

# 2020

## MARCH

# eGP System for Sri Lanka

User Guide for the Members of Procurement and Evaluation Committees.

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**

**MOF**  
**MINISTRY of FINANCE**  
**SRI LANKA**



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## INTRODUCTION

Welcome to the User Guide/Manual of the e - Procurement System of Sri Lanka. This user Guide is designed to provide as a guide for Vendor Community, Procurement Liaison officers including officials work on Procurement and Technical Evaluation Committees who will use this system on a day-to-day basis. This Guide is designed to be read by any user depending upon the level of access as most users will have access to the features documented here.

This User Guide (UG) provides the information necessary to effectively use the system and explains the many ways in which the system can be used. For all further questions, please get in touch with the Theekshana Team – the contact details are given at the end of this Guide. In addition, it is expected to be available online as a helpline which will guide you further if required within next couple of weeks.

### 1.1 PURPOSE

Several solutions have been suggested to overcome problems which have been outlined in the problem domain section of this paper. One of the most important solutions, which has been given is launching of eGP portal where it will provide a space for eGP system which includes payment gateway, public notices and announcement modules which are associated services of eGP System to carry out public procurement online.

The proposed online e-procurement system, which is broadly consistent with best public procurement practices, where it pave the way for a level playing field to increase competition among suppliers. In addition, by bringing processes online, it will make the procurement system more transparent, less bureaucratic, less discriminative and less chance for rent seeking behavior. After successful implementation of the e-GP system in public procurement domain, the system will help significantly minimize corruption risks and bring substantial savings to the Sri Lankan government and Sri Lankan citizens.

## 1.2 SCOPE

The scope of this project is to develop a general-purpose e-procurement system with the following modules.

- ❖ eGP System "PROMISe" Procurement Management Information System.
- ❖ Vendor Registration Module
- ❖ Procuring Entity Registration Module
- ❖ Goods and Services categorization Module,
- ❖ Procurement type, Procurement Plan and Procurement Activity Entering Module
- ❖ Preparation of (Bidding/Proposals) Documentation including Technical Specifications Module
- ❖ Bidding Process, Clarification and Procurement Announcement / Request for Bids Module
- ❖ Publication of Request for Bids (RFB)/Request for Quotations/Request for Expression of Interest Sub Module
- ❖ Issuance of Bid/Quotations/Proposal/EOI ?// Sub Module
- ❖ Clarification Process Sub Module
- ❖ Submission of Bid/Receipt of Bids/ Bid Opening Sub Module
- ❖ Evaluation of Bids Module (automatically and manually)
- ❖ Purchase Order Handling and Contract Awarding Module and e-catalog System
- ❖ Complaints and Appeal handling Module
- ❖ Payment Module,
- ❖ Contract Monitoring
- ❖ e-Learning Platform

