



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

Training Manual (For End Users)

Procurement Plan Module

Public Procurement Regulatory Authority

Version 2.2

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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
KP	Khyber Pakhtunkhwa
KPPRA	Khyber Pakhtunkhwa Public Procurement Regulatory Authority
JPG	Joint Photographic Experts Group
MIS	Management Information System
MOM	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
P&DD	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
WSO2	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

Name	Position
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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)

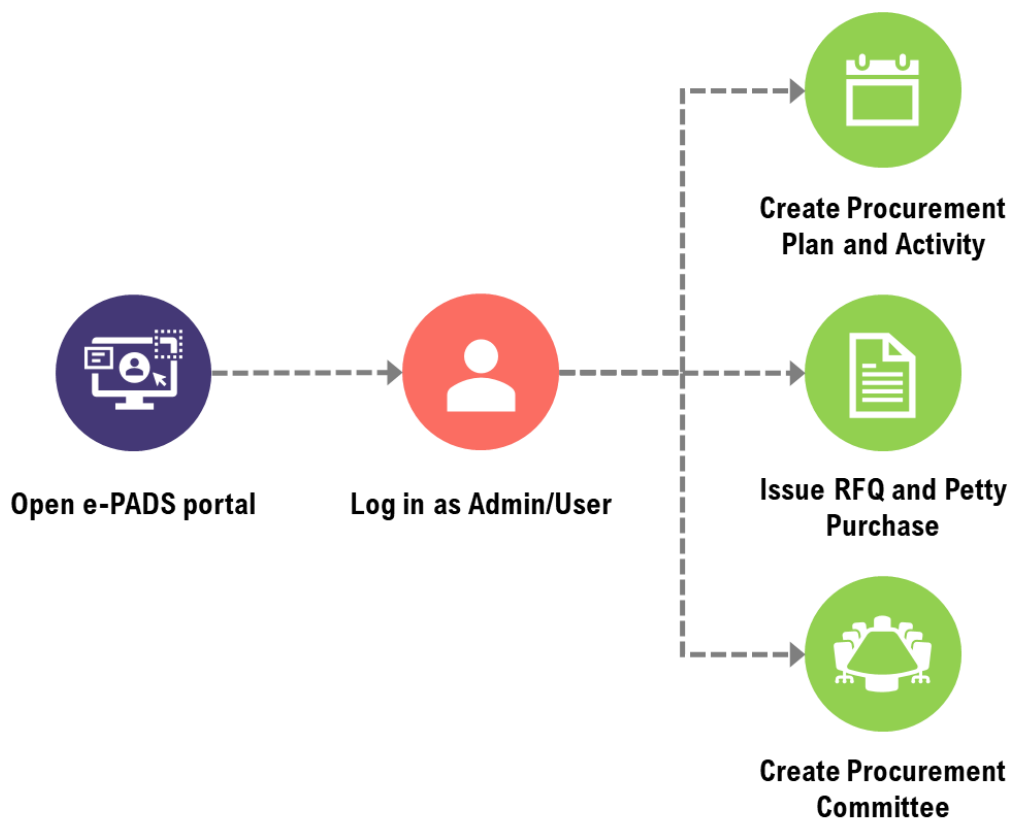
PROCUREMENT PLAN

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 <https://eprocure.gov.pk> to load the application homepage.

