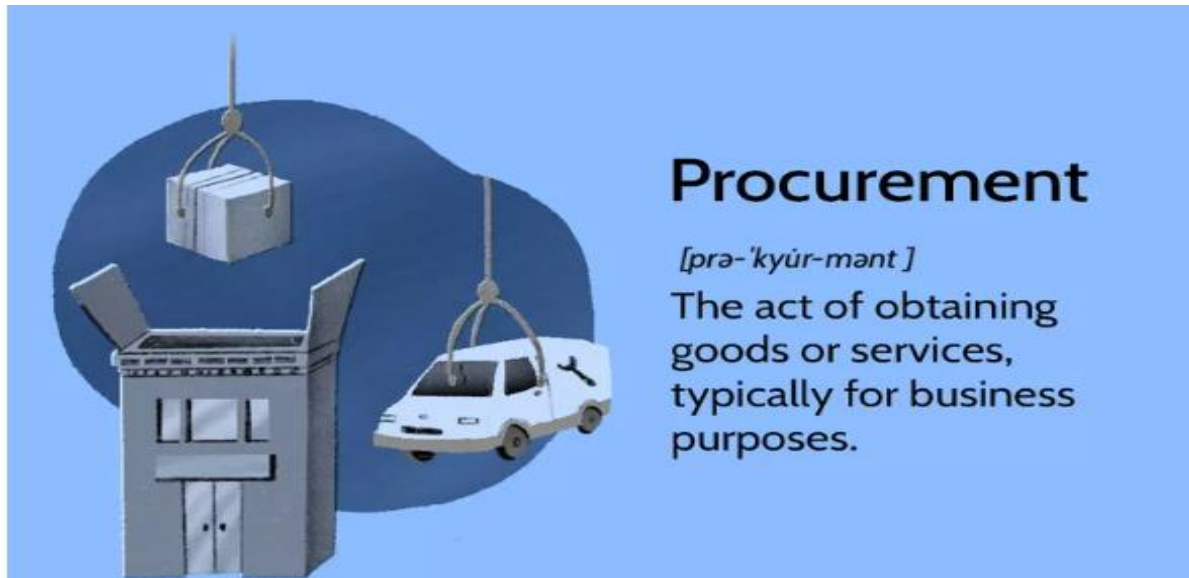


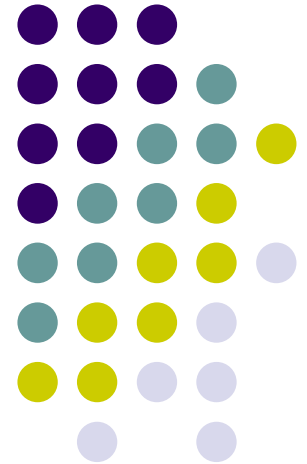
Project Procurement Management



Procurement

[prə-ˈkyūr-mənt]

The act of obtaining goods or services, typically for business purposes.



Project Procurement Management

Procurement means acquiring goods and/or services from outside source.



Project Procurement Management:

“Includes the processes required to acquire goods and services from outside the performing organization.”

- Term **procurement** is used in government office
 - **Purchasing** is used in private companies
 - **Outsourcing** is used in Information Technology
- Can be in form of tender notices etc.

Invitation for Bid

Invitation for Bid (IFB) is a call for contractors to submit a proposal for a specific product or service that an organization knows it wants/needs.



MINISTRY OF HOUSING & WORKS
FEDERAL GOVERNMENT EMPLOYEES HOUSING
AUTHORITY

INVITATION TO BIDS

Sealed tenders as per PPRA Rules Single stage single Envelope procedure on Percentage Rate Basis on PWD schedule of rates (2022) are invited from Contractors/Firms having valid PEC registration for 2022-2023 in relevant category (C-06) and above for the following work:

Sr. No	Name of Work	Estimated Cost	Earnest Money	Cost of Tender
1.	Construction of P.C.C streets in Sub-Sector G-13/1 & G-13/2, Islamabad.	Rs. 2,894,617/-	2% of Bid Amount	1000/-No Refundable