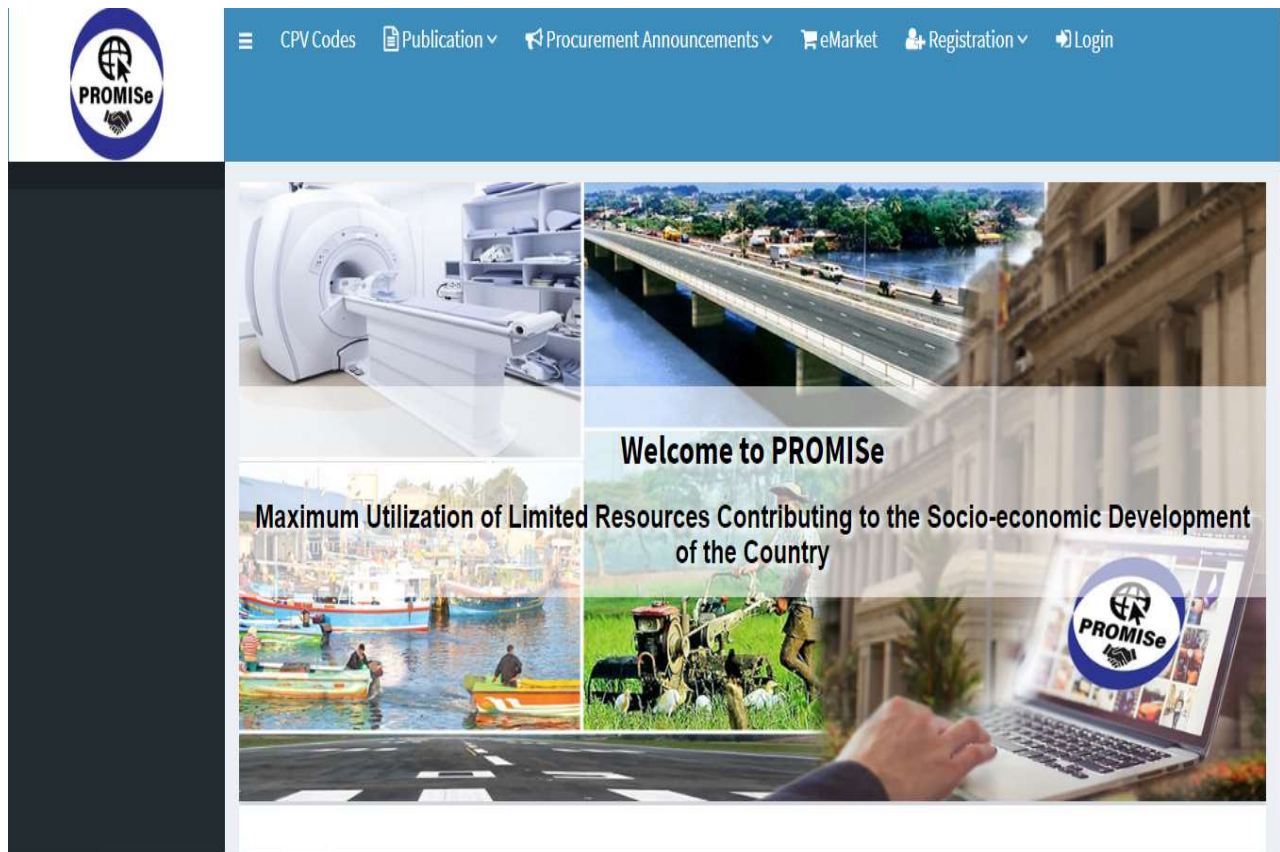
## 1.0 GETTING STARTED

A general walkthrough of the system from initiation through exit is provided. The logical arrangement of the information will enable the user to understand the sequence and flow of the system. Screen prints are used to depict text under each heading. All screen prints will have a caption and an associated tag providing appropriate alternative text for compliance.

### 1.1 HOME PAGE

URL: <https://www.promise.lk>

1. Login to the Home Page using <https://promise.lk>



# **TECHNICAL EVALUATION COMMITTEE**

## 2.0 TECHNICAL EVALUATION COMMITTEE (TEC)

Technical Evaluation Committee in a procurement procedure has many responsibilities. All the members of a TEC, individually and collectively are responsible for the decisions taken by the committee. And a Procurement Time Schedule (PTS) will be prepared by the Procuring Entity (PE) before starting the procurement procedure. Another responsibility of the TEC is to perform the evaluation within the duration set up according to the PTS. The evaluation should be done according to the mentioned specifications.

### 2.1 ENGAGEMENTS BY THE TEC

A Technical Evaluation Committee is decided by the Procuring Entity (PE) while publishing a Procurement Notice. The PE has the option to select a TEC from a list of standing TECs, or to form a new one consisting of existing users or new users. TECs may consist of one or more members to evaluate the procurement. When a member is appointed to a technical evaluation committee, he/she will receive an email with login credentials. When the bidding is closed and PE forwards the procurement to TEC, members can login to the system with the credentials provided and evaluate the procurement.

As the initial step, log in to the system with the TEC login credentials. Then the dashboard of the TEC will be visible as in (Figure 1).



The screenshot displays the PROMISe system interface for a Technical Evaluation Committee (TEC) officer. The top navigation bar includes links for Home, CPV Codes, Publication, Procurement Announcements, and eMarket. The user is identified as Mrs. Sreeni Karunarathna (Deputy Director General/ Investigation). The main content area is titled "Technical Evaluation Committee" and shows the "TEC Officer Profile" section. The profile is divided into "Primary Details" and "Contact Details".

Primary Details	
Name	Mrs. Sreeni Karunarathna (Deputy Director General/ Investigation)
Registered Date	2020-01-17 13:42:22

Contact Details	
Phone	0715975258
Email	sreenitest1@gmail.com

Figure 1: TEC Dashboard

In the left navigation bar click engagements and click procurements to view the procurements available for engagement (Figure 1a).

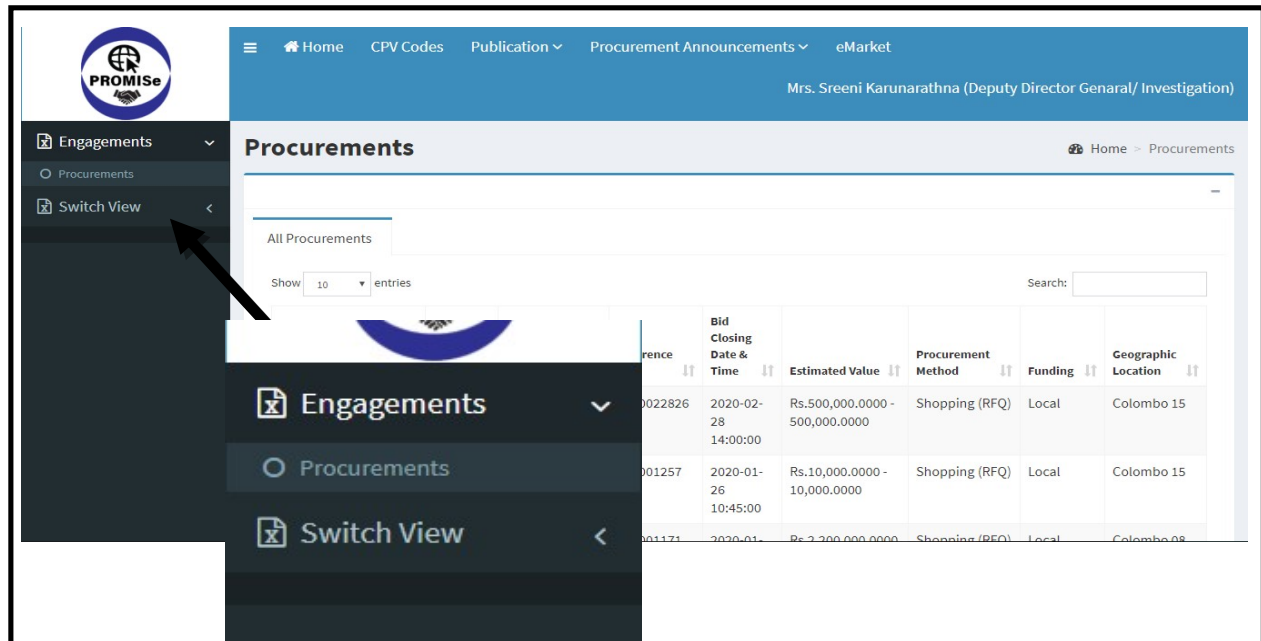


Figure 1a: Engaging in Procurements by TEC

Now the TEC member can evaluate the procurements which are available for engagement(Figure 2).



