



Government of Pakistan
Public Procurement Regulatory Authority
(Cabinet Division)



Subject: **Guidelines for submitting original instrument of bid security to the procuring agency, composition of procurement committee, announcement of evaluation report in single stage one envelop procedure, attachment of bid documents and response time of request for quotations:**

1. Submission of original hard copy of bid security to the procuring agency:

The bidders shall upload the scanned copies of Bid Security at the time of submission of their bids through EPADS. The original hard copies of the bid securities shall reach the office of the procuring agency by----- (closing date and time of bid submission). The original instrument of bid security or earnest money shall be submitted to the procuring agencies in both procurement and disposal processes, as the case may be.

There shall be no requirement of submitting manual (paper-based) bids simultaneously with e-bid submission through EPADS.

2. Constitution and composition of procurement or bid evaluation committee:

The Principal Accounting Officer or Head of the Procuring Agency or the authorized officer shall constitute procurement or bid evaluation committee comprising odd number of members for the purposes of bid opening and bid evaluation of all procurements. The procurement or bid evaluation committee shall decide with simple majority.

3. Announcement of evaluation report in Single Stage One Envelop procurement procedure:

In case of open competitive bidding through Single Stage One Envelop procedure through EPADS, the rates quoted by the bidders shall be disclosed through publication of the Evaluation Report.

4. Attachment of bid documents:

In case the size of bid documents exceeds 200MB, the bidders may provide the supporting/additional documents through a shared drive, e.g. Google Drive etc.

5. Minimum response time for receipt of quotations through EPADS:

Pursuant to public procurement rules 2004, rule no. 42 (b), the procuring agency

may decide the response time for receipt of quotations; however, under no circumstances the response time shall be less than 3 working hours.



Dr. Shuja Ur Rehman
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Director IT PPRA, with a request to upload the same on Authority's website for information of the procuring agencies, bidders and general public.