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## Training Manual (For End Users)

## Procurement Plan Module Public Procurement Regulatory Authority Version 2.2

September 5, 2022

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## **ACRONYMS AND ABBREVIATIONS**

Term	Description				
2FA	Two Factor Authentication				
ADP	Annual Development Programmed				
AES	Advanced Encryption Standard				
AGPR	Accountant General Pakistan Revenues				
AJ&K PPRA	Azad Jammu & Kashmir Public Procurement Regulatory Authority				
API	Application Programming Interface				
BPPRA	Baluchistan Public Procurement Regulatory Authority				
CI/CD	Continuous Integration / Continuous Delivery				
CSRF	Cross-Site Request Forgery				
DD	Deputy Director				
DDOS	Distributed Denial of Service				
DFD	Data Flow Diagram				
DevOps	Development And Operations				
DRAP	Drug Regulatory Authority of Pakistan				
e-PADS	e-Pak Acquisition & Disposal System				
FATA	Federally Administered Tribal Areas				
FBR	Federal Board of Revenue				
FPPRA	Federal Public Procurement Regulatory Authority				
GIF	Graphics Interchange Format				
GUI	Graphical User Interface				
HEC	Higher Education Commission				
HTTPS	Hypertext Transfer Protocol Secure				
КР	Khyber Pakhtunkhwa				
KPPRA	Khyber Pakhtunkhwa Public Procurement Regulatory Authority				
JPG	Joint Photographic Experts Group				
MIS	Management Information System				
МОМ	Minutes Of Meetings				
MQ	Messaging Queue				
NTP	Network Time Protocol				
NTN	National Tax Number				
NADRA	National Database and Registration Authority				
OCR	Optical Character Recognition				
OTP	One-Time Password				
PDF	Portable Document Format				
PHE	Public Health Engineering				
Pⅅ	Planning And Development Department				
PPT	PowerPoint presentation				
PPRA	Public Procurement Regulatory Authority				
QA	Quality Assurance				
Rs.	Rupees				
SBP	State Bank of Pakistan				
SECP	Securities And Exchange Commission of Pakistan				

Term	Description			
SIEM	Security Information And Event Management			
SPPRA	Sindh Public Procurement Regulatory Authority			
SRS	Software Requirement Specification			
STN	Switched Telephone Network			
SSL	Secure Sockets Layer			
SQL	Structured Query Language			
TLS	Transport Layer Security			
VM	Virtual Machine			
WS02	Web Services Oxygenated			
WAF	Web Application Firewall			
PA	Procurement Agency			
SME	Escalation to subject Matter			
IVR	Interactive Voice Response			
ETS	Electronic Tendering Services			
XSS	Cross-Site Scripting			
OU	Organization unit is one component of organization hierarchy. Like FPPRA, MoIT, MoNHSR&C, PIMS are all Organization units.			

## **AMENDMENT HISTORY**

Version	Date	Update by	Remarks
1.0	July 7, 2022	Anib Aslam	Template Creation
2.0	July 20, 2022	Anib Aslam	Updated content
2.1	September 4, 2022	Anib Aslam	Updated content
2.2	September 5, 2022	Anib Aslam	Updated content

#### **DISTRIBUTION**

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## **ASSOCIATED DOCUMENTS**

Sr. No.	Document Name

#### Assumptions

This User Manual assumes that you already have e-Pak Acquisition and Disposal System (e-PADS) user accounts according to your Geographical/Ministerial/Departmental level and role. This user manual also assumes that you are familiar with basic computer skills and basic web-application operations.

#### **User's Qualification Requirements**

- 1. Public procurement domain expertise.
- 2. Must be BPS-17 or above official.
- 3. Good communication skills.
- 4. Good computer and software operation skills.

#### **System Requirements**

The e-PADS is accessible from any Personal Computer (Desktop, Laptop) with Internet access and a supported Web-browser.

Latest versions of the following browsers fully support e-PADS standard view:

- 1. Mozilla Firefox (Windows, Mac, Linux)
- 2. Google Chrome (Windows, Mac, Linux)
- 3. Netscape (Windows, Mac, Linux)
- 4. Safari (Mac)
- 5. Internet Explorer 9 and above (Windows)



# **PROCUREMENT PLAN**

## on e-Pak Acquisition and Disposal System

The Procurement Plan module in the e-PADS will allow its administrators / users to create procurement plan, activity and initiate procurement. The intended Users of this module are PPRA Admins/Users and Department Admins/Users.

In this section, users will be able to create procurement plan, supporting a periodic process of procurement planning with an objective to create and publish annual procurement plans. The system will allow authority's administrators to create, configure, and manage a variety of templates of digital requisition forms, Description of Services that will assist Procurement Planning & Management Units (PPMUs) of Procuring Agencies during planning and strategy development phase. The system will enable authorized authority's administrators to configure and manage procurement laws and parameters to ensure compliance with corporate, national, and international obligations.

This section provides step-by-step instructions for users to perform the following actions within the e-PADS:



## **Session Objectives**

By the end of this session the user should be able to:

- Create Procurement Plan
- Create Procurement Activity
- Issue RFQ and Petty Purchase
- Issue Purchase Order
- Create Committee

## **USER LOGIN**

This chapter delineates step-by-step instructions on getting started with the e-PADS. In this section, you will learn about:

- 1. Logging Into e-PADS.
- 2. Changing your account password.
- 3. Actions to perform if you forget your password.
- 4. Logging Out of the e-PADS.