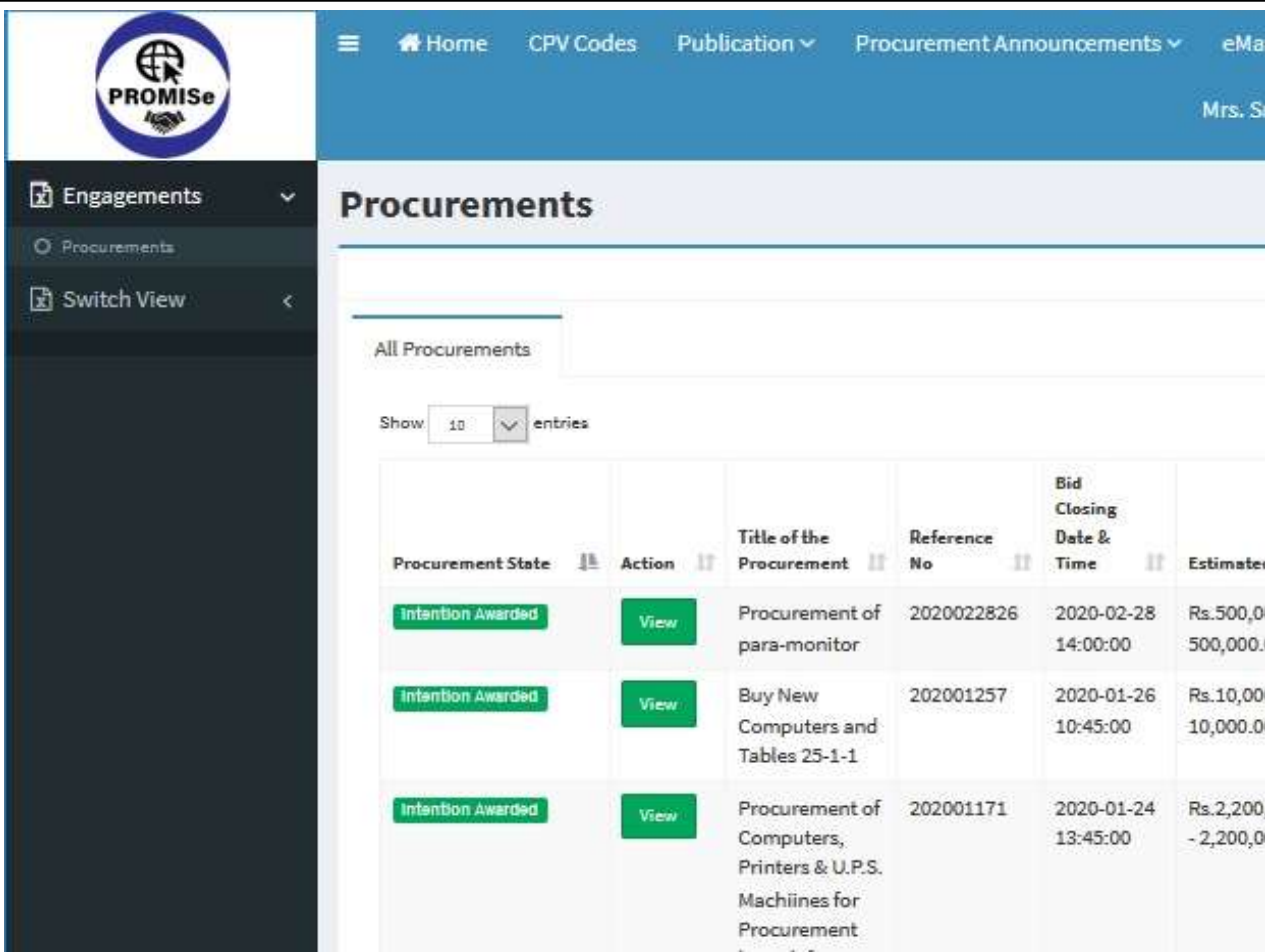


Figure 2: List of procurements for TEC member to engage in

Click “View” under Action so that the TEC member will be able to view the procurement as in (Figure 3).



Figure 3: Details of Procurement to be evaluated by the TEC

Expand the section named “Commercial Responsiveness” (Figure 4)

The TEC member can view the recommendations of other TEC members (if other TEC members have been appointed).

In the row where the current TEC member’s name appears, an “Action” button will appear against each vendor who has bid.

**Procurement** Home > Procurement

**Primary Details**

▼ **Commercial Responsiveness** Click the title to Expand

▼ **Desktop PC** Click the title to Expand

Rule	Metropolitan Office (PVT) LTD - metropolitanest1@gmail.com
Com Rule One	Yes
Com Rule Two	Yes
Com Rule Three	Yes
<b>TEC</b> Mrs. Sreeni Karunarathna (Deputy Director General/ Investigation) Member	
<b>TEC</b> Mr. Amila Dharmabandu (Mechanical Engineer) Chairperson	<b>Action</b> ▼

Figure 4: Expanded View of Commercial Responsiveness of Items

The TEC member can view the certificates submitted by the vendor by clicking “Action” and then clicking “Check Certificates” (Figure 4a).

