



Democratic Socialist Republic of Sri Lanka

Supplement – 10

To the

PROCUREMENT MANUAL

Issue Date: 2007-06-28

(To be used along with Procurement Guidelines 2006 Goods & Works)

**This supplement supersedes the sections
PROCUREMENT GUIDELINE REFERENCE: 2.9.1
Payments for Members of Procurement Committee's and Secretaries to
Procurement Committee**

NATIONAL PROCUREMENT AGENCY

Payments for Members of Procurement Committee's and Secretaries to Procurement Committee

Members of the PCs, TECs, alternate members, staff officers and clerical officers assisting procurement activities shall be paid for participation at such meetings. However, it should be noted that the payment scheme shall not be applied and no payments should be made when procurements were carried out by adhering to shopping (quotation) or direct contract procedures.

Payments for participation at meetings shall be made to the members only if they have attended the meetings. Where an alternate member has participated in such meetings in place of a permanent member, the alternate member will be entitled to receive payments in proportionate to the number of meetings attended by him/her.

The payment given herein shall be reduced by 40% at the 1st instance of absence at a meeting by a member unless arrangements have been made for the alternate member to participate. The second absence by a member without making arrangements for the alternative member to participate shall result in no payments and such occurrence shall be immediately informed to NPA.

The members may scrutinise the documents or perform any other work connected with the tender outside the meetings and outside the normal legitimate working hours of the members. However, it is mandatory that the members shall meet at least on two occasions to discuss and agree on the matter connected to the tender under consideration to be entitled for a payment and such meetings shall be held outside the normal working hours.

The total payments a government or any state organization officer is entitled as fees for participating in tenders during any quarter shall not exceed the aggregate of basic salary of that officer for the quarter concerned.

To implement this requirement the following method shall be followed:

- a) The officer shall receive all the payments paid to him as explained above by his/her own organization or any other outside organization as fees for serving in tender process;
- b) At the end of any quarter, if the aggregate of such payments received exceeds the aggregate of basic salary of the officer for the quarter concerned, the officer shall refund such excess amount to the organization of which he/she is regularly employed; and
- c) If any officer has not refunded such excess money it will be considered as a fraudulent practice. Any officer who is noted/reported to have acted in contradiction to the above shall be disqualified as a member of future tenders and may be subjected to disciplinary procedures.

Instances where TEC/PC unable to accomplish their tasks due to reasons beyond their control, and if the CAO is of the view that the members spend considerable amount of time, the CAO may approve a reasonable payment to the members.

This payment scheme is applicable only for the procurement exceeding value of SL Rs. 2Mn. However, if assistance of an external member to the PE is obtained for the TEC considering the nature and complexity of the procurement, such officer may be paid a reasonable amount as decided by the head of PE. Such payment should be lower than the payments indicated in the schedule 2.9.1 for the lowest range.

PAYMENTS FOR MEMBERS OF THE PROCUREMENT COMMITTEE AND CANC MEMBERS (PQ means Pre- Qualification)

Value or nature of the Goods Works or Service Procurement (in Rs million)		Payment for Chairman, if contract award is completed within		Payment for other members, if contract award is completed within	
GOSL Funded	Foreign Funded	half the original Bid validity Period	the original Bid validity Period	half of the original Bid validity Period	the original Bid validity Period
More than 1000 with PQ ¹	More than 3000 with PQ	25,000	12,500	20,000	10,000
More than 1000 without PQ	More than 3000 without PQ	20,000	10,000	16,000	8,000
More than or equal to 500 and less than 1000 with PQ	More than or equal to 2000 and less than 3000 with PQ	20,000	10,000	17,500	8,750
More than or equal to 500 and less than 1000 without PQ	More than or equal to 2000 and less than 3000 without PQ	16,000	8,000	14,000	7,000
More than or equal to 250 and less than 500 with PQ	More than or equal to 1000 and less than 2000 with PQ	17,500	8,750	15,000	7,500
More than or equal to 250 and less than 500 without PQ	More than or equal to 1000 and less than 2000 without PQ	14,000	7,000	12,000	6,250
More than or equal to 100 and less than 250 with PQ	More than or equal to 500 and less than 1000 with PQ	15,000	7,500	12,500	6,000
More than or equal to 100 and less than 250 without PQ	More than or equal to 500 and less than 1000 without PQ	12,000	6,000	10,000	5,000
More than or equal to 25 and less than 100 with PQ	More than or equal to 250 and less than 500 with PQ	10,000	5,000	7,500	3,750
More than or equal to 25 and less than 100 without PQ	More than or equal to 250 and less than 500 without PQ	8,000	4,000	6,000	3,000
More than or equal to 5 and less than 25	More than or equal to 100 and less than 250 with PQ	3,000	1,500	2,000	1,000
	More than or equal to 100 and less than 250 without PQ	2,400	1,200	1,600	800
	More than or equal to 25 and less than 100 with PQ	2,000	1,000	1,000	500
	More than or equal to 25 and less than 100 without PQ	1,600	800	800	400
More than or equal to 2 and less than 5	More than or equal to 2 and less than 25	1,000	500	500	250

The members may be paid 75 % of the fee upon final recommendation/ determination, and the balance 25% may be paid upon the award of the contract. However, there may be situations where the TEC and PC has completed the contract award determination allowing a reasonable time period to award the contract within the original validity period but due to reasons beyond the control of TEC/PC the award of contract was delayed or not awarded. In such situations, the CAO may approve the corresponding payments indicated above or proportionate of it considering the extent of work completed.

