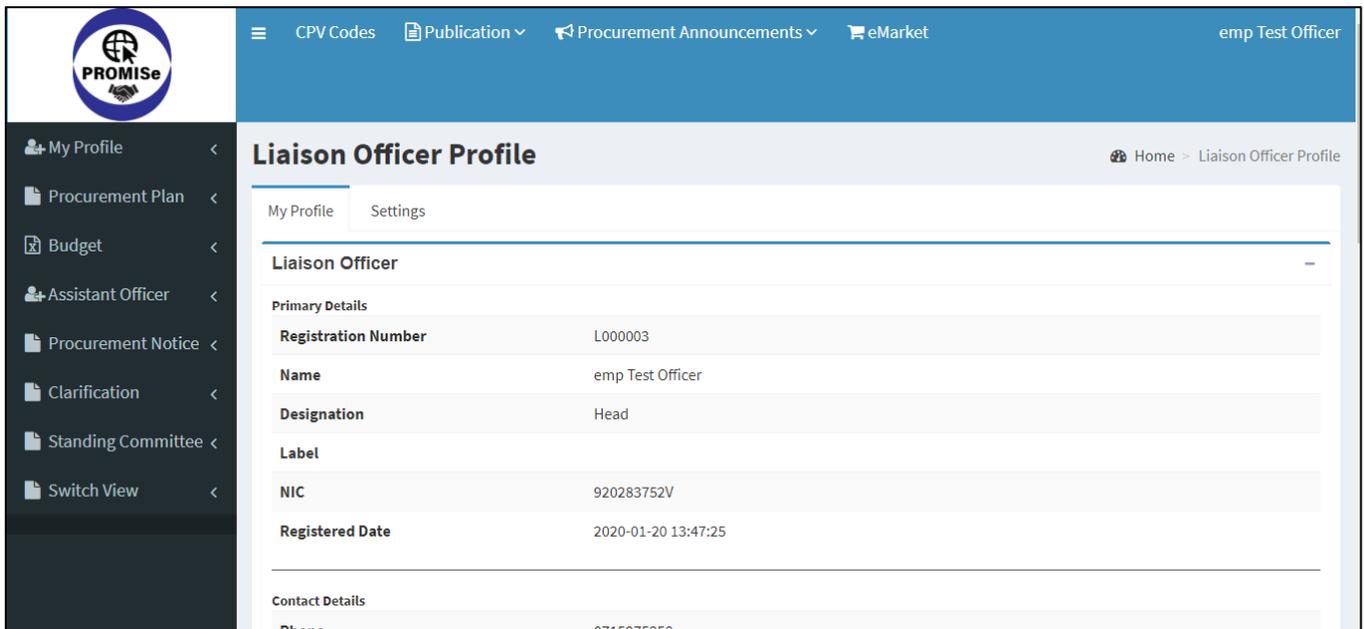
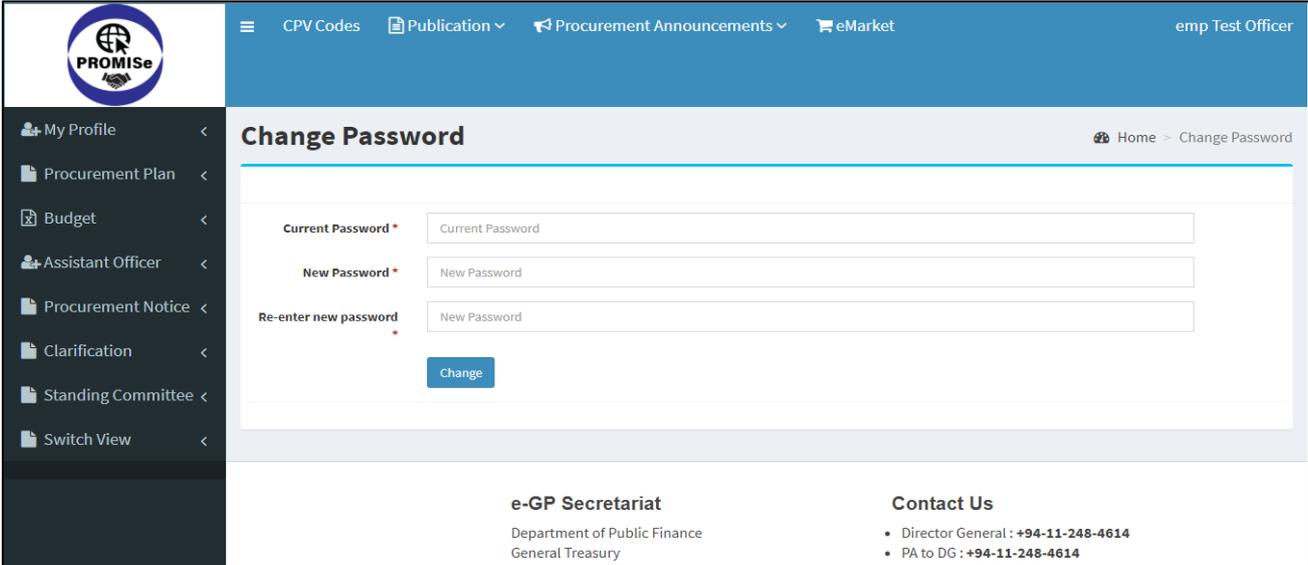