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



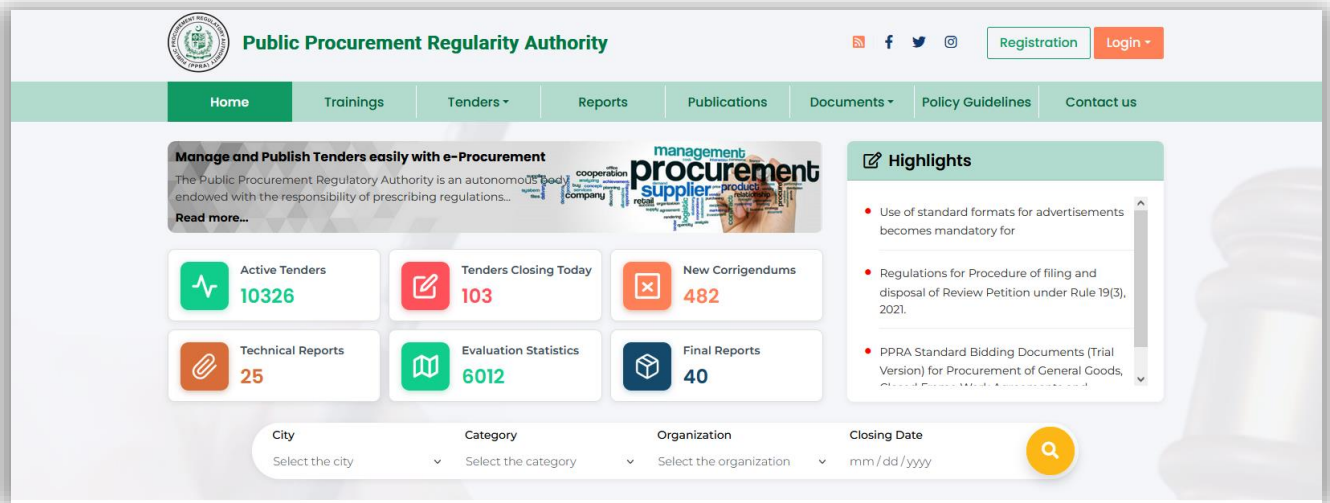
Before You Begin...

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 <https://eprocure.gov.pk> 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 : <https://eprocure.gov.pk>.



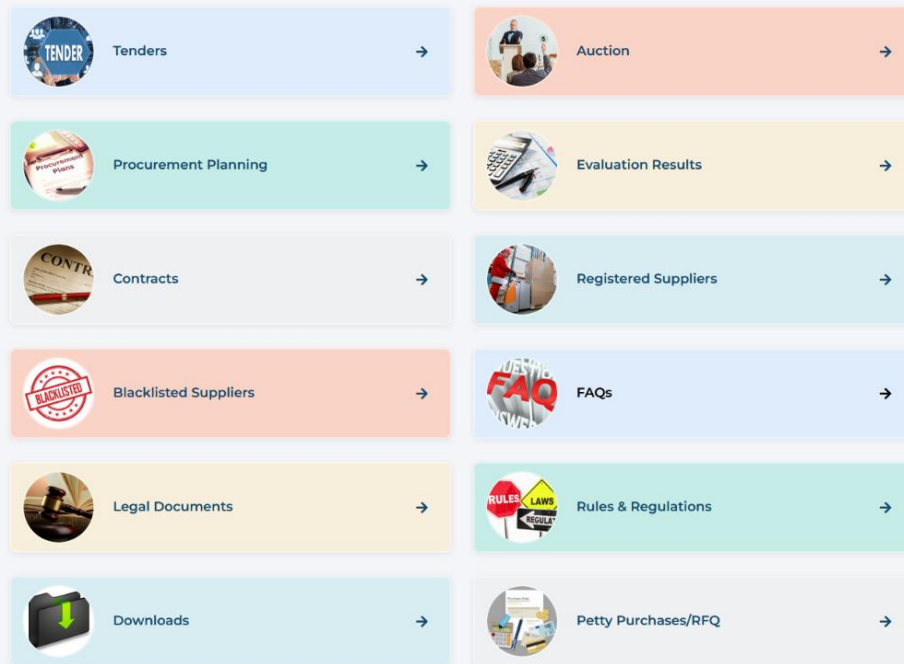
Menus

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.

Services & Information



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:

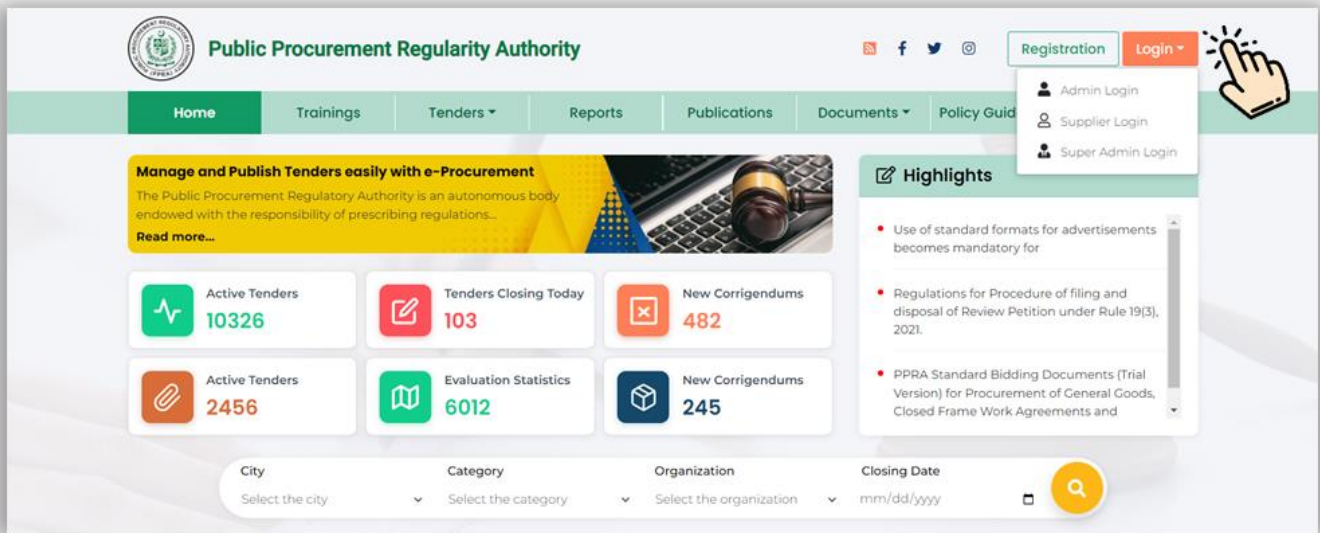
- a. The user needs to specify a Username and Password set by himself / herself. These would be generated by the system



Users cannot log into the e-PADS without valid credentials



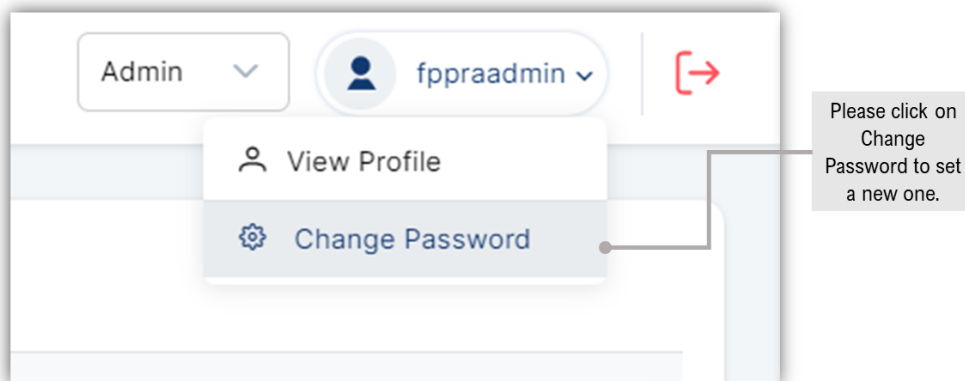
You can change the password initially set by you. Please refer to the section below for “*Changing Your Password*”.



- 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.



- 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.

Change your Password
Please enter your new password

Please type in your old password

Old Password

Old Password

Please re-type your new password for confirmation

New Password

New Password

Confirm Password

Confirm Password

Please type in your New password


Change Password

Cancel

Click on "Change Password", System will logout the user and redirect to login page, and will require you to provide new set password.


To discard changes, Click Cancel.

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



Password Requirements