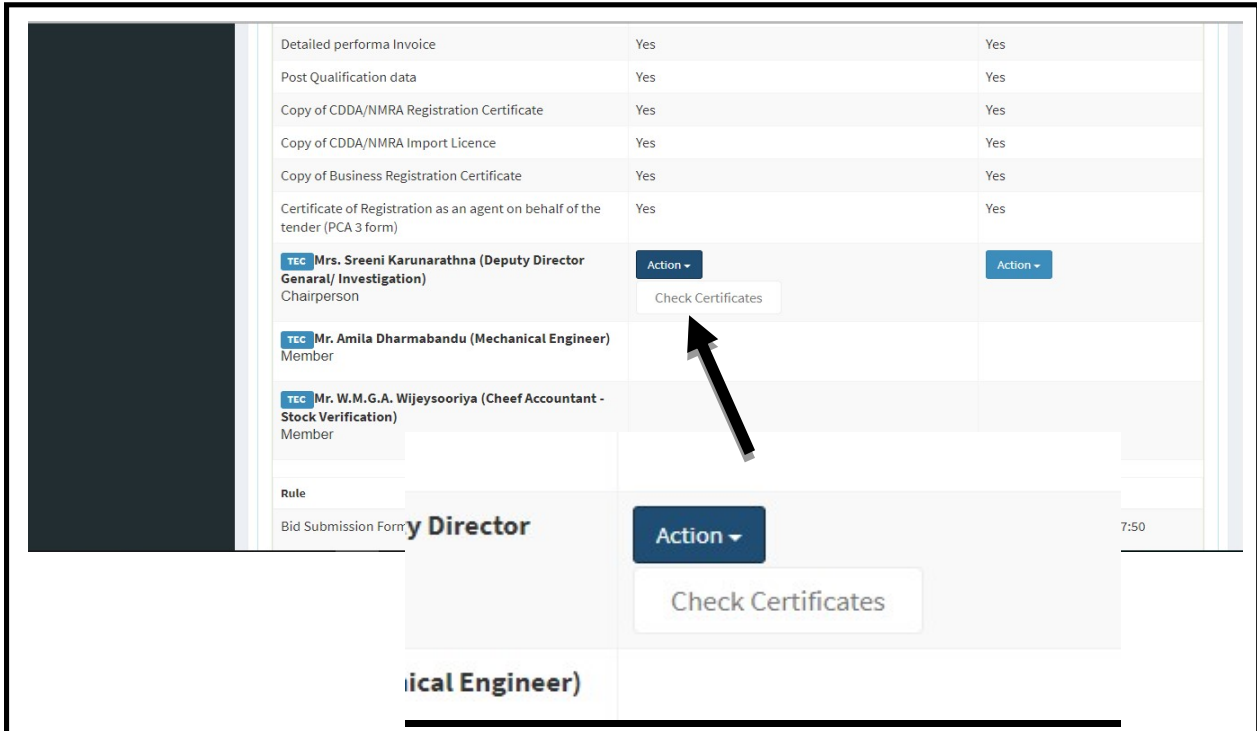


Figure 4a: Evaluating the Commercial Responsiveness of a Procurement

Now you will see the Vendor Certificates page where all the certificates relevant to the tender will be listed (Figure 5)

## Vendor Certificates

### Vendor Details

<b>Registration No</b>	V000011
<b>Business Name</b>	Meditechnology Holdings (Pvt) Ltd
<b>Phone</b>	+94 715975259
<b>Email</b>	meditechnologytest1@gmail.com

### Certificates

Description	CPV	Certificate Type	Download	Valid From	Valid To
		NMRA certificate	<a href="#">Download</a>	2020-01-28	2019-01-21

### Commercial Rules

Rule	Check
Bid Submission Form	<input type="radio"/> No <input type="radio"/> Yes
Bid Bond	<input type="radio"/> No <input type="radio"/> Yes
Power of Attorney to the signatory	<input type="radio"/> No <input type="radio"/> Yes
Price Shedule-Goods	<input type="radio"/> No <input type="radio"/> Yes
Delivery schedule-Goods	<input type="radio"/> No <input type="radio"/> Yes
Manufactures authorization letter	<input type="radio"/> No <input type="radio"/> Yes
Bidders response to Technical Specifications	<input type="radio"/> No <input type="radio"/> Yes
Detailed performa Invoice	<input type="radio"/> No <input type="radio"/> Yes
Post Qualification data	<input type="radio"/> No <input type="radio"/> Yes
Copy of CDDA/NMRA Registration Certificate	<input type="radio"/> No <input type="radio"/> Yes
Copy of CDDA/NMRA Import Licence	<input type="radio"/> No <input type="radio"/> Yes
Copy of Business Registration Certificate	<input type="radio"/> No <input type="radio"/> Yes
Certificate of Registration as an agent on behalf of the tender (PCA 3 form)	<input type="radio"/> No <input type="radio"/> Yes

Figure 5: Check Vendor Certificates

Examine the Certificates/Documents relevant to each commercial rule and check yes or no accordingly (Figure 6).

## Vendor Certificates

### Vendor Details

Registration No	V000011
Business Name	Meditechnology Holdings (Pvt) Ltd
Phone	+94 715975259
Email	meditechnologytest1@gmail.com

### Certificates

Description	CPV	Certificate Type	Download	Valid From
		NMRA certificate	<a href="#">Download</a>	2020-01-28

### Commercial Rules

Rule	Check
Bid Submission Form	<input checked="" type="radio"/> No <input type="radio"/> Yes
Bid Bond	<input checked="" type="radio"/> No <input type="radio"/> Yes
Power of Attorney to the signatory	<input checked="" type="radio"/> No <input type="radio"/> Yes
Price Shedule-Goods	<input checked="" type="radio"/> No <input type="radio"/> Yes
Delivery schedule-Goods	<input checked="" type="radio"/> No <input type="radio"/> Yes
Manufactures authorization letter	<input checked="" type="radio"/> No <input type="radio"/> Yes
Bidders response to Technical Specifications	<input checked="" type="radio"/> No <input type="radio"/> Yes
Detailed performa Invoice	<input checked="" type="radio"/> No <input type="radio"/> Yes
Post Qualification data	<input checked="" type="radio"/> No <input type="radio"/> Yes
Copy of CDDA/NMRA Registration Certificate	<input checked="" type="radio"/> No <input type="radio"/> Yes
Copy of CDDA/NMRA Import Licence	<input checked="" type="radio"/> No <input type="radio"/> Yes
Copy of Business Registration Certificate	<input checked="" type="radio"/> No <input type="radio"/> Yes
Certificate of Registration as an agent on behalf of the tender (PCA 3 form)	<input checked="" type="radio"/> No <input type="radio"/> Yes

[Submit](#)

Figure 6: Checking the Commercial Rules

After checking the commercial rules, click Submit.