The e-PADS has a separate landing page for internal and external users in the system. Enter the URL <u>https://eprocure.gov.pk</u> to load the application homepage.

Once the user enters the URL <u>https://eprocure.gov.pk</u>, the application homepage will appear.





#### Before You Begin...

It is recommended to use the e-PADS with Google Chrome or Mozilla Fire Fox. Older generations of browsers are also supported; however, their use can lead to issues with on-screen formatting and display.

## 1.1 Logging into e-PADS

The e-PADS is an e-procurement system that makes it simple for beginners and experienced users to perform end-to-end procurement activities from creating, publishing and, evaluating tenders, to contract award and post-contract award management etc.

Users can also access the e-PADS application directly by using <u>https://eprocure.gov.pk</u> URL or logging in from the PPRA website homepage. The homepage displays a basic introduction to the 'e-PADS' and a link for users to redirect to the application URL : <u>https://eprocure.gov.pk</u>.

Public Procurement Regularity Authority			🔊 f 🎔 🛛 Registration Logi
Home Trainin	gs Tenders - Repor	rts Publications	Documents - Policy Guidelines Contact us
Manage and Publish Tenders	easily with e-Procurement	management im Drocurement	
endowed with the responsibility of Read more	prescribing regulations		Use of standard formats for advertisements becomes mandatory for
Active Tenders 10326	Tenders Closing Today 103	New Corrigendums 482	<ul> <li>Regulations for Procedure of filing and disposal of Review Petition under Rule 19(3), 2021.</li> </ul>
Technical Reports 25	Evaluation Statistics 6012	Final Reports 40	PPRA Standard Bidding Documents (Trial Version) for Procurement of General Goods,
City Select the city	Category	Organization	Closing Date

#### Menus

The available menus can be found at the top in the homepage screen header.

#### **Contact Us**

Contact details, such as office addresses, telephone numbers and email addresses (where available), for key PPRA officials can be viewed by clicking on the Contact Us menu in the header.

Image: NonloadImage:	Servic	<b>es</b> & Information			
Procurement Planning+Image: ContractsFagistered Suppliers+Image: ContractsImage: ContractsImage: ContractsImage: ContractsImage: Contracts+Image: ContractsImage: ContractsImage: ContractsImage: Contracts+Image: ContractsImage: Contracts+<	TENDER	Tenders	÷	Auction	÷
Image: ContractsImage: ContractsImage	( The second sec	Procurement Planning	÷	Evaluation Results	÷
Blacklisted Suppliers +   Legal Documents +   Downloads +   Downloads +   Petty Purchases/RFQ +	CONTR	Contracts	÷	Registered Suppliers	÷
Legal Documents       +       Image: Regulations       +         Downloads       +       +       +       +         Downloads       +       +       +       +		Blacklisted Suppliers	÷	FAQS	÷
Downloads		Legal Documents	<i>→</i>	Rules & Regulations	÷
		Downloads	÷	Petty Purchases/RFQ	÷

## Frequently Asked Questions (FAQs)

The home page also contains an **FAQs** section to provide guidance on the most commonly asked queries.

For logging in to e-PADS application:

a. The user needs to specify a Username and Password set by himself / herself. These would be generated by the system



Users cannot log into the e-PADS without valid credentials



You can change the password initially set by you. Please refer to the section below for "*Changing Your Password*".

Home	Trainings	Tenders • Rep	orts Publications	Documents * Policy Guid	Supplier Login
Manage and Pul The Public Procure	olish Tenders easily w	ith e-Procurement		Highlights	Super Admin Login
endowed with the Read more	responsibility of prescribi	ng regulations		Use of standard form becomes mandator	nats for advertisements 🔺
Active 1032	fenders	Tenders Closing Today	New Corrigendus 482	<ul> <li>Regulations for Prod disposal of Review P 2021.</li> </ul>	cedure of filing and Petition under Rule 19(3).
Active 2456	Tenders	Evaluation Statistics 6012	New Corrigendur 245	PPRA Standard Biok     Version) for Procure     Closed Frame Work	ding Documents (Trial ment of General Goods, Agreements and

- b. Click Login. The e-PADS application dashboard screen displays.
- c. Enter your valid **Username** and **Password** to Log into the application.

## 1.2 Changing Your Account Password

a. To change your e-PADS account password, click on your username from top right of application and select Change Password from the dropdown.

Admin	<ul> <li>✓ I fppraadmin ✓</li> </ul>	<b>[→</b>	ease click on
	A View Profile	Pa	Change ssword to set a new one.
	Change Password		

- b. A pop-up screen will appear. You will be asked to provide your old password, new password and confirm the new password. Once you confirm your new password click on change password to set your new password.
- c. You can view your password entry by clicking on the eye icon to the right side of the password field.



d. If you run into any issue, you can send an email to <u>support@eprocure.gov.pk</u> for support.



#### Password Requirements

Your password must be at least 8 characters long and have a combination of alphabets, numeric and special character. The first character must be an alphabet, at least one character must be in lower case and at least one numeric and one special character.



