



No.Dir(A&F)/SPPRA/1-3(GEN) /14-15/ 4342

GOVERNMENT OF SINDH
SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

Karachi, dated the 3rd October, 2014

1. The Senior Member, Board of Revenue Sindh, Hyderabad.
2. The Additional Chief Secretaries (All) Government of Sindh.
3. The Principal Secretary to Governor Sindh, Karachi.
4. The Principal Secretary to Chief Minister Sindh, Karachi.
5. The Chairman, Enquiries, Anti-Corruption Establishment, SGA&CD, Karachi.
6. The Chairman, Chief Minister's Inspection, Enquiries & Implementation Team, Karachi.
7. The Chairman, Sindh Revenue Board, Karachi.
8. The Administrative Secretaries (all) Government of Sindh.
9. The Secretary to Provincial Ombudsman Secretariat, Sindh, Karachi.
10. The Secretary, Provincial Assembly Secretariat, Sindh, Karachi.
11. The Inspector General of Police, Sindh, Karachi.
12. The Heads of Autonomous / Semi-Autonomous Bodies (all) in Sindh.
13. The Vice Chancellors, of Universities (all) in Sindh,
14. The Accountant General, Sindh, Karachi.
15. The Commissioners (all) in Sindh.
16. The Secretary, Sindh Public Service Commission, Hyderabad.
17. The Project Directors (all) in Sindh.
18. The Deputy Commissioners (all) in Sindh.
19. The Transition Officers/ Administrators (all) in Sindh.

SUBJECT: PRE-QUALIFICATION OF SUPPLIERS/ CONTRACTORS/ BIDDERS - COMPLIANCE OF SINDH PUBLIC PROCUREMENT RULES, 2010 (AMENDED-2013)

It has been observed that the procuring agencies do not observe the Sindh Public Procurement (SPP) Rules, 2010 (amended 2013) for pre-qualification of contractors/ bidders in proper manner. Further, some of them re-group different simple and routine nature works/ schemes into a larger and complex work/ scheme to invoke pre-qualification clause, which is not only violation of Rule-27 of SPP Rules, 2010 (amended 2013), but also violation of Rule-12 of SPP Rules, 2010 (amended 2013).

2. It may kindly be noted that as per Rule-27 of SPP Rules, 2010 (amended 2013), a procuring agency may engage in pre-qualification of bidders in the following cases;

- (i) in case of contracts for **large and complex works** and services related to, in which there are high costs of preparing detailed bids;
- (ii) in the contracts to be let **under turnkey, design and build, or management contract;**
- (iii) in case of **expensive and technically complex equipment and works** with a view to ensuring that invitations to bid are extended only to those who have adequate capabilities, competence and resources;
- (iv) in case of **drugs and services of complex nature.**

3. It may also be noted that in terms of proviso of Rule-27, pre-qualification may be carried out only for **specific procurement contract and shall be applicable to that particular assignment.**

4. It is therefore, advised that the procuring agencies, while opting for pre-qualification of bidders shall proceed as per following procedure:

| Steps | |
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| 1 | Hoist Annual Procurement Plan on the website of the Authority (Rule-11-12) |
| 2 | Notify Procurement Committee (Rule-7), and Complaint Redressal Committee (Rule-31) and provide copies of the same for hoisting on the website of the Authority, Prior to the advertisement of tenders or along with advertisement. |
| 3 | Prepare Pre-qualification documents and furnish the same along with pre-qualification notice for hoisting on the website of Authority (in case procuring agency does not mention the scope of work and clear set of requirements for prequalification and the evaluation criteria in the pre-qualification notice) |
| 4 | Publication of Pre-qualification Notice (Rule-17, 18 & 28), preferably after the notification of PC & CRC and preparation of Pre-qualification documents (if applicable). |
| 5 | Results of pre-qualification / list of prequalified bidders , along with reasons for pre-qualification and dis-qualification of bidders, once the same is finalized, shall be sent to SPPRA for hoisting on Authority's website. |
| 6 | <p>Notice inviting bids/ tenders (Rule-17) along with bidding documents [Rule-21(4)] to be issued to pre-qualified bidders and shall be sent for hoisting on the website of Authority.</p> <p>Note: As per Rule-2(1)(eee) of SPP Rules 2010 (amendment 2013) Response time means, the period starting from the first date of issuance of bidding documents up to last date of issuance of bidding documents.”</p> |
| 8 | <p>Hoisting of Bid Evaluation Report (Rule-45) at least seven days prior to award of contract on the website of the Authority. The BER should also accompany:</p> <ul style="list-style-type: none"> (i) Minutes of bid opening meeting [Rule-41(9)] & attendance sheet [Rule-41(6)] (ii) Post qualification of bidders (if any) (Rule-45) with reasons of acceptance and rejection (single stage single envelope) (iii) Technical Evaluation Report (Single stage two envelope, Two stage, and two stage two envelope) (iv) Minutes of pre-bid meeting (if applicable) (v) Minutes of technical discussion (in case of two stage and two stage two envelope bidding procedures only) |

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| | All documents required under Rule-45 to be submitted to SPPRA once the evaluation is completed, which shall be hoisted on SPPRA website at least seven days prior to the award of Contract and within bid validity period with assurance that there is sufficient time to award the contract within bid validity period. |
| 9 | <p>Publication of Award of Contract within seven days of the Award of Contract on the website of Authority as per Rule-50;</p> <p>(i) Letter of Award/ Work Order (ii) Form of Contract (Agreement) duly stamped at the Govt. applicable rates. (iii) Bill of Quantities / Schedule of requirements (iv) Contract Evaluation Form (can be downloaded from www.pprasindh.gov.pk) (v) Integrity Pact as per Rule-89 (where applicable)</p> |

4. In view of the above, it is requested to kindly direct all the procuring agencies under your administrative control to observe the above mentioned procedure for pre-qualification of bidders in letter and spirit.



(ASHFAQ AHMED SOOMRO)
Director (A&F)

Copy forwarded for information to:

1. Director General, Audit, Sindh, Karachi.
2. Deputy Secretary (Staff) to the Chief Secretary, Government of Sindh.
3. Private Members of SPPRA Board.