Figure 15: Liaison Officer Profile

3.2 CHANGE YOUR LOGIN PASSWORD



The screenshot shows the 'Change Password' page in the PROMISe system. The page has a blue header with navigation links: 'CPV Codes', 'Publication', 'Procurement Announcements', and 'eMarket'. The user is logged in as 'emp Test Officer'. A dark sidebar on the left contains menu items: 'My Profile', 'Procurement Plan', 'Budget', 'Assistant Officer', 'Procurement Notice', 'Clarification', 'Standing Committee', and 'Switch View'. The main content area is titled 'Change Password' and contains three input fields: 'Current Password *', 'New Password *', and 'Re-enter new password *'. A blue 'Change' button is located below the fields. The footer contains contact information for the 'e-GP Secretariat' (Department of Public Finance, General Treasury) and 'Contact Us' details (Director General: +94-11-248-4614, PA to DG: +94-11-248-4614).

Figure 16: Change Password of the Liaison Officer

1. Soon after you receive the login credentials via the email, log in using the password sent to the email.
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 OFFICER) TO THE SYSTEM

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

Figure 17: Adding Assistant Officers (Sub Liaison Officers) to the System

3.4 APPROVE ASSISTANT LIAISON OFFICERS

1. Log in to the system as a liaison officer.
2. Then click on Assistant L. Officers → View Pending Officers.
3. If the details are ok, click on the slider.
4. It will pop up an alert asking whether to confirm or cancel. Click either one of the buttons.

Confirm	Parent User	User Name	Phone	Email	Record Date
No data available in table					

Figure 18: Approving Sub Liaison Officers

3.5 EMAIL RECEIVED AFTER APPROVING THE PROFILE OF THE SUB LIAISON OFFICER

The sub liaison officer will receive an email with a password for him/her to log in.

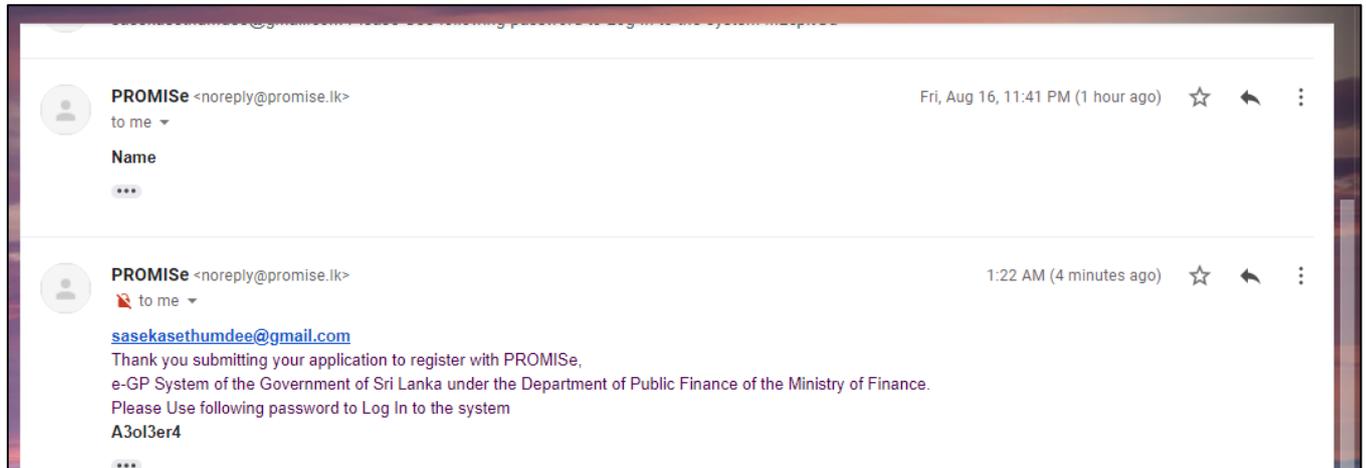


Figure 19: Email received by sub liaison officer after approval his profile

3.6 ADDING BUDGETS

1. Log in to the system as a liaison officer.
2. In the left navigation bar select Budget->Add budget
3. You can download the sample Excel document.
4. Fill that sheet and upload it.

