



Government of Nepal

Public Procurement Monitoring Office (PPMO)
National Electronic Government Procurement System

TWO DAYS E-BIDDING TRAINING FOR BIDDERS (CONTRACTOR/SUPPLIER)

COURSE OUTLINE

-  1. Introduction to e-Procurement
-  2. Registration in e-GP System
-  3. Profile Management
-  4. Bid Response Preparation in Sealed Quotation (Goods/Works)
-  5. Bid Response Preparation & JV Formation (Goods/Works/EOI)
-  6. Bid Response Preparation in Online Template (Goods/Works/EOI)
-  7. Bid Opening & Evaluation
Contract Awarding & Contract Management

1. INTRODUCTION TO E-PROCUREMENT

- 1.1. Overview of e-procurement
- 1.2. History of e-Procurement in Nepal
- 1.3. Legal Framework of e-procurement system
- 1.4. Advantages of e-GP system
- 1.5. Functionalities of e-GP system
- 1.6. Characteristics of e-GP system
- 1.7. e-GP Directives

2. Registration in e-GP system

- 2.1 Firm Registration
- 2.2 Account Creation
- 2.3 Document For Registration
- 2.4 Personnel Management

3. Profile Management

- 3.1 Financial Details
- 3.2 Contract Details
- 3.3 Litigation Details
- 3.4 Equipment Details
- 3.5 Document Management

4. Bid Response Preparation

4.1 Opportunities Searching

4.2 Bid Response Creation

4.3 Document Preparation for Bid Response

4.4 Fee/Security Document Management

4.5 Bill of Quantities / Price Schedule Preparation

4.6 Bid Response Preparation in Uploadable & Online Template

4.7 Document Preview & Submission

4.8 Bid Modification & Withdrawal

(Note : Facilitator shall conduct different session for bid response preparation in different types of procurement methods such as sealed quotation, National competitive bidding , International competitive bidding both in uploadable and online template for goods and works. If participants are from consulting sector facilitator shall conduct session for Expression of Interest preparation and Request for Proposal preparation as per required. For bidders at least 4 sessions shall be allocated for these topics and for consultant at least four sessions will be required)

5. Joint Venture Formation

- 5.1 Joint Venture Initiation
- 5.2 JV Acceptance
- 5.3 JV Revocation
- 5.4 JV Termination
- 5.5 Bidding in Joint Venture

6. Bid Opening & Evaluation

- 6.1 Bid Opening
- 6.2 Bid Evaluation
- 6.3 Response to bid clarification
- 6.4 Complain lodge against technical evaluation decision
- 6.5 Appeal to Public Procurement Review Committee

7. Contract Awarding

- 7.1 Search awarding bid
- 7.2 Complain lodge against PE evaluation decision
- 7.3 Letter of Acceptance
- 7.4 Performance Guarantee Document Management
- 7.5 Contract Signing

8. Contract Management

8.1 Bill Creation

8.1.1 Mobilization Bill

8.1.2 Interim Payment Bill

8.1.3 Termination Bill

8.1.4 Final Bill

8.2 Bill Processing

(Note: Bid opening, evaluation and contract awarding as well as management shall be done in group work. Facilitator shall form different group to conduct session. At least two sessions required for these topics)

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Contact Us



Website

lineacademy.edu.np



Phone

01-5445555 / +977-9749424636



E-mail

info.lineacademy@gmail.com



Location

Jal Vinayak Marg, Na Tole, Pulchowk,
Lalitpur



Jal Vinayak Marg, Na Tole, Pulchowk, Lalitpur



01-5445555/+977-9749424636