The list of rules that have been checked by each TEC member will appear below (Figure 7).

Rule	Vendor	TEC Member	Check
Certificate of Registration as an agent on behalf of the tender (PCA 3 form)	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director General/ Investigation)	Invalid
Copy of Business Registration Certificate	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director General/ Investigation)	Invalid
Copy of CDDA/NMRA Import Licence	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director General/ Investigation)	Invalid
Copy of CDDA/NMRA Registration Certificate	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director General/ Investigation)	Invalid
Post Qualification data	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director General/ Investigation)	Invalid
Detailed performa Invoice	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director General/ Investigation)	Invalid
Bidders response to Technical Specifications	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director General/ Investigation)	Invalid
Manufactures authorization letter	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director General/ Investigation)	Invalid
Delivery schedule-Goods	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director General/ Investigation)	Invalid
Price Shedule-Goods	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director General/ Investigation)	Invalid
Power of Attorney to the signatory	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director General/ Investigation)	Invalid
Bid Bond	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director General/ Investigation)	Invalid
Bid Submission Form	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director General/ Investigation)	Invalid

> **Technical Responsiveness** Click the title to Expand

Figure 7: List of Commercial Rules checked by each TEC member

NOTE: A member can reverse the compliance to a rule by again clicking “Action” and then clicking “Check Certificates”.

This will bring you to the Vendor Certificates screen again(Figure 8).

## Vendor Certificates

### Vendor Details

<b>Registration No</b>	V000011
<b>Business Name</b>	Meditechnology Holdings (Pvt) Ltd
<b>Phone</b>	+94 715975259
<b>Email</b>	meditechnologytest1@gmail.com

### Certificates

Description	CPV	Certificate Type	Download	Valid From
		NMRA certificate	<a href="#">Download</a>	2020-01-28

### Commercial Rules

Rule	Check
Bid Submission Form	<input checked="" type="radio"/> No <input type="radio"/> Yes
Bid Bond	<input checked="" type="radio"/> No <input type="radio"/> Yes
Power of Attorney to the signatory	<input checked="" type="radio"/> No <input type="radio"/> Yes
Price Shedule-Goods	<input checked="" type="radio"/> No <input type="radio"/> Yes
Delivery schedule-Goods	<input checked="" type="radio"/> No <input type="radio"/> Yes
Manufactures authorization letter	<input checked="" type="radio"/> No <input type="radio"/> Yes
Bidders response to Technical Specifications	<input checked="" type="radio"/> No <input type="radio"/> Yes
Detailed performa Invoice	<input checked="" type="radio"/> No <input type="radio"/> Yes
Post Qualification data	<input checked="" type="radio"/> No <input type="radio"/> Yes
Copy of CDDA/NMRA Registration Certificate	<input type="radio"/> No <input checked="" type="radio"/> Yes
Copy of CDDA/NMRA Import Licence	<input checked="" type="radio"/> No <input type="radio"/> Yes
Copy of Business Registration Certificate	<input checked="" type="radio"/> No <input type="radio"/> Yes
Certificate of Registration as an agent on behalf of the tender (PCA 3 form)	<input checked="" type="radio"/> No <input type="radio"/> Yes

Figure 8: Changing responses to the Commercial Rules

Examine the Certificates/Documents relevant to each commercial rule and check yes or no accordingly and then click “Submit”.

The updated list of rules by each TEC member will appear below (Figure 9).

<span>TEC</span> <b>Mrs. Sreeni Karunarathna (Deputy Director Genaral/ Investigation)</b> Chairperson		<span>Action -</span>	
<span>TEC</span> <b>Mr. Amila Dharmabandu (Mechanical Engineer)</b> Member			
<span>TEC</span> <b>Mr. W.M.G.A. Wijeysooriya (Chief Accountant - Stock Verification)</b> Member			
Rule	Vendor	TEC Member	Check
Certificate of Registration as an agent on behalf of the tender (PCA 3 form)	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director Genaral/ Investigation)	Invalid
Copy of Business Registration Certificate	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director Genaral/ Investigation)	Invalid
Copy of CDDA/NMRA Import Licence	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director Genaral/ Investigation)	Invalid
Copy of CDDA/NMRA Registration Certificate	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director Genaral/ Investigation)	Valid
Post Qualification data	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director Genaral/ Investigation)	Invalid
Detailed performa Invoice	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director Genaral/ Investigation)	Invalid
Bidders response to Technical Specifications	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director Genaral/ Investigation)	Invalid
Manufactures authorization letter	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director Genaral/ Investigation)	Invalid
Delivery schedule-Goods	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director Genaral/ Investigation)	Invalid
Price Shedule-Goods	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director Genaral/ Investigation)	Invalid
Power of Attorney to the signatory	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director Genaral/ Investigation)	Invalid
Bid Bond	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director Genaral/ Investigation)	Invalid
Bid Submission Form	Meditechnology Holdings (Pvt) Ltd	Mrs. Sreeni Karunarathna (Deputy Director Genaral/ Investigation)	Invalid

> **Technical Responsiveness** Click the title to Expand

Figure 9: List of Commercial Rules checked by each TEC member





Click Engage to give the recommendation. You will be prompted to give your decision(Figure 12).