Never give out your password to anyone for security purposes.

## 1.3 Forgot Password

a. In case you have forgotten your password, click on Forgot Password on login screen (as shown below).

	The second secon	(ON AUTOR)
	Welcon	ne
	Please enter your Userna	me and Password
	Username	
Please click on	User Name	
orgot Password, o reset your old	Password	
password	Password	0
	Forgot Password?	
	Login	

b. System will prompt for your username. Please enter you valid username and Click on Confirm username button to proceed.



c. A pop-up screen will appear asking for your system registered email address. Enter your email address and click on Send Reset Link.

	THE GULL TOWN ANT AND
The system will request users to provide their email against their User id.	Confirm email. webor***@gmail.com Email
	Go back to login page Send Reset Link

d. System will send a link to your email address registered within the e-PADS. Click on the link in your email.

[EXT	ERNAL] User Confirmation (For PPRA EPADS)					
E	egpsupport@ppra.org.pk To: Muhammad Anib Aslam	\$	← Sat	8/27/2	2022 12:	 17 PM
	Dear User,					
	Your login creation request has been received. Please follow the link below to Login into system. prompt you for Email and SMS OTP. Please generate OTP for your registered Email address and N then confirm to activate your account.	Step# ∕lobil€	1: S e nu	ysten mber	n will and	
	To create your password, please follow the link below:					
	<u>Click here</u>					
	This is an autogenerated email from the Public Procurement Regulatory Authority. Please on this.	<u>lo no</u>	t re	<u>spon</u>	<u>d to</u>	
	Reply Forward					

- e. System will prompt for One-Time Password (OTP) codes. Click on Generate Email OTP and Generate SMS OTP.
- f. Please set and confirm the new password and click on the Create New Password after entering both the OTPs and click on Create New Password button to complete the process.

	Please enter you Email OTP	Ir new password		Click on this button to Generate Email OTP			
	Email OTP Mobile No OTP	Generate Email OTP	-				
Insert New Password	SMS OTP New Password New Password	Generate SMS OTP		Click on this button to Generate Email OTP			
	Confirm Password						
Insert New Password	Go back to login page Create Nev	w Password		Click this button to Create New Password			

g. After clicking on "Create New Password", a green pop-up notification would appear on the e-PADS login screen that your password has been created successfully.

Vercome   Descenter your Username and Password   Username   Username   Password   Password   Forgot Password?   Login	
	Electronic Government Procurement (eGP)
1	e-Pak Acquisition & Disposal System (EPADS)
	Password has been created     Aug 27, 2022     Powered by: Abacus Consulting

h. In case you run into any issue in creating a new password, please contact <u>support@eprocure.gov.pk</u>.The support team will guide you on how to reset the password.

## 1.4 Logging Out

a. To Sign Out of the e-PADS click on the red icon at the top right-corner of the application.



## **PROCUREMENT PLAN**

## 1.5 Create Procurement Plan

The e-PADS provides functionality to its users to create procurement plan and add procurement activities. To create a procurement plan please refer to the following steps:

a. After clicking on Login button, you will be successfully directed to E-PADS home page.

Federal Public Pro	curement Regulatory Authorit	y (PPRA)			Admin 🗸	fppraadmin -
HOME 企 Home	CREATE PROCUREMENT	r plan (ppr/	A Rule 8)			
USER	* Procurement Plan Name 🛈		* Year 🛈			
® licere	Plan Name		Please Select	~ S	ave Reset	
会 Roles マ						
옷 Groups 🗸 🗸	🕅 🕅 Clear				Q Searc	ch keyword
冬 Authority Delegation マ	Actions	ID v V	Procurement Plan Name 🖌 🏹	Year ∽ 🏹	Version ~ 7	Status 🗸 🍸
SUPPLIER MANAGEMENT		ED1100	Producement Disp 2022 2024	2022 2024	10	0.000
冬 Suppliers Y		FF1100	Procurement Plan 2023-2024	2023-2024	10	Open
ዶ Joint Venture 🗸			« < 1 > »	5 ~		
REGULATORIES MANAGEMENT						
Regulatory Authority Organization						
A Merge						
冬 Split						
SOURCING AND CONTRACT MANAGEMENT						
© Drocurement Dian						

b. For the better understanding of the user, the home page is divided into three sections.

Federal Public Pro	ocurement Regulatory Authori	ity (PPRA)			Admin 🗸	fppraadmin ~ [+ Section 1
HOME	CREATE PROCUREMEN		Rule 8)			
습 Home	Procurement Plan Name ①		* Year ①			
USER	Plan Name		Please Select	~	Save Reset	
糸 Users V						
冬 Roles 🗸 🖌						
終 Groups 🗸 🗸	₿ Clear				Q Sean	ch keyword
冬 Authority Delegation マ	Antione	<b>ID</b>	December 2 North State	V	Varian	Chattan
SUPPLIER MANAGEMENT	Actions	ID V I	Procurement Plan Name 🗸 u	rear 🗸 u	version 🗸 u	Status 🗸 🛛
용 Suppliers 🗸		FP1100	Procurement Plan 2023-2024	2023-2024	18	Open
용 Joint Venture 🗸 🗸			« < 1 > »	5 ~		
REGULATORIES MANAGEMENT						
Regulatory Authority						
Organization						
🖉 Merge						
終 Split						
SOURCING AND CONTRACT MANAGEMENT			200			
Section 2			Section 2			
			Click on this button to View			
			Profile and Change			
			Password	-		
	Admin 🗸	👤 fpp	raadmin $\checkmark$ $[\rightarrow$			
					To Log out	
					from the	
				s	this button	

- 1. Users can switch roles from Admin Role dropdown list.
- 2. Users can edit profile and change password by setting dropdown list.
- 3. Users can logout by clicking this  $\mapsto$  button.