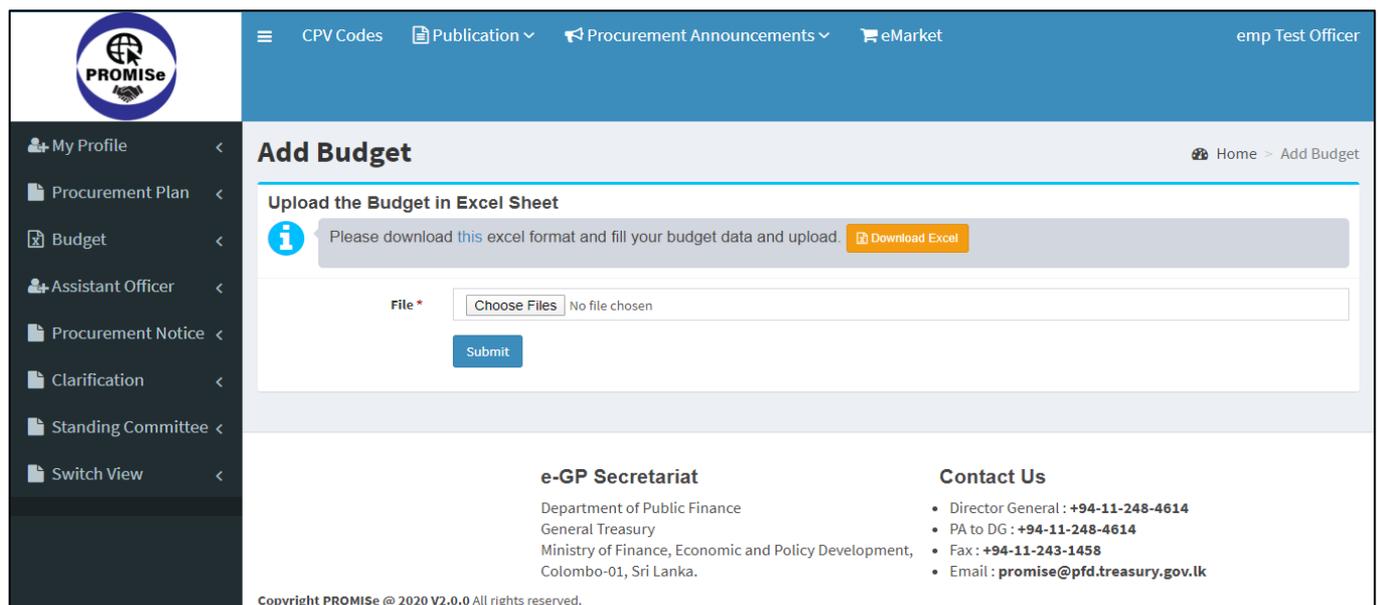


Figure 20: Adding Budgets

5. You can confirm this by clicking on the “Confirm and Commit All Uploads” button under the action column.
6. Once you confirm the row will be committed.

Confirm Uploads

Show 10 entries Search:

Action	Title	Year	Head no	Program no	Project no	Project name	Sub project no	Sub project name	Object code	Item	Finance code	Description
✔ Commit ✖ Delete	Budget for the year ending 31st December 2020	2020	302	1	1	SSD Project Test 0100	1	SSD Sub Project Test 0100	1001	0	0	Salaries a Wages

Showing 1 to 1 of 1 entries Previous 1 Next

[✔ Confirm and Commit All Uploads](#)
[✖ Delete All Uploads](#)

Figure 21: Confirming and committing all budget uploads

7. Those will be displayed in Budget → View my budget.

View Budgets

My Budget Other LO Budgets Search:

Show 10 entries

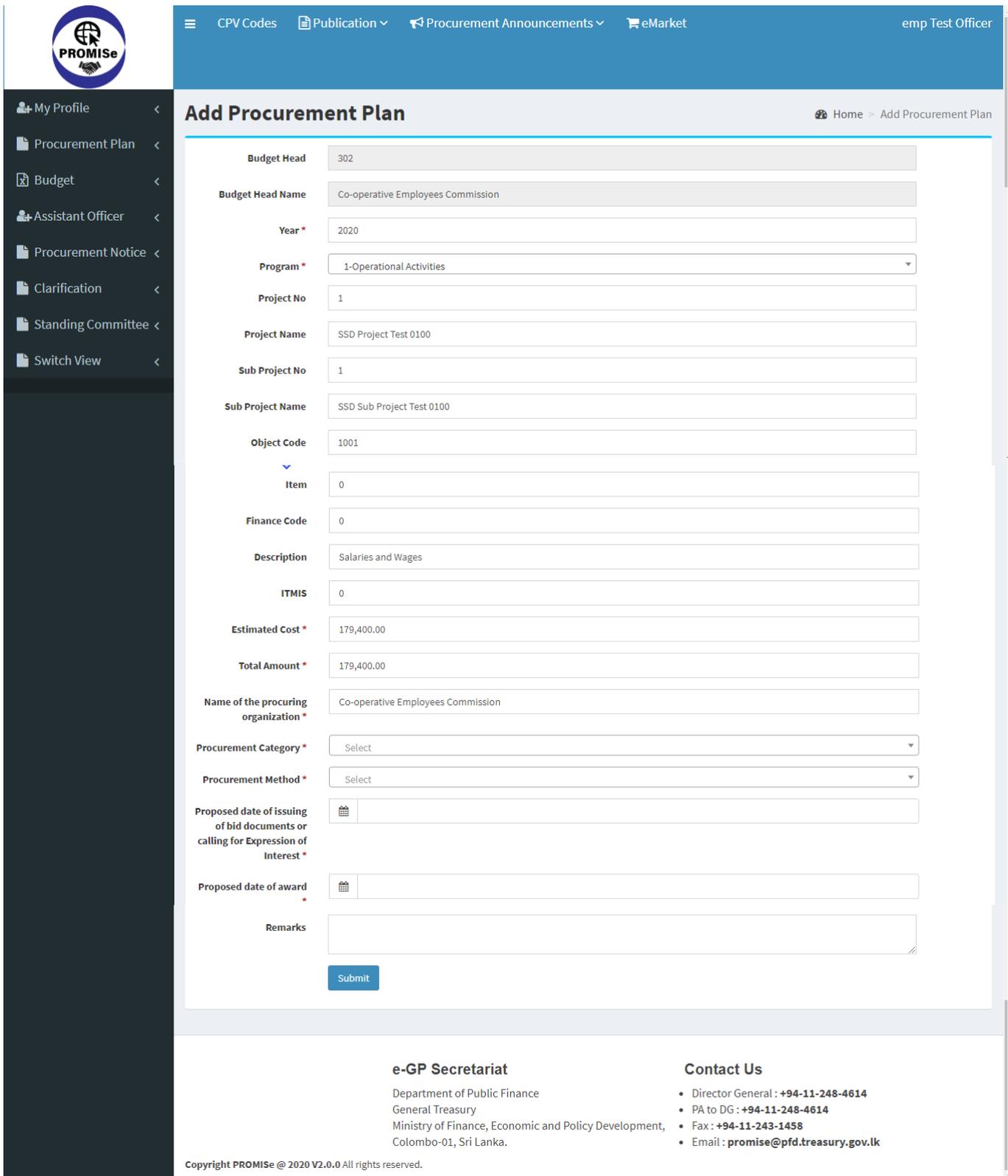
Action	No of Plans	Liaison Officer	Title	Year	Head no	Program no	Project no	Project name	Sub project no	Sub project name	Object code	Item
Action	1	emp Test Officer	Budget for the year ending 31st December 2020	2020	302	1	1	Primary Healthcare Systems Strengthening Project (PSSp)	1	Computers	1201	0
Action	0	emp Test Officer	Budget for the year ending	2020	302	1	1	SSD Project Test 0100	1	SSD Sub Project Test 0100	1001	0

Figure 22: Viewing of Budgets

8. Click on the “Create Procurement Plan” under Action and now you will be directed to page to create the procurement plan (*Figure 23*).

3.7 ADDING PROCUREMENT PLANS

After adding the budgets, the liaison officer is able to create a Procurement Plan for the budgets added. Each PE can add procurement plans according to their needs (ex. Based on type of procurement, type of goods, etc.). Each Procurement Plan can have multiple Tenders/Procurements under it.



CPV Codes **Publication** **Procurement Announcements** **eMarket** emp Test Officer

Add Procurement Plan Home > Add Procurement Plan

Budget Head 302

Budget Head Name Co-operative Employees Commission

Year * 2020

Program * 1-Operational Activities

Project No 1

Project Name SSD Project Test 0100

Sub Project No 1

Sub Project Name SSD Sub Project Test 0100

Object Code 1001

Item 0

Finance Code 0

Description Salaries and Wages

ITMIS 0

Estimated Cost * 179,400.00

Total Amount * 179,400.00

Name of the procuring organization * Co-operative Employees Commission

Procurement Category * Select

Procurement Method * Select

Proposed date of issuing of bid documents or calling for Expression of Interest *

Proposed date of award *

Remarks

Submit

e-GP Secretariat
Department of Public Finance
General Treasury
Ministry of Finance, Economic and Policy Development,
Colombo-01, Sri Lanka.

Contact Us

- Director General : +94-11-248-4614
- PA to DG : +94-11-248-4614
- Fax : +94-11-243-1458
- Email : promise@pfd.treasury.gov.lk

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Figure 23: Creating Procurement Plans

The screenshot displays the 'Procurement Plan' page in the PROMISe system. The left sidebar contains navigation options like 'My Profile', 'Procurement Plan', 'Budget', etc. The main content area shows details for a procurement plan, including the entity (Co-operative Employees Commission), year (2020), and estimated cost (Rs.179,400.00). Below this is the 'Procurements' section, which includes a summary of procurement statuses (New, Active, Emergency, Expired, Incomplete) and a table for listing procurements. A black arrow points from the 'Add Procurement' button in the 'Procurements' section towards the bottom of the page.