Rs.1.0000	Rs.5.0000
Rs.79,165,200.0000	Rs.395,826,000.0000
+94 772613699	+94 772613699
✓	
%	%
Action -	Action -

Figure 12: TEC member recommendation dialog

Select one of “Approve” or “Reject” from the “State” option buttons.

Provide your comments/ remarks if necessary in the provided “Comment” box.

Then click “Submit”

NOTE: Each member of the TEC has the freedom to give an independent recommendation (positive or negative).

Now, you can see an updated view of your recommendations (Figure 13)

Manufacturer Name	Vendor should specify	<input type="text"/>	<a href="#">Mandatory</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Country of origin	Vendor should specify	<input type="text"/>	<a href="#">Mandatory</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Samples	Vendor should specify	<input type="text"/>	<a href="#">Mandatory</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Comment					
Unit Price				Rs.1.0000	Rs.5.0000
Total price				Rs.79,165,200.0000	Rs.395,826,000.0000
Phone				+94 772613699	+94 772613699
System Suggests				<input checked="" type="checkbox"/>	
Loading Percentage				%	%
<a href="#">TEC Tharaka Kasun</a> Member				<a href="#">Action -</a>	<a href="#">Action -</a>
<a href="#">TEC auhtec</a> Chairperson				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Clobazam tablet 5mg</a> <small>Click the title to Expand the Spec</small>					

Activate Windows

Figure 13: TEC member Technical Responsiveness

The TEC member has the ability to change his/her recommendation again as described above

# PROCUREMENT COMMITTEE

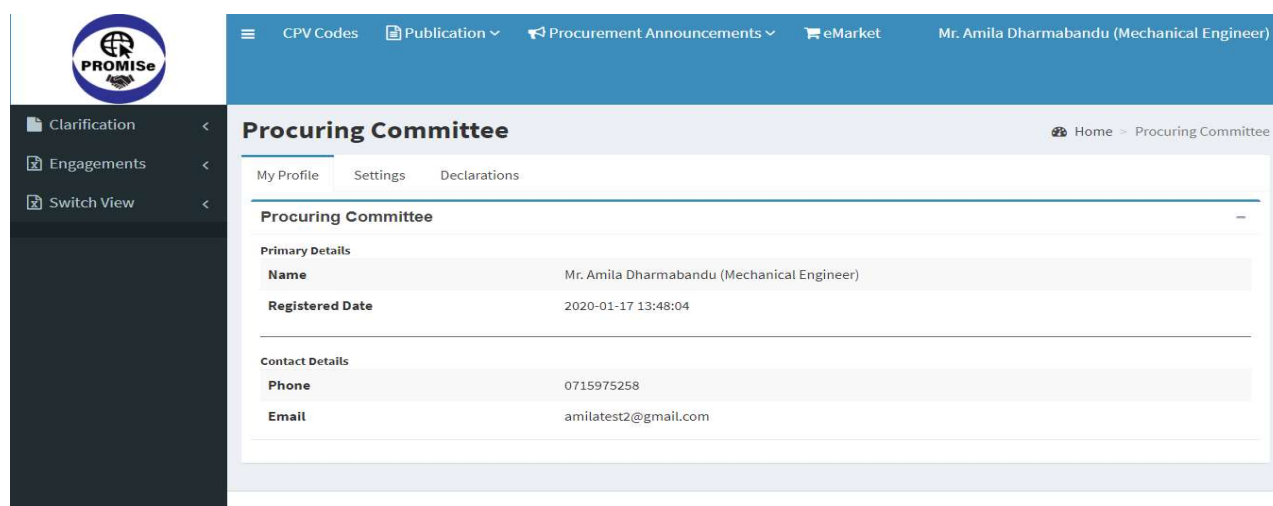
### 3.0 PROCUREMENT COMMITTEE (PC)

The Procurement Committee is responsible for the examination, evaluation and comparison of the bids received. The PC uses only the evaluation criteria outlined in the tender documents, evaluate all tenders, determine which bidder has submitted the lowest evaluated tender, and convey its recommendation to the procuring entity within the PTS but not longer than fourteen days. The procuring entity shall, if it agrees with the recommendations of the Technical Evaluation Committee(TEC), publicly disclose the name of the vendor identified by the TEC as the lowest evaluated bidder. If the Procuring entity does not agree with the TEC's determination, the procuring entity shall issue an advisory recommendation to the TEC regarding which bidder should be the lowest evaluated bidder, which recommendation the Evaluation Committee shall observe.

#### 3.1 ENGAGEMENTS BY THE PC

PC is assigned by the Procuring Entity while publishing the procurement. The assigned PC may consist of one or more members to evaluate the procurement. Only the assigned member or members are allowed to perform the evaluation. Once a member is appointed to a PC, he/she will receive an email. When the TEC completes evaluating, the PC members should log in to the system with the credentials provided and evaluate the procurement.

As the initial step log in to the system with the PC login credentials. Then the dashboard of the PC member will be visible as in (Figure 14).



The screenshot displays the PROMISe Procuring Committee dashboard. The top navigation bar includes links for CPV Codes, Publication, Procurement Announcements, eMarket, and the user's name, Mr. Amila Dharmabandu (Mechanical Engineer). The main content area is titled "Procuring Committee" and contains a "My Profile" section with tabs for "Settings" and "Declarations". The profile information is organized into two sections: "Primary Details" and "Contact Details".