Switch User Roles by clicking on this drop down.



Section 1

Federal Public Procur	rement Regulatory Authority (	PPRA)			Admin 🗸	fppraadmin →     [→ Section 1
命 Home	CREATE PROCUREMENT P	LAN (PPRA	Rule 8)			
USER	* Procurement Plan Name 🛈		* Year 🛈			
ዶ Users 🗸 🗸	Plan Name		Please Select	✓ Save	Reset	
冬 Roles 🗸 🗸						\$
ළ Groups 🗸 🗸	₩ Clear				Q Search	keyword
SUPPLIER MANAGEMENT	•••••					
ዶ Suppliers 🗸	Actions	$ID$ ~ $\forall$	Procurement Plan Name $$	Year 🗸	Version ∽ 🕅	Status 🗸 🕅
名 Joint Venture V		FP1100	Procurement Plan 2023-2024	2023-2024	19	Open
BID MANAGEMENT						
REGULATORIES MANAGEMENT				~		
Regulatory Authority Organization						
ዶ Merge						
ዶ Split						
SOURCING AND CONTRACT MANAGEMENT						
A Procurement Plan						
Section 2			Section 3			

c. Click on Procurement plan on the Dashboard Menu.

d. After clicking on Procurement Plan the following screen will appear on the right side.

Plan Name		Please Select	Please Select Save Reset				
				Q Sear	ch keyword		
Actions	ID ~ 7	Procurement Plan Name $$	Year 🗸 🏹	Version $\checkmark$ $\mathbb{Y}$	Status 🗸 🏹		
◎   ⁄   💼   烙   🛱   🛱	FP1100	Procurement Plan 2023-2024	2023-2024	18	Open		
		« < 1 > »	5 🗸				



#### Before You Begin...

Fields with asterisk (\*) are MANDATORY. Users are REQUIRED to fill these in before proceeding to the next step.

Fields with no asterisk are OPTIONAL Fields. Users may fill these in but they can proceed to the next step without filling them.



e. To create a procurement plan please refer to the following steps:

* Procurement Plan Name 🛈	
Plan Name	

Users are required to enter name of the procurement plan.

#### S#1: Input field name:

Possible Value: Error Message: Procurement Plan Name

Alphanumeric and special characters only. Plan name is required. Alphanumeric and Special characters (#, &, /, (, ), -) are allowed. Minimum three and maximum 50 characters.

* Year 🛈	
Please Select	~
I	Q
2023-2024	
2022	

Users are required to select the year for procurement plan.

S#2: Input field name:	<u>Year</u>
Possible Value:	Select year from the dropdown list.
Tool Tip:	Please select from the list.

CREATE PROCUREMENT PL	AN (PPRA Rule 8)		
* Procurement Plan Name 🛈	* Year 🛈		
Procurement Plan - 1	2023-2024	Save Reset	
		2th	Ę
	Action performed	d successfully.	

f. After clicking Save, your procurement plan will be created and listed on the bottom of the screen.

rocurement Plan Name 🛈		* Year 🛈			
rocurement Plan - 1		2023-2024	~	Save Reset	
				Q Searc	ch keyword
Actions	ID v V	Procurement Plan Name 🗸 🏹	Year ∽ Ƴ	Version ~ 7	Status 🗸 🏹
		D	0000 0004	10	0

- g. This dashboard shows a list of all added procurement plans. Using the dashboard, Admin can perform the following actions available to the left side of each user:
  - i. view user information by clicking on the eye icon
  - ii. edit procurement plan by clicking on the pencil icon
  - iii. delete plan by clicking on the trashcan icon
  - iv. Export to PDF by clicking on the red document icon.
  - v. Submit for approval by clicking on the green save icon.
  - vi. View PDF by clicking on the printer icon.

## 1.6 Add Procurement Activities

After the users are done with creating the procurement plan. Now they must add procurement activities in the procurement plan. To add procurements to the procurement plan please refer to the following steps:

Procurement Plan Name 🛈		* Year 🛈	_		
Procurement Plan - 1		2023-2024	~	Save Reset	
₿ Clear				Q Searc	ch keyword
Actions	ID v V	Procurement Plan Name $$	Year ∽ 🍸	Version $\checkmark$ $\forall$	Status 🗸 🍸
	ED1100	Procurement Plan 2022-2024	2022-2024	18	Open

- a. Click on view icon to view procurement plan. To add new procurements.
- b. After clicking on the view icon, the following screen will appear to the users.