Procurement Entity	Co-operative Employees Commission
Year	2020
Name of Procuring Organization	Co-operative Employees Commission
Program	Operational Activities
Project	1 - SSD Project Test 0100
Sub Project	1 - SSD Sub Project Test 0100
Object Code	1001
Item	0
ITMIS	0
Procurement Category	Works
Procurement method	Shopping (RFQ)
Estimated Cost	Rs.179,400.00
Total Amount	Rs.179,400.00
Proposed Date of issuing bid docs	2020-02-06
Proposed Date of award	2020-02-07
Description	Salaries and Wages
Remarks	R001

Status	Action	Title of the Procurement	Reference No	Bid Opening Date & Time	Estimated Value	Procurement Method	Funding	Geographic Location	Package Wise
No data available in table									

Adding Procurement

Figure 24: Adding Procurement

1. Click Action → Add Procurement.

The screenshot shows the PROMISe Procurement interface. The top navigation bar includes 'CPV Codes', 'Publication', 'Procurement Announcements', and 'eMarket'. The user is logged in as 'emp Test Officer'. The main content area is titled 'Procurement' and shows 'Plan Details' for a procurement plan. The details include:

Head	302 - Co-operative Employees Commission
Program	1 - Operational Activities
Project	1 - SSD Project Test 0100
Name of the Procuring Organization	Co-operative Employees Commission
Procurement Category	Works
Procurement Method	Shopping (RFQ)

Below the details, there are several tabs under the 'Activities' section: 'Primary Details' (selected), 'Select Activities', 'Set Days for Activities', 'Check List', 'Upload Bid Documents', 'Select Vendors', and 'Publish Notice'.

Figure 25: Procurement Activities

1. Now you will be directed to a screen as above (*Figure 25*).
2. Fill in all the forms in the tabs under activities.

The screenshot shows the 'Activities' section of the Procurement page, specifically the 'Primary Details' tab. The form contains the following fields:

- Title of the Procurement *
- Bid No *
- Drug/equipment requisition no
- Bidding Process Start Date & Time * (includes a calendar icon and a time selector set to 1:00)
- Bid Closing Date & Time * (includes a calendar icon and a time selector set to 1:00)
- Estimated Value * (includes Min and Max input fields)
- Funding * (dropdown menu with 'Select' option)
- Geographic Location (for the delivery of goods, Works to be) (dropdown menu with 'Select' option)

Figure 26: Activities tabs of the Procurement

Tab 1 - Primary Details of the procurement

Tab 2 - Which activities should be included in the procurement

Tab 3 - Set Days for selected activities. You can submit with default dates shown in text boxes

Tab 4 - Check list of selected activities with actual dates. Appoint the relevant PC members and TEC members to proceed. PC members and TEC members can be selected from the existing list or can be appointed new members as required. (Figure 31, Figure 32)

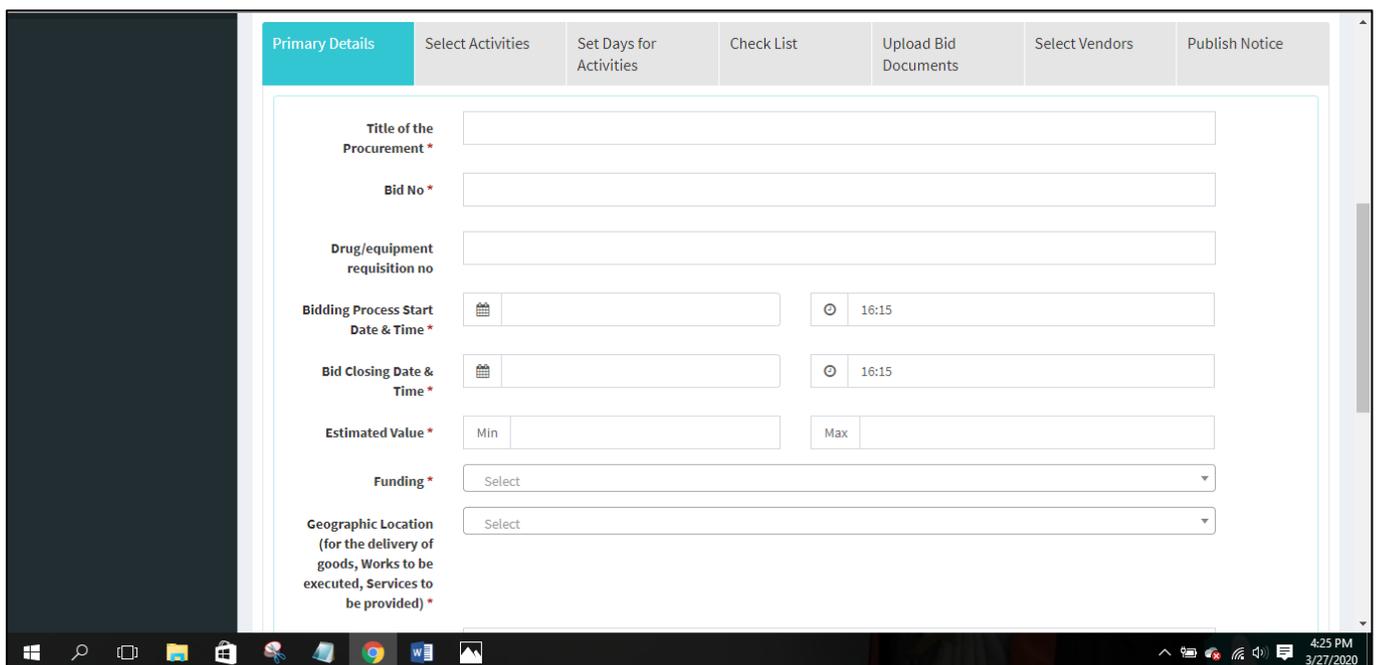
Tab 5 - Upload bid document/Specifications

