



University Grants Commission of Bangladesh
Office of the Project Director
Higher Education Quality Enhancement Project
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Procurement Guidelines

The Sub-Project Managers of 91 Sub-Projects are kindly requested to follow the procedures/systems of Procurement to implement the Sub-projects:

General Information:

1. All kinds of procurement have to conduct following Public Procurement Act (PPA)-2006, Public Procurement Rules (PPR)-2008 and Guidelines for Procurement under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, where applicable.
2. All procurement shall be conducted following the approved procurement plan.
3. Modification of procurement plan is possible. Modified Procurement Plan shall be approved by the Vice Chancellor and a copy of the same needs to be forwarded to HEQEP for information. (It is advised to consult the HEQEP office before modifying the procurement plan)
4. Selection of Procurement Method depends on Threshold value, Lead Time, availability of suppliers, Restriction, Complexity etc.
5. Open Tendering Method is the preferred method.
6. Direct Contracting and Single source selection is subject to World Bank's prior review.

Procurement of Goods and Works:

There are some Typical Stages in Procurement Methods/Procedures/Steps which need to follow carefully, such as:

Open Tendering Method:

1. Preparation of specifications of the required goods/works;
2. Preparation of Bidding (tender) document;
Only Standard Bidding Document approved by IDA can be used for this purpose. IDA approved bidding document is slightly different from CPTU approved standard document. IDA approved bidding document is available in the HEQEP website. i.e. <http://www.heqep-ugc.gov.bd/>
3. Preparation of Invitation for Tender (IFT) following the standard format provided by Central Procurement Technical Unit (CPTU).

(In case of any difficulty in preparing bidding document and IFT; it is advised to consult the HEQEP Procurement Specialist)

(Send the soft copy of final tender document and IFT to HEQEP office)

4. Approval of Bidding document and Invitation for Tender (IFT) by Vice Chancellor or Syndicate, where applicable.
5. All procurement above the threshold and all International Competitive Bidding (ICB) are subject to WB's prior review. In this case "no objection" on the bidding document and IFT is required from World Bank.
6. Invitation of Bid through 1 English and 1 Bangla widely circulated daily news papers. Publish the IFT in the university Website, if available and send the IFT to HEQEP so that it can be published in the HEQEP website.
(Allow necessary time as per PPR to the prospective tenderer to prepare their tender)
7. Selling of tender document.
8. If necessary (normally in case of large and/or complex tender) a Pre Bid Meeting can be called. The minutes of the pre-bid meeting need to be sent to all the prospective bidders purchased and to be purchased the tender document.
9. Addendum of the tender document, if required can be done taking the approval from the Vice Chancellor. In case of major change it is advised to consult the procurement specialist of HEQEP before issuing the addendum. Addendum is an integral part of the tender document and need to be communicated to all the prospective tenderers who purchased or to be purchased the tender document.
10. Closing the tender at the time and date mentioned in the tender document.
11. Public Opening of tender by the Tender Opening Committee (TOC).
(Use proper format to list necessary information at tender opening; this format is available in the HEQEP website)
12. The Tender Evaluation Committee (TEC) will Evaluate the Bid generally within 3 weeks of tender opening;
(Use the sample Bid Evaluation Report uploaded in the HEQEP website. This sample BER is prepared based on the World Bank's Standard Bid Evaluation Form, April 1996. The WB's Guidelines on Bid Evaluation is also uploaded in the HEQEP website)
(In case of any difficulty in conducting bid evaluation and preparing Bid evaluation report; it is advised to consult the HEQEP Procurement Specialist)
13. TEC and TOC are approved by the Vice Chancellor. Technical subcommittee can be formed by the Vice Chancellor if TEC requests for formation of TSC to assist TEC in evaluating the technical aspects of the tender only.
14. Approval of Bid Evaluation Report by the Vice Chancellor. (All the OTM subject to prior review by WB needs to take no objection from World Bank through HEQEP)
15. Returning the Bid security of the non responsive bidders.
16. Issuance of Notification of Award (**within the bid validity period**)

(If it is not possible to complete the awarding process with the bid validity period; The SPM will formally request all the tenderers to extend their bid and bid bond validity for 28 days. This request letter shall be issued at least 10 days before the expiration of the bid validity dead line. If it is required to take extension more than 28 days, a no objection in this regard from the WB is required.)

(A copy of the NOA need to be sent to HEQEP office immediately after issuance.)

17. Receiving Acceptance of the NOA from the Awarded Tenderer and Performance Guarantee.
18. Signing of Contract.
(2 copies of the final contract shall also be sent to HEQEP office)
19. Returning the Bid Security of all the responsive tenderers ;
20. De-briefing, if requested;
21. Contract Management.
22. Receiving goods, performance of desired works and related services as per the contract.
23. Recommendation for payment by the SPM.
24. Approval of payment by the approving authority (VC/Syndicate), who approved the Tender Document and IFT.

Request for Quotations:

- It is applicable for small value off the shelf goods or standard readily available goods, small works and physical services;
 - No public advertisement needed in this method; No tender security and performance guarantee.
 - Threshold for goods : Tk. 5 Lakh, for works : Tk. 10 Lakh;
1. Request well known suppliers/contractors to submit quotations, publish the requirement in the university notice board, website, and HEQEP website for wider participation.
 2. Prepare the document following CPTU published standard format.
(The Formats are available at HEQEP website).
 3. Receipt at least 3 responsive responses;
 4. No public Opening and therefore no Tender Opening Committee;
 5. Evaluation Committee comprising 3 members will open and evaluate the quotations.
(Use the sample Quotation Evaluation format uploaded in the HEQEP website)
 6. The evaluation report shall be approved by the Vice Chancellor.
 7. Awarding of the contract. (In case of goods issue purchase order)
 8. Signing of Contract (in case of works).
 9. Receiving goods, performance of desired works and related services as per the contract.
 10. Recommendation for payment by the SPM.
 11. Approval of payment by the Vice Chancellor.