🕅 Clea	ar				Q Search	keyword
Actions	Procurement Documents	Name of Procurement $$	Category ~ 7	Method v 7	Procedure ~ 7	Est. Cost 🗸 🏹
No record	s found.					
		<< <	> >> 5	~		

c. After clicking the +Procurement button the Planned Procurement Activity screen will appear to the users:

		* Procurement Need ①		*Statement of Requirement ①	
Market Analysis 🛈					
Yes	No				1
Estimated Cost 🛈		* Make or Buy Analysis 🛈		Concept Note/PC1	
		Make	Buy	No file chosen	£
Budget(Pink Book) 🛈		* Funding Type 🛈		* Funding Source 🛈	
Development	Non-Development	Please Select	~	Please Select	~
				CANCEL	SAVE & NEXT
			Click on Cancel to discard task.	CANCEL	SAVE & NEXT
			Click on Cancel to discard task.	CANCEL SAVE	SAVE & NEXT

Users are required to enter the name of procurement.

#### S#1: Input field name:

Possible Value: Tool Tip:

#### Name of Procurement

Alphanumeric and Special characters only. Alphanumeric and Special characters (#, &, /, (, ), -) are allowed. Minimum three and maximum 50 characters.

* Procurement Need 🛈	
	h

Users are required to provide need for the procurement.

S#2: Input field name:

Possible Value: Tool Tip:

## Procurement Need

Alphanumeric and Special characters only. Maximum 255 characters are allowed.

*Statement of Requirement ()	

Users are required to provide statement / specifications of requirement for the procurement.

#### S#3: Input field name:

Possible Value: Tool Tip:

#### Statement of Requirements

Alphanumeric and Special characters only. Maximum 255 characters are allowed.

No

Users are required to select if market analysis is required or not. Market analysis is required for procurment to identify market characteristics for specific good and services which have never been procured before.

#### S#4: Input field name:

Possible Value: Tool Tip:

#### Market Analysis

Select value from the Radio Button. Please select from the available options.

* Estimated Cost 🛈	

Users are required to provide an estimated cost for the procurement. The estimated cost specified by the user in this field will serve as the base for selecting Procurement Method and Procedure for the procurement.

#### S#5: Input field name:

Possible Value: Tool Tip:

#### Estimated Cost

Numeric value only. Positive numbers only.

* Make or Buy Analysis 🛈	
Make	Buy

Users are required to select whether they should go for Make or Buy decision. Make or Buy analysis, is gathering and organizing data about product requirements and analyzing them against available alternatives, including the purchase or internal manufacture of the product.

**S#6: Input field name:** Possible Value: Tool Tip: <u>Make or Buy Analysis</u> Select value from the Radio Button. Please select from the available options.

Concept Note/PC1 (i)	
No file chosen	Ţ

Users may upload a Concept Note/PC 1 if already notified.

#### S#7: Input field name:

Possible Value: Tool Tip: <u>Concept Note/PC 1</u> Attach a PDF File. Please attach concept note in PDF (If Applicable)

t

Users are required to select whether the procurement is relate to development or non-development budget (pink book).

#### S#8: Input field name:

Possible Value: Tool Tip:

## Budget (Pink Book)

Select value from the Radio Button. Please select from the available options.

* Funding Type 🛈	
Please Select	~
	٩
Local	
International	

Users are required to select funding type.

#### S#9: Input field name:

Possible Value: Tool Tip:

#### Funding Type

Select value from the Dropdown List. Please select from the list.

* Funding Source 🛈	
Please Select	~
	Q
Government of Pakistan	<b>^</b>
USAID	
WHO	
UN	
UNICEF	-

Users are required to select funding source.

**S#10: Input field name:** Possible Value: *Funding Source* Select value from the Dropdown List.

#### Tool Tip:

Please select from the list.

* As a Whole or Package / Lot 🛈	
Whole	Package / Lot

Users must select whether they want an item to be procured in lots or as a whole at once.

S#11: Input field name: Possible Value: Tool Tip: <u>As a Whole or Package</u> Select value from the Radio Button.

Please select from the available options.

d. After the users have filled out Procurement Activity form, click on Save and Next button given on the bottom right of the screen.

	Android Wobile Devices		8 Shapuragon 430, 4 GB Ram, 230 GB Rom	, 40 IVIP Calliers
			6°Snapuragun 456, 4 GB kain, 256 GB koin, 46 MP Camers	
No		h		
	* Make or Buy Analysis 🛈		Concept Note/PC1 ①	
	Make	Buy	No file chosen	Ť
	* Funding Type ①		* Funding Source ①	
Non-Development	Local	~	Federal Government	~
Package / Lot				
Package / Lot				
			CANCEL	SAVE & NEXT
				111
	Non-Development Package / Lot	* Make or Buy Analysis () Make * Funding Type () Local	Make or Buy Analysis  Make or Buy Make Buy Funding Type  Local  Package / Lot	* Make or Buy Analysis ①       Concept Note/PC1 ①         * Make or Buy       No file chosen         * Funding Type ①       * Funding Source ①         Non-Development       Local         Package / Lot       CANCEL

e. After clicking Save and Next button, the users will be directed to Procurement (Method / Procedure) screen given below:

	ENT (METHOD / PROC	EDURE)		Name of Procurement: Lapto	pps   Estimated Cost: PKR.500000
* Service ①		* Mode of Procurement ①			
Non-Consultancy	Consultancy	National		International	
* Category of Procurement ()		* Procurement Method ①		* Procedure (i)	Ę
Goods	~	Choose Procurement Method	~	Choose Procedure	~
* Tentative Notice Date 🛈		* Tentative Date of Contract 🛈		* Tentative Date of Complet	ion 🛈
10-07-2023	8	17-07-2023	Ë	09-08-2023	e
* Window Period (Days) 🛈		Remarks(if any)			
5					
			ĥ		
					CANCEL
				Click on	· · · ·
				discard task.	
					button to save
					details
	* Service 🛈				
	Non-0	Consultancy	Consulta	ancy	

Users must specify the type of service they want to procure, whether Non-Consultancy service or Consultancy service.

#### S#1: Input field name:

Possible Value:

Tool Tip:

#### **Service**

Select value from the Radio Button. Please select from the available options.

* Mo	ode of Procurement 🛈	
	National	International

Users are required to specify mode of procurement whether the procurement would be made through national or international competitive bidding.

#### S#2: Input field name:

Possible Value: Tool Tip:

#### Mode of Procurement

Select value from the Radio Button. Please select from the available options.

* Category of Procurement ①	
Goods	~
	٩
Goods	
Works	
Services	

Users are required to specify the category of procurement, whether Goods, Services or Works.

#### **S#3: Input field name:** Possible Value: Tool Tip:

<u>Category of Procurement</u> Select value from the Dropdown List. Please select from the list. Scenario#1: For Open Competitive Bidding

* Procurement Method 🛈	
Open Competitive Bidding	~
	٩
Open Competitive Bidding	
Alternative Method of Procurement	

Users are required to select Procurement Method.

#### S#4: Input field name:

Possible Value: Tool Tip:

#### Procurement Method

Select value from the Dropdown List. Please select from the list.

* Procedure ①	
Choose Procedure	~
[	٩
Single Stage Single Envelope	<b>^</b>
Single Stage Two Envelope	
Two Stage Bidding Procedure	
Two Stage Two Envelope	
Framework Agreement - Closed	-

Users are required to select Procedure for procurement.

**S#5: Input field name:** Possible Value: Tool Tip: <u>Procedure</u> Select value from the Dropdown List. Please select from the list. Scenario#2: Alternative Method of Procurement

* Procurement Method 🛈	
Choose Procurement Method	~
	Q
Open Competitive Bidding	
Alternative Method of Procurement	

Users are required to select Procurement Method.

**S#4: Input field name:** Possible Value: Tool Tip: <u>Procurement Method</u> Select value from the Dropdown List. Please select from the list.

* Procedure ①	
Choose Procedure	~
1	٩
Negotiated Tendering	<b>^</b>
Direct Contracting	
Direct Contracting with State Owned Agencies	
Forced Account	
Forced Account	~

Users are required to select Procedure for procurement.

#### **S#5: Input field name:** Possible Value: Tool Tip:

<u>Procedure</u> Select value from the Dropdown List. Please select from the list.

* Tentative Notice Date 🛈	
10-07-2023	Ë

Users are required to select Tentative Notice Date for procurement.

#### **S#6: Input field name:** Possible Value:

Tool Tip:

#### Tentative Notice Date

Enter Numeric values in the format of (DD-MM-YYYY). You can enter manually or select from the calendar. Select date as per plans fiscal year.

* Tentative Date of Contract ①	
17-07-2023	Ë

Users are required to select Tentative Contract Date for procurement.

S#7: Input field name:

Tentative Date of Contract

Possible Value:

Tool Tip:

Enter Numeric values in the format of (DD-MM-YYYY). You can enter manually or select from the calendar. Select date as per plans fiscal year.

* Tentative Date of Completion 🛈	
09-08-2023	Ë

Users are required to select Tentative Date of Completion.

#### **S#8: Input field name:** Possible Value:

Tentative Date of Completion

Enter Numeric values in the format of (DD-MM-YYYY). You can enter manually or select from the calendar. Select date as per plans fiscal year.

Tool Tip:



Users are required to provide window period.

#### S#9: Input field name:

Possible Value: Tool Tip: <u>Window Period (Days)</u> Numeric values only. Window period can be 1 to 30 days.

Remarks(if any) 🛈

Users may provide any remarks if necessary.

## S#10: Input field name:

#### Remarks (If any)

Possible Value:	Alphanumeric and Special characters.
Tool Tip:	Maximum 255 characters are allowed.

	NT (METHOD / PROC	Name of Procurement: Laptops   Estimated Cost: PKR.5000	000	
* Service 🛈		* Mode of Procurement ()		
Non-Consultancy	Consultancy	National	International	
* Category of Procurement 🛈		* Procurement Method ①	* Procedure ①	દ્
Goods	~	Open Competitive Bidding	✓ Single Stage Two Envelope	~
* Tentative Notice Date 🛈		* Tentative Date of Contract 🛈	* Tentative Date of Completion ①	
10-07-2023	Ë	17-07-2023	₿ 09-08-2023	8
* Window Period (Days) 🛈		Remarks(if any) ①		
10		NA		
			A	
			CANCEL	
				Tur

f. After user has provided all the information regarding procurement (method / procedure), click on save and your procurement will be added in your procurement plan.