Here, upload any bid documents/instructions.

Tab 6 – Select Vendors. Here will show vendors list which have same CPV codes as the current procurement.

Tab 7 - Publish the notice

3.7.1 ACTIVITIES → PRIMARY DETAILS



The screenshot displays the 'Primary Details' tab of a procurement management system. The interface includes a navigation menu at the top with tabs: Primary Details (selected), Select Activities, Set Days for Activities, Check List, Upload Bid Documents, Select Vendors, and Publish Notice. The main form area contains the following fields:

- Title of the Procurement *
- Bid No *
- Drug/equipment requisition no
- Bidding Process Start Date & Time * (includes a calendar icon and a time selector set to 16:15)
- Bid Closing Date & Time * (includes a calendar icon and a time selector set to 16:15)
- Estimated Value * (includes Min and Max input fields)
- Funding * (dropdown menu with 'Select' option)
- Geographic Location (for the delivery of goods, Works to be executed, Services to be provided) * (dropdown menu with 'Select' option)

The Windows taskbar at the bottom shows the system time as 4:25 PM on 3/27/2020.

Figure 27: Primary Details of the Activities

3.7.2 ACTIVITIES → SELECT ACTIVITIES

Primary Details	Select Activities	Set Days for Activities	Check List	Upload Bid Documents	Select Vendors	Publish Notice
			Appoint PC *	<input type="radio"/> No <input type="radio"/> Yes		
			Appoint TEC *	<input type="radio"/> No <input type="radio"/> Yes		
			If bid security required calculated as a % estimated value of bid or allow Liaison officer include the amount *	<input type="radio"/> No <input type="radio"/> Yes		
			Approval for the final RFQ documents from the Donor, if applicable *	<input type="radio"/> No <input type="radio"/> Yes		
			RFQ Documents uploaded *	<input type="radio"/> No <input type="radio"/> Yes		
			Advertisement uploaded *	<input type="radio"/> No <input checked="" type="radio"/> Yes		
			Request RFQ documents clarification *	<input type="radio"/> No <input type="radio"/> Yes		
			Receipt of clarifications online *	<input type="radio"/> No <input type="radio"/> Yes		
			Request for clarification with TEC/PC approval online *	<input type="radio"/> No <input type="radio"/> Yes		
			Response for bid clarification *	<input type="radio"/> No <input type="radio"/> Yes		
			Approval for the bid amendments to the bidding documents from the Donor, if applicable *	<input type="radio"/> No <input type="radio"/> Yes		

Figure 28: Select Activities of the Activities

3.7.3 ACTIVITIES → SET DAYS FOR ACTIVITIES

Primary Details	Select Activities	Set Days for Activities	Check List	Upload Bid Documents	Select Vendors	Publish Notice
			Appoint PC *	<input type="text" value="2020-02-06"/>		
			Appoint TEC *	<input type="text" value="2020-02-06"/>		
			If bid security required calculated as a % estimated value of bid or allow Liaison officer include the amount *	<input type="text" value="2020-02-06"/>		
			Approval for the final RFQ documents from the Donor, if applicable *	<input type="text" value="2020-02-06"/>		
			RFQ Documents uploaded *	<input type="text" value="2020-02-06"/>		
			Advertisement uploaded *	<input type="text" value="2020-02-06"/>		
			Request RFQ documents clarification *	<input type="text" value="2020-02-06"/>		
			Receipt of clarifications online *	<input type="text" value="2020-02-06"/>		
			Request for clarification with TEC/PC approval online *	<input type="text" value="2020-02-06"/>		