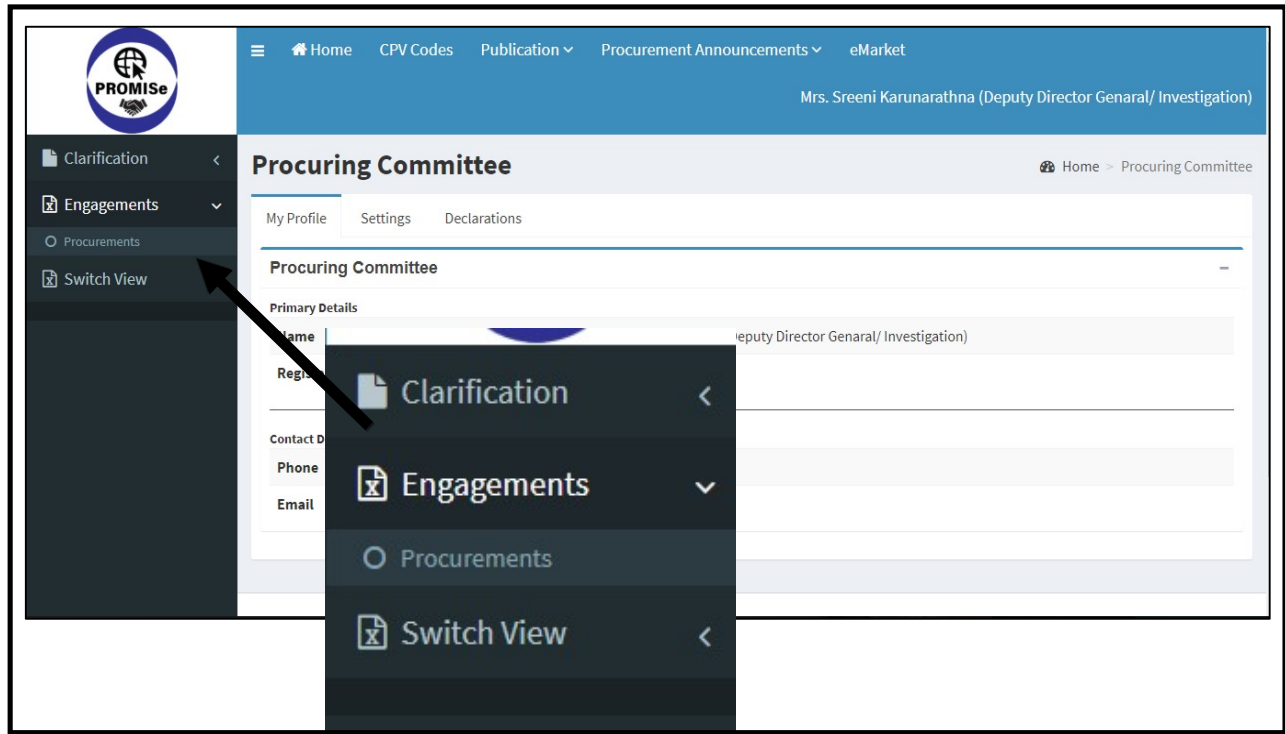
Primary Details	
Name	Mr. Amila Dharmabandu (Mechanical Engineer)
Registered Date	2020-01-17 13:48:04

Contact Details	
Phone	0715975258
Email	amilatest2@gmail.com

Figure 14: PC Dashboard

In the left navigation bar click engagements and click procurements to view the procurements available for engagement (*Figure 14a*).



*Figure 14a: Engaging in Procurements by PC*

Now the PC member can evaluate the procurements which are available for engagement.

Procurement State	Action	Title of the Procurement
Intention Awarded	View	Procurement of Computers, Printers & U.P.S. Machines for Procurement branch from Primary Healthcare systems strengthening project(PSSP)
Intention Awarded	View	Buy New Computers and Tables 25-1-1
Intention Awarded	View	Procurement of para-monitor
Observing By TEC & PC	View	Buy Multipara Monitor 2.21.i
Observing By TEC & PC	View	General Equipment purchase 001 - documentation purpose

Figure 15: Engaging in Procurements by PC

Click “View” under Action so that the PC member will be able to view the procurement (Figure 16).

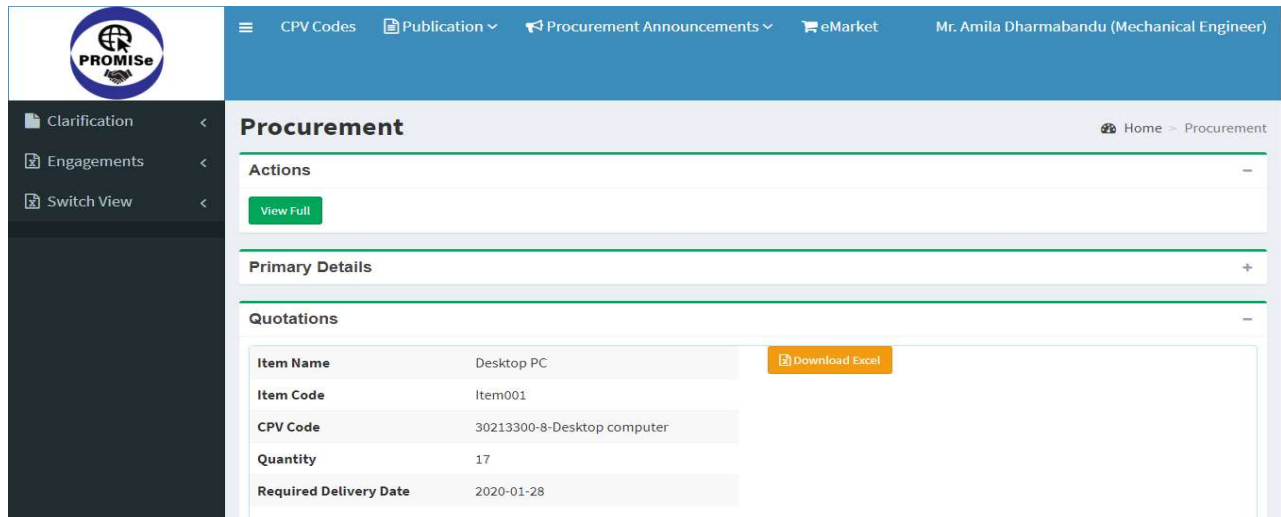


Figure 16: Viewing the Procurement by PC

You can scroll down to see quotations for each item (if there are many) in the procurement.