Terms and Conditions:-

- Interested firms/Contractors may purchased the tender documents upon written application on original letter pad from the office of the undersigned up to 08-11-2022 during office hours against cash payment of specified fee.
- Tender must accompanied with call deposit 2% of the price of bid amount from any schedule bank of Pakistan in favor of Federal Government Employees Housing Authority Islamabad.
- No tender will be entertained without call deposit of required amount.
- The submission of tender by the Contractor implies that he is fully conversant with the site of work, scope of work, terms & conditions laid down in the tender documents.
- The tender documents may be submitted latest by 10-11-2022 at 11:00 am & will be opened on the same date at 11:30am in the presence of the bidders on their representative. Conditional tender will not be acceptable.
- The contractor will have to produce original CNIC, Income tax registration (NTN)
- Power of attorney, partnership deed original on Non judicial stamp paper worth Rs 10/- along with attested photocopies.
- Valid PEC certificate and professional tax certificate, FBR income tax clearance certificate in original will be seen before issuance of Tender*
- In case the total bid amount is less than 10% below the NIT amount, the bidder shall submit call deposit as performance security equal to the difference between NIT amount and total quoted amount less than 10% of NIT amount. That is required performance security = NIT Amount – Total bid amount – 10% of NIT amount. This call deposit shall be addition to the earnest money for the work and shall be deposited at the time of submission of bids. Bids not carrying the performance security shall be rejected. The performance security of successful bidder shall be released after completion of project.
- FGE, Housing Authority reserves the right to accept or reject any or all the tenders without any reason under rule 33(1) of PPRA 2004.
- This advertisement is also available on www.ppra.org.pk and at www.fgeha.gov.pk

Deputy Director (Maintenance)
Federal Government Employees Housing Authority(FGEHA),
Bazar # 5, Street 13, Sector G-13/3, Islamabad
www.fgeha.gov.pk — Ph: 051-9334607

Tender Notice

Tender is simply the invitation to supply goods or participate in a project

 Government of Pakistan



**HEAVY INDUSTRIES TAXILA
TAXILA CANTT**

TENDER NOTICE

1. Heavy Industries Taxila Board, Taxila Cantt intends to purchase the following stores from firms, who are in possession of NTN certificate. Sealed tender are invited from reputed firms.

Ser	Tender No	Description of Work/Services	A/U	Qty	Terms & Conditions	Last date for collection of Tender Documents	Submission	Opening
1	5021/HRF(T)/2014/RT-180/CP-1/Proc Dated 15 Jan 2014 (FOB) Basis (Risk and Expense)	Procurement of Spares for Rebuild of ARV W-653 (14x items) detail as per Anx "A"	Nos	14	As Per Tender Clause	14 Feb 2014	19 Feb 2014 at 1030 hrs	19 Feb 2014 at 1100 hrs

2. Tender documents and specification can be obtained from CP Branch BMP Dte HIT Taxila Cantt during office timing on production of copy of Registration certificate issued by Sales Tax Department, copy of NTN Certificate and challan form no 32-A worth Rs. 200/- duly deposited into Govt Treasury Main Head 21, Sub Head A "Code Head 01/894/07.

a. For further details please contact on Tel no, i. (051) 9315029, ii. (051) 9315333 Ext-2161
b. Tender is also available at PPRA Website www.ppra.org.pk
c. It may be noted that all other tenders of HIT are available at PPRA Website www.ppra.org.pk
d. The offered price will be inclusive 17% GST as imposed by Government of Pakistan.
e. The offers without the inclusion of 17% GST will not be considered.

Lieutenant Colonel
Assistant Director (Procurement)
Sikandar Ghafoor

Main Processes of Project Procurement Management:

- Procurement planning
- Solicitation planning
- Solicitation
- Source selection
- Contract Administration
- Contract closeout

Procurement planning

- Determines what to procure and when to do it.
- This process involves deciding what to outsource, determining the type of contract and creating a Statement of Work.
- The project team also creates a procurement management plan as part of the procurement planning process.

Solicitation planning (Documenting Process)

- Involves **documenting** product requirements and identifying potential sources.
- This process involves writing procurement documents, such as a Request for Proposal and developing evaluation criteria.

At the end of the solicitation planning process, the organization often issues an RFP.

Request for Proposals (RFP)

Solicitation

- involves obtaining quotations, bids, offers or proposals as appropriate.
- This process usually involves finalizing procurement documents, advertising, holding a bidder's conference and receiving proposals or bids for the work.
- Occasionally, work is outsourced without a formal solicitation.

RFQ

Request for quote (RFQ) is a process wherein an enterprise asks a set of potential suppliers or service providers to submit their price quotations and stand a chance to supply or provide goods or services. Once the enterprise receives the price quotations, it can choose the vendor that best matches its criteria for the goods or services.



Get a quote

Fill up the form and our Team will get back to you within 24 hours.

+0123 4567 8910

hello@flowbase.com

102 Street 2714 Don

f  

Your Name

Mail

Message

Send Message

Source selection

- Which involves choosing from among potential suppliers.
- This process involves evaluating prospective supplies, negotiating the contract and awarding the contract.

Contract Administration

- Managing relationship with the supplier.
- This process involves monitoring contract performance, making payments, and awarding contract modifications
- By the end of this process the project team expects that substantial amount of contracted work has been completed.

Contract closeout

- Involves **completion** and settlement of the **contract**, including resolution of any open items.
- This process usually includes product verification, formal acceptance and closure and a contract audit.