Figure 29: Setting dates for the selected Activities

3.7.4 ACTIVITIES → CHECK LIST

Primary Details	Select Activities	Set Days for Activities	Check List	Upload Bid Documents	Select Vendors	Publish Notice																											
			<table border="1"> <thead> <tr> <th>Activity</th> <th>Completed Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Appoint PC *</td> <td><input type="text"/></td> <td>View/Appoint PC ></td> </tr> <tr> <td>Appoint TEC *</td> <td><input type="text"/></td> <td>View/Appoint TEC ></td> </tr> <tr> <td>If bid security required calculated as a % estimated value of bid or allow Liaison officer include the amount *</td> <td><input type="text"/></td> <td>View/Submit Bid Security ></td> </tr> <tr> <td>Approval for the final RFQ documents from the Donor, if applicable *</td> <td><input type="text"/></td> <td><input type="button" value="Submit"/></td> </tr> <tr> <td>RFQ Documents uploaded *</td> <td><input type="text"/></td> <td><input type="button" value="Submit"/></td> </tr> <tr> <td>Advertisement uploaded *</td> <td><input type="text"/></td> <td><input type="button" value="Submit"/></td> </tr> <tr> <td>Request RFQ documents clarification *</td> <td><input type="text"/></td> <td><input type="button" value="Submit"/></td> </tr> <tr> <td>Receipt of clarifications online *</td> <td><input type="text"/></td> <td><input type="button" value="Submit"/></td> </tr> </tbody> </table>	Activity	Completed Date	Action	Appoint PC *	<input type="text"/>	View/Appoint PC >	Appoint TEC *	<input type="text"/>	View/Appoint TEC >	If bid security required calculated as a % estimated value of bid or allow Liaison officer include the amount *	<input type="text"/>	View/Submit Bid Security >	Approval for the final RFQ documents from the Donor, if applicable *	<input type="text"/>	<input type="button" value="Submit"/>	RFQ Documents uploaded *	<input type="text"/>	<input type="button" value="Submit"/>	Advertisement uploaded *	<input type="text"/>	<input type="button" value="Submit"/>	Request RFQ documents clarification *	<input type="text"/>	<input type="button" value="Submit"/>	Receipt of clarifications online *	<input type="text"/>	<input type="button" value="Submit"/>			
Activity	Completed Date	Action																															
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Figure 30: Checklist of the Activities

Select a PC member from the existing list

Select from Existing users

User Name *

Add PC Member & Appoint

User Role *

Name *

NIC

Phone Number with Country code *

Email *

Figure 31: Select a PC Member

Add a new PC member

Select a TEC officer from the existing list

The screenshot displays two web forms. The top form, titled "Select from Existing users", features a dropdown menu labeled "User Name *" with the text "Select a User" and a small downward arrow. Below it is a checkbox labeled "Committee Head" and a blue button labeled "Appoint". The bottom form, titled "Add TEC Officer & Appoint", contains several input fields: "User Role *" with a greyed-out field containing "Technical Evaluation Committee"; "Name *" with an empty text box and a help icon; "Committee Head" with a checkbox; "NIC" with a text box containing "NIC"; "Phone Number with Country code *" with a text box containing "94xxxxxxxx"; and "Email *" with an empty text box and a help icon. A blue button labeled "Add User & Appoint" is positioned at the bottom of this form.

Figure 32: Select a TEC Officer

Add a new TEC officer

3.7.5 ACTIVITIES → UPLOAD BID DOCUMENTS

The screenshot displays the 'Upload Bid Documents' activity. The top navigation bar includes tabs for 'Primary Details', 'Select Activities', 'Set Days for Activities', 'Check List', 'Upload Bid Documents', 'Select Vendors', and 'Publish Notice'. The main content area is divided into two sections:

- Commercial Responsiveness:** Contains an information icon, a message: "Please download [this excel format](#) and fill your Commercial data and upload.", a "Download Excel" button, a "File *" field with a "Choose File" button and "No file chosen" text, and a "Submit" button.
- Specification Documents:** Contains an information icon, a message: "Please download [this excel format](#) and fill your specification data and upload.", a "Download Excel" button, a "File *" field with a "Choose File" button and "No file chosen" text, a "Number of Items *" field with the value "6", and a "+ Add New Document" button.

Figure 33: Upload Bid Documents

3.7.6 ACTIVITIES → SELECT VENDORS

The screenshot displays the 'Select Vendors' activity. The top navigation bar includes tabs for 'Primary Details', 'Select Activities', 'Set Days for Activities', 'Check List', 'Upload Bid Documents', 'Select Vendors', and 'Publish Notice'. The main content area is divided into two sections:

- Vendor Selecting Method:** Contains two radio buttons: "All Matching List" (selected) and "Select Random List", and a "Submit" button.
- Time Line Graph:** Shows a task "Appoint PC" on the date "2020-02-06".

The bottom of the screen shows a taskbar with open Excel files: "specs_sample_1_1....xlsx" and "cr_rules_1_1_1 (2).xlsx".