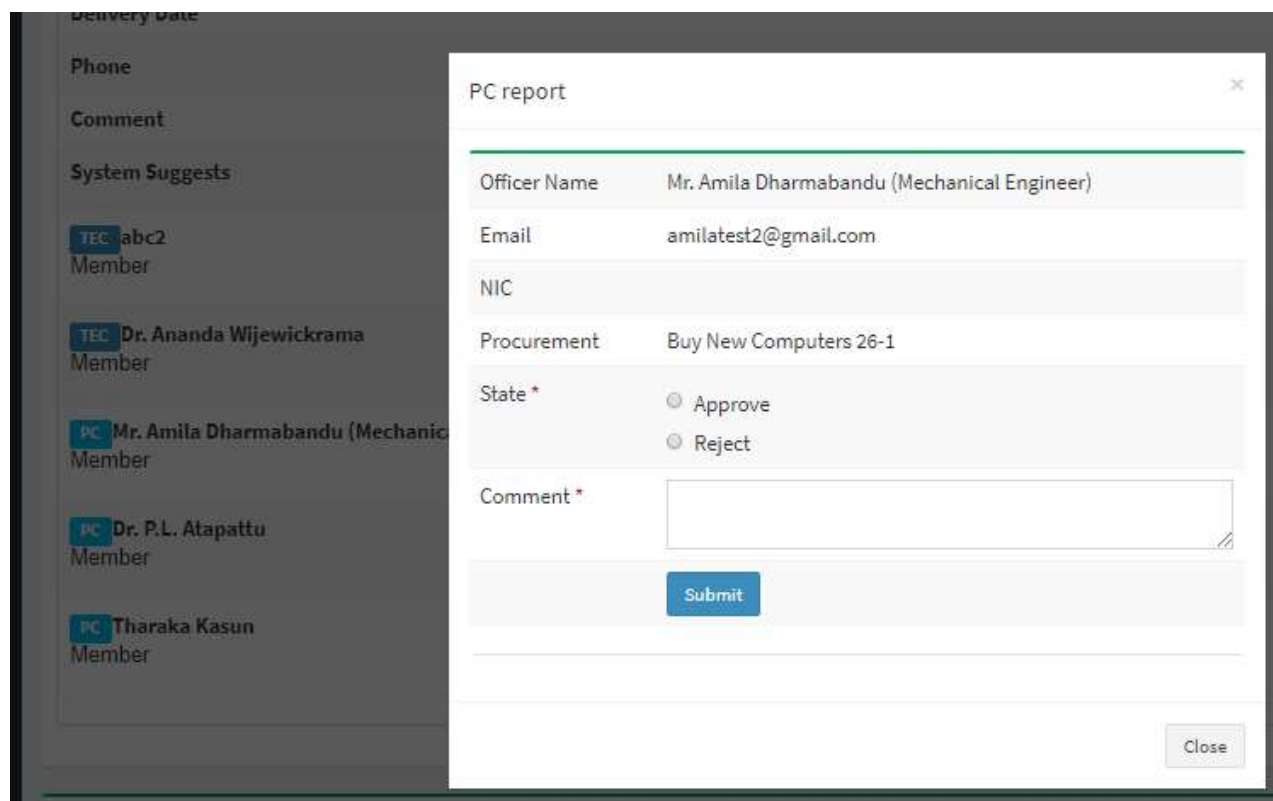
An “Engage” button will appear against each vendor who has bid for an item so that the current PC member can give his/her recommendation (Figure 17).



Figure 17: Engaging in Procurements by the PC

Clicking engage will show a pop up screen to submit the State (Approve or Reject) of the procurement (Figure 18).





The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar lists several members with their roles and names: 'abc2 Member', 'Dr. Ananda Wijewickrama Member', 'Mr. Amila Dharmabandu (Mechanic Member)', 'Dr. P.L. Atapattu Member', and 'Tharaka Kasun Member'. The main content area displays a 'PC report' form. The form fields are: 'Officer Name' (Mr. Amila Dharmabandu (Mechanical Engineer)), 'Email' (amilatest2@gmail.com), 'NIC' (empty), 'Procurement' (Buy New Computers 26-1), 'State \*' (radio buttons for 'Approve' and 'Reject'), and 'Comment \*' (text area). A blue 'Submit' button is located below the comment field, and a 'Close' button is in the bottom right corner of the form.

Figure 18: PC Report

Provide your decision as a member of the PC and Click “Submit”.

## 4.0 AWARDING

When the day of awarding of the procurement arrives, the PC informs LO that it has approved to award and LO clicks the button.

Click “Intention to Award” (Figure 19).

The screenshot displays a user interface for awarding a procurement. It features a list of members with checkboxes for approval. Below the list is an 'Intention Award' section with fields for 'Awarded by' and 'Awarded On'.

Chairperson	
PC abc2 Member	<input type="checkbox"/>
PC emp Test Officer Member	<input checked="" type="checkbox"/>
PC Mrs. Sreeni Karunarathna (Deputy Director General/ Investigation) Member	<input checked="" type="checkbox"/>
PC abc2 Member	<input type="checkbox"/>

---

**Intention Award**

Awarded by	Mr. Amila Dharmabandu (Mechanical Engineer)
Awarded On	2020-02-06 13:07:29

Figure 19: Awarding of the Procurement

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