	EMENT PLAN					+ Procurement
🕼 Clear					Q Search ke	eyword
Actions	Procurement Documents	Name of Procurement $$	Category ∽ ∏	Method $\checkmark$ $\forall$	Procedure ~ 7	Est. Cost 🗸 🍸
\$\$   🖉   💼   🗮   89		Laptops	Goods	Open Competitive Bidding	Single Stage Two Envelope	PKR. 500,001.00
& 🖉 💼 🖹 🔀	рр	Equipments	Works	Alternative Method of Procurement	Petty Purchases	PKR. 89,999.00
& 🖉 💼 🗏 🔀	РР	Tables	Goods	Alternative Method of Procurement	Petty Purchase	PKR. 20,000.00
& 🖉 🖶 🗑	RFQ	Machinery Procurement	Goods	Alternative Method of Procurement	RFQ	PKR. 125,000.00
& 🖉 💼 🖹 🔀	RFQ	Bags	Goods	Alternative Method of Procurement	RFQ	PKR. 250,000.00
		« « 1 2	3 4 5	> >> 5 ~		

- g. This dashboard shows a list of all added procurements in the procurement plan. Using the dashboard, Admin can perform the following actions available to the left side of each procurement:
  - i. To modify procurement activity, click on the first icon from the left.

HOME C C C C C C C C C C C C C C C C C C C		+ Ac	+ Add Committee + Procurement				
名 Users V	1 Clear					Q Search keyword	
冬 Roles Y	Actions	Procurement Documents	Name of Procurement $\checkmark$ $\forall$	Category 🗸 🍸	Method $\checkmark$ $\forall$	Procedure $\checkmark$ $\forall$	Est. Cost
AS Groups  Modify procurement activity			procurement of chairs	Goods	Alternative Method of Procurement	Petty Purchase	PKR. 80,000
終 Suppliers V 終 Joint Venture V	& 2 ₪ ■ 88	RFQ	desktop computers	Goods	Alternative Method of Procurement	RFQ	PKR. 344,34
BID MANAGEMENT REGULATORIES MANAGEMENT	& 0 🖻 🖹 🗱	RFQ	equipment	Works	Alternative Method of Procurement	RFQ	PKR. 243,32
Regulatory Authority Organization	* 2	RFQ	Laptops	Goods	Alternative Method of Procurement	RFQ	PKR. 450,00
冬 Merge 冬 Split	& 🖉 🔟 🗏 🐯		Cabinet	Goods	Alternative Method of Procurement	Petty Purchase	PKR. 80,000

ii. Modify procurement method / procedure by clicking the clicking the pencil icon.

命 Home		EMENT PLAN			+ A	dd Committee + F	rocurement
/SER 冬 Users ~	ि ℃lear					Q Search keyword	
冬 Roles V	Actions	Procurement Documents	Name of Procurement $\mathbf{\nabla}$	Category ~ 7	Method $\sim$ $\mathbb{V}$	Procedure ~ 7	Est. Cost
Groups     Modify procurement     method / procedure			procurement of chairs	Goods	Alternative Method of Procurement	Petty Purchase	PKR. 80,000
終 Suppliers マ 冬 Joint Venture マ	å 0 🗇 🗏 88	RFQ	desktop computers	Goods	Alternative Method of Procurement	RFQ	PKR. 344,34
ID MANAGEMENT	å 🖉 💼 📾 🔀	RFQ	equipment	Works	Alternative Method of Procurement	RFQ	PKR. 243,32
Regulatory Authority Organization	å 🖉 💼 📾	RFQ	Laptops	Goods	Alternative Method of Procurement	RFQ	PKR. 450,00
용 Merge	å 🖉 💼 🖽 88		Cabinet	Goods	Alternative Method of Procurement	Petty Purchase	PKR. 80,000

iii. Delete procurement by clicking on the trashcan icon

ඩ Home		EMENT PLAN			+ Ac	ld Committee + F	Procurement
ER							
옥 Users 🗸 🗸	₿ Clear					Q Search keyword	
Roles V	Actions	Procurement Documents	Name of Procurement $$	Category ~ 7	Method ~ 7	Procedure ~ 7	Est. Cost
	a C Delete 8		procurement of chairs	Goods	Alternative Method of Procurement	Petty Purchase	PKR. 80,000
옥 Suppliers V 옥 Joint Venture V	# 2 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	RFQ	desktop computers	Goods	Alternative Method of Procurement	RFQ	PKR. 344,34
MANAGEMENT	a / 🗇 🗐 🕅	RFQ	equipment	Works	Alternative Method of Procurement	RFQ	PKR. 243,32
Regulatory Authority Organization	a / 🗇 🗐 🕄	RFQ	Laptops	Goods	Alternative Method of Procurement	RFQ	PKR. 450,00
k Merge	al 🖉 💼 🛤		Cabinet	Goods	Alternative Method of	Petty Purchase	PKR. 80,000

iv. To view assigned task, click on the Assign Task button. This is the fourth icon from the left.