Figure 34: Select Vendors for Procurement Notice

3.7.7 ACTIVITIES → PUBLISH NOTICE

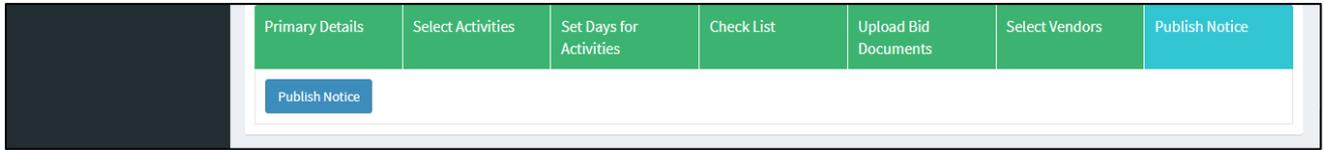


Figure 35: Publishing the Notice

3.8 OPEN BID

Once the Bid Opening time is arrived, LO can open the bid as follows (*Figure 36*)

Click on Open Bid button

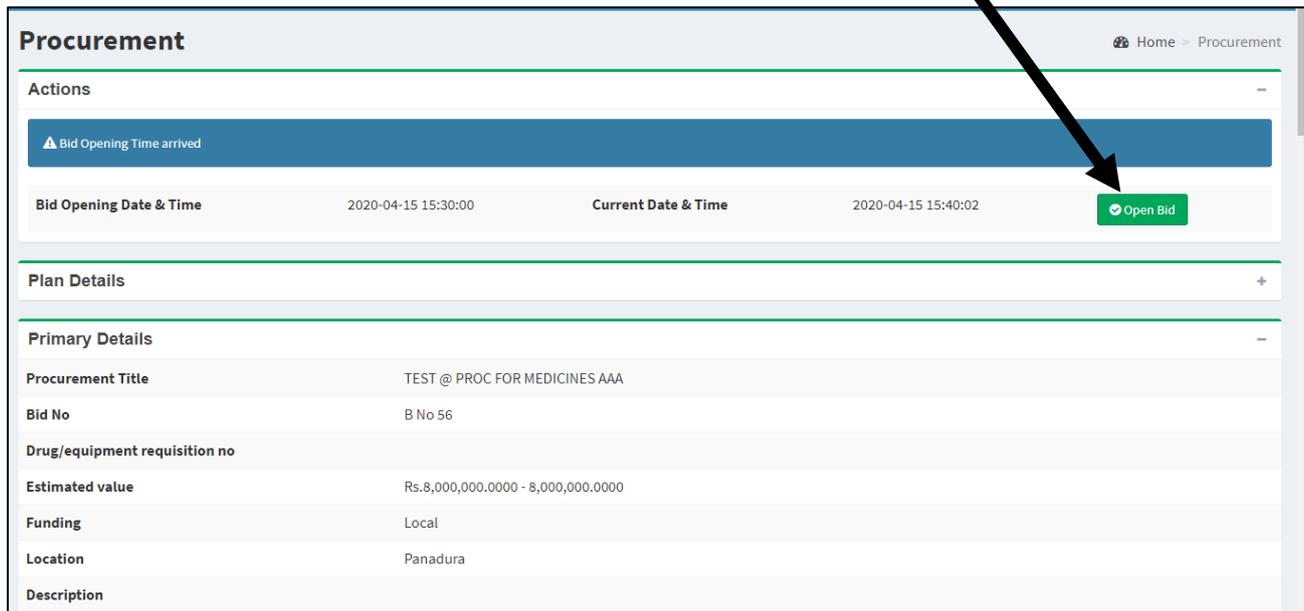


Figure 36: Open Bid

4.0 AWARDING

1. When the Awarding day of the procurement the PC informs LO that it had approved to award and LO clicks the button.
2. Click “Intention to Award”.

The screenshot displays the 'Desktop PC' interface. At the top, there is a header for 'Desktop PC' with a sub-link 'Click the title to Expand the Spec'. Below this, the 'Bid Submitted Vendors' section is visible, showing a table with columns for 'Registration No', 'Business Name', 'Documents', and 'Certificates'. The 'Documents' column lists 'Bid Document' and 'Final Bid Document Summery', each with a 'Download' link and a timestamp of '2020-04-15 13:16:44'. A 'View' button is present in the 'Certificates' column.

The 'Intention to award' section is highlighted with a green border. It contains a table with columns for 'Item', 'Vendor', and 'Awarded By'. The 'Item' is 'Desktop PC', the 'Vendor' is 'THEEKSHANA @ BN TEST', and the 'Awarded By' is 'PROC TEST @ THEEKSHANA' with a 'PC Chair Person' role. Below the table, a green button labeled 'Submit Intention to Award' is visible, with a black arrow pointing to it.

Figure 37: Awarding of the procurement

Click on Submit Intention to Award button

3. After the awarding the details of the Intention Award will be displayed to the PC Member.