If the TEC has delayed the completion of TEC report beyond the 60% of the bid validity period, the PC should take effort to award the contract within the original bid validity period. However, if the PC could not complete the determination as above and the CAO is of the opinion that the PC was not in a position to award the contract within the original bid validity period, the CAO may approve the payments to PC that was due to them if the contract was award within the original bid validity period.

**PAYMENTS FOR MEMBERS OF THE TEC & PROJECT COMMITTEE
MEMBERS**

Value or nature of the Goods Works or Service Procurement (in Rs million) (PQ means Pre- Qualification)		Payment for Chairman if TEC Report is completed within the		Payment for other members if TEC Report is completed within the	
GOSL Funded	Foreign Funded	30% of the original Bid validity Period	60% of the original Bid validity Period	30% of the original Bid validity Period	60% of the original Bid validity Period
More than 1000 with PQ ²	More than 3000 with PQ	17,500	8,750	15,000	7,500
More than 1000 without PQ	More than 3000 without PQ	14,000	7,000	12,000	6,000
More than or equal to 500 and less than 1000 with PQ	More than or equal to 2000 and less than 3000 with PQ	15,000	7,500	12,500	6,250
More than or equal to 500 and less than 1000 without PQ	More than or equal to 2000 and less than 3000 without PQ	12,000	6,000	10,000	5,000
More than or equal to 250 and less than 500 with PQ	More than or equal to 1000 and less than 2000 with PQ	12,500	6,250	10,000	5,000
More than or equal to 250 and less than 500 without PQ	More than or equal to 1000 and less than 2000 without PQ	10,000	5,000	8,000	4,000
More than or equal to 100 and less than 250 with PQ	More than or equal to 500 and less than 1000 with PQ	10,000	5,000	7,500	3,750
More than or equal to 100 and less than 250 without PQ	More than or equal to 500 and less than 1000 without PQ	8,000	4,000	6,000	3,000
More than or equal to 25 and less than 100 with PQ	More than or equal to 250 and less than 500 with PQ	6,000	3,000	5,000	2,500
More than or equal to 25 and less than 100 without PQ	More than or equal to 250 and less than 500 without PQ	4,800	2,400	4,000	2,000
More than or equal to 5 and less than 25	More than or equal to 100 and less than 250 with PQ	3,000	1,500	2,000	1,000
	More than or equal to 100 and less than 250 without PQ	2,400	1,200	1,600	800
	More than or equal to 25 and less than 100 with PQ	2,000	1,000	1,000	500
	More than or equal to 25 and less than 100 without PQ	1,600	800	800	400
More than or equal to 2 and less than 5	More than or equal to 2 and less than 25	1,000	500	500	250

The members may be paid 75 % of the fee upon submission of the TEC or Project committee report in its final form, and the balance 25% may be paid upon the award of the contract. However, there may be situations where the TEC and PC has completed the contract award determination allowing a reasonable time period to award the contract within the original validity period but due to reasons beyond the control of TEC/PC the award of contract was delayed or not awarded. In such situations, the CAO may approve the corresponding payments indicated above or proportionate of it considering the extent of work completed.

PAYMENTS FOR STANDING CABINET APPOINTED PROCUREMENT COMMITTEE (SCAPC) AND TEC MEMBERS ASSISTING SCAPC

Value of Procurement	Standing Cabinet Appointed Procurement Committee		TEC FOR SCAPC	
	Chairman	Member	Chairman	Member
Less than Rs.250 m	3,000	2,000	3,000	2,000
More than or equal to Rs. 250 m and less than Rs. 500 m	4,000	3,000	4,000	3,000
More than or equal to Rs. 500 m and less than Rs. 1000 m	5,000	4,000	5,000	4,000
More than or equal to Rs. 1000	8,000	6,000	8,000	6,000

**PAYMENTS FOR STAFF OFFICERS AND CLERICAL OFFICERS ASSISTING
THE PROCUREMENT COMMITTEES AND CANC**

If the staff officer assisting the Procurement serving as a member of the Procurement Committee, Standing Procurement Committee, CANC, TEC or Project Committee, he/she will not be entitled for staff officers payments.

		Staff Officer		Clerical Officer	
GOSL Funded	Foreign Funded	if contract award is completed within two third of the original Bid validity Period	if contract award is completed within the original Bid validity Period	if contract award is completed within two third of the original Bid validity Period	if contract award is completed within the original Bid validity Period
More than or equal to 100 m	More than or equal to 500 m	5,000	2,500	2,500	1,250
Less than 100 m and more than or equal to 25 m	Less than 500 m and more than or equal to 250 m	2,500	1,250	1,250	625
Less than 25 m and more than or equal to 5 m	Less than 250 m and more than or equal to 25 m	1500		750	
	Less than 25 m and more than or equal to 5 m	1000		500	
Less than 5 m and more than or equal to 2 m		500		250	
The officers may be paid 75 % of the fee upon final recommendation/ determination by the respective PC, and the balance 25% may be paid upon the award of the contract.					