奋 Home			EMENT PLAN			+ A0	dd Committee + F	Procurement
SER								
冬 Users	·	₿ Clear					Q Search keyword	
終 Roles	·	Actions	Procurement Documents	Name of Procurement $$	Category ~ 7	Method ∽ ∏	Procedure ~ 7	Est. Cost
& Groups	·	& 2 💼 🗏 (Ass	igned Tasks	procurement of chairs	Goods	Alternative Method of Procurement	Petty Purchase	PKR. 80,000
条 Suppliers ・ 冬 Joint Venture ・	, ,	& 0 🗇 🖹 👬	RFQ	desktop computers	Goods	Alternative Method of Procurement	RFQ	PKR. 344,34
D MANAGEMENT	NT	ah 🖉 💼 🛤	RFQ	equipment	Works	Alternative Method of Procurement	RFQ	PKR. 243,32
<ul> <li>Regulatory Authority</li> <li>Organization</li> </ul>		å 🖉 💼 😫	RFQ	Laptops	Goods	Alternative Method of Procurement	RFQ	PKR. 450,00
ዳ Merge		& 2 @ ■ 8		Cabinet	Goods	Alternative Method of	Petty Purchase	PKR. 80,000

v. To select for the procurement committee, click on the four squares icon. This is placed fifth from the left side.

OME								
位 Home			REMENT PLAN			+ Ac	dd Committee	rocurement
SER								
ዶ Users	×	) Clear					Q Search keyword	
Roles	~	Actions	Procurement Documents	Name of Procurement $$	Category ~ 7	Method ∽ 7	Procedure ~ 7	Est. Cost
終 Groups JPPLIER MANAGEME	NT	Select Committee		procurement of chairs	Goods	Alternative Method of Procurement	Petty Purchase	PKR. 80,000
옥 Suppliers 옥 Joint Venture	v	å / 💼 🖴 S	8 RFQ	desktop computers	Goods	Alternative Method of Procurement	RFQ	PKR. 344,34
MANAGEMENT	GEMENT	æ 🖉 💼 🖴	8 RFQ	equipment	Works	Alternative Method of Procurement	RFQ	PKR. 243,32
Regulatory Author Organization	rity	a / 🗇 🖻 S	8 RFQ	Laptops	Goods	Alternative Method of Procurement	RFQ	PKR. 450,00
ዳ Merge		å 🖉 💼 🖴	8	Cabinet	Goods	Alternative Method of	Petty Purchase	PKR. 80,000

# TRAINING EVALUATION FORMS

for e-Pak Acquisition and Disposal System

## **TRAINER'S POST-TEST EVALUATION FORM**

Name:	_ Date:	Time:	
Course Provider:			
Course Title:			
Trainer:	Venue:		

1. Did you:		
Find the objectives relevant?	Yes	No
Find the content generally appropriate?	Yes	No
Find the conduct of the facilitators appropriate?	Yes	No
Find that your expectations had been met?	Yes	No
Consider any part of the training particularly not relevant/not useful?	Yes	No
Think that some topics should be added to the course?	Yes	No
Enjoy any specific training methods?	Yes	No
Like the composition of the group?	Yes	No
Consider the facilities adequate?	Yes	No
Consider the administrative support adequate?	Yes	No

2. What important changes do you recommend to any of the elements noted above?

3. What changes would you as a trainer recommend to the organizing, running, and subject matter of the course?

## **TRAINING EVALUATION FORM**

Name:	Date:	Time:
Course Provider:		
Course Title:		
Trainer:	Venue:	

## **1.1 Course Effectiveness**

Given below are rankings for course content, performance of facilitators and relevance of the session to your job. By referring to the learning objectives which were given at the beginning of each session, please rate the degree to which the session subject matter helped you to understand the subject (circle).

Note:

1 = Poor2 = Fair3 = Good4 = Very Good

5 = Excellent

Sr. No.	Subject	Content	Performance	Relevance
1.	Procurement Plan	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

## **1.2 Other Information**

1.	Training method Used	1 2 3 4 5
2.	Participants' involvement	1 2 3 4 5
3.	Handouts/Training materials	1 2 3 4 5
4.	Time Allocations	1 2 3 4 5
5.	Sequencing of sessions	1 2 3 4 5
6.	Meeting of your expectations	1 2 3 4 5
7.	Selection/composition of participants	1 2 3 4 5
8.	Length/duration of the course	1 2 3 4 5
9.	Facilities/seating arrangements	1 2 3 4 5
10.	What changes would you recommend to any of the elements noted in E	8(1-10) above?

## 1.3 Quiz

1. What is the duration of procurement plan? a. Annual				
b.	Quarterly			
C.	Monthly			
2. How many procurement plan can a user create in the e-PADS?				
a.	Two			
b.	Three			
C.	One			
3. What is high-level categorization of services in e-PADS?				
a.	Two: Consultancy, Non-consultancy			
b.	Three: Consultancy, Non-consultancy, Professional			
4. Name any three alternative methods of procurement?				
a.	Petty Purchase, RFQ and Direct Contracting			
b.	Negotiated Tendering, RFQ and Open Competition			

c. Direct Contracting with state owned entity, RFP and RFQ

## e-Pak Acquisition and Disposal System (e-PADS)