Procurement

- Involves planning for all the resources - people, goods and services - required by the project.
- It includes:
 - selection of goods and services,
 - writing and evaluating tenders and estimates and
 - negotiating contracts to obtain goods and services for the project.
- Most organizations do some form of outsourcing to meet their IT needs and spend most money within their own country
 - The U.S. temporary workforce continues to grow as people work for temporary job agencies so they can more easily move from company to company

Activity from the WBS	Selection process (estimates, tender, evaluation, contracts)	Expert to be consulted	Person responsible for managing	When needed
Purchase of cabling	Standard estimates process.	Purchasing dept.	Project Manager	28-03-03
Contract for lease of hardware	Standard formal tender, evaluation, selection and contract	Finance dept. /solicitor	Project Manager	28-04-03

Why Outsource?

- To reduce both fixed and recurring costs
- To allow the client organization to focus on its core business
- To access skills and technologies
- To provide flexibility
- To increase accountability (how?)

hiring external
organizations to
perform tasks or
provide services that
could be done internally

Contracts

- **A contract**
 - A mutually binding agreement that obligates the seller to provide the specified products or services and obligates the buyer to pay for them
 - Contracts can clarify responsibilities and sharpen focus on key deliverables of a project
- Because contracts are legally binding, there is more accountability for delivering the work as stated in the contract
 - The size of outsourcing contracts continue to grow in value

Procurement Management Processes

- Processes include
 - **Planning purchases and acquisitions:** determining what to procure, when, and how
 - **Planning contracting:** describing requirements for the products or services desired from the procurement and identifying potential sources or **sellers** (contractors, suppliers, or providers who provide goods and services to other organizations)
 - **Requesting seller responses:** obtaining information, quotes, bids, offers, or proposals from sellers, as appropriate
 - **Selecting sellers:** choosing from among potential suppliers through a process of evaluating potential sellers and negotiating the contract
 - **Administering the contract:** managing the relationship with the selected seller
 - **Closing the contract:** completing and settling of each contract, including resolution of any open items

Planning Purchases and Acquisitions

- Identifying which project needs can best be met by using products or services outside the organization
- If there is no need to buy any products or services from outside the organization, then there is no need to perform any of the other procurement management processes

Tools and Techniques for Planning Purchases and Acquisitions

- **Make-or-buy analysis:**
 - general management technique used to determine whether an organization should make or perform a particular product or service inside the organization or buy from someone else
 - Often involves financial analysis
 - Experts, both internal and external, can provide valuable inputs in procurement decisions
- Make or buy example
 - Assume you can lease an item you need for a project for \$800/day. To purchase the item, the cost is \$12,000 plus a daily operational cost of \$400/day
 - How long will it take for the purchase cost to be the same as the lease?

Types of Contracts

- Different types of contracts can be used in different situations:
 - Fixed price or lump sum:
 - involve a fixed total price for a well-defined product or service
 - Cost reimbursable:
 - involve payment to the seller for direct and indirect costs
 - Time and material contracts:
 - hybrid of both fixed price and cost reimbursable, often used by consultants
 - Unit price contracts:
 - require the buyer to pay the seller a predetermined amount per unit of service
- A single contract can actually include all three of these categories, if it makes sense for that particular procurement

Contract Clauses

- Contracts should include specific clauses to take into account issues unique to the project
 - Can require various educational or work experience for different pay rights
 - A **termination clause** is a contract clause that allows the buyer or supplier to end the contract
- Contract SOW
 - A **statement of work** is a description of the work required for the procurement
 - If a SOW is used as part of a contract to describe only the work required for that particular contract, it is called a contract statement of work
 - A SOW is a type of scope statement
 - A good SOW gives bidders a better understanding of the buyer's expectations

Planning Contracting

- Involves preparing several documents needed for potential sellers to prepare their responses and determining the evaluation criteria for the contract award
 - **Request for Proposals (RFP):** used to solicit proposals from prospective sellers
 - A **proposal** is a document prepared by a seller when there are different approaches for meeting buyer needs
 - **Requests for Quotes (RFQs):** used to solicit quotes or bids from prospective suppliers
 - A **bid**, also called a tender or quote (short for quotation), is a document prepared by sellers providing pricing for standard items that have been clearly defined by the buyer

Selecting Sellers

- Also called source selection
- Involves
 - evaluating proposals or bids from seller
 - choosing the best one
 - negotiating the contract
 - awarding the contract

Sample Proposal Evaluation Sheet

		Proposal 1		Proposal 2		Proposal 3	
Criteria	Weight	Rating	Score	Rating	Score	Rating	Score
Technical Approach	30%						
Management Approach	30%						
Past Performance	20%						
Price	20%						
Total Score	100%						

Closing the Contract

- Involves completion and settlement of contracts and resolution of any open items
- The project team should
 - determine if all work was completed correctly and satisfactorily
 - update records to reflect final results
 - archive information for future use
- The contract itself should include requirements for formal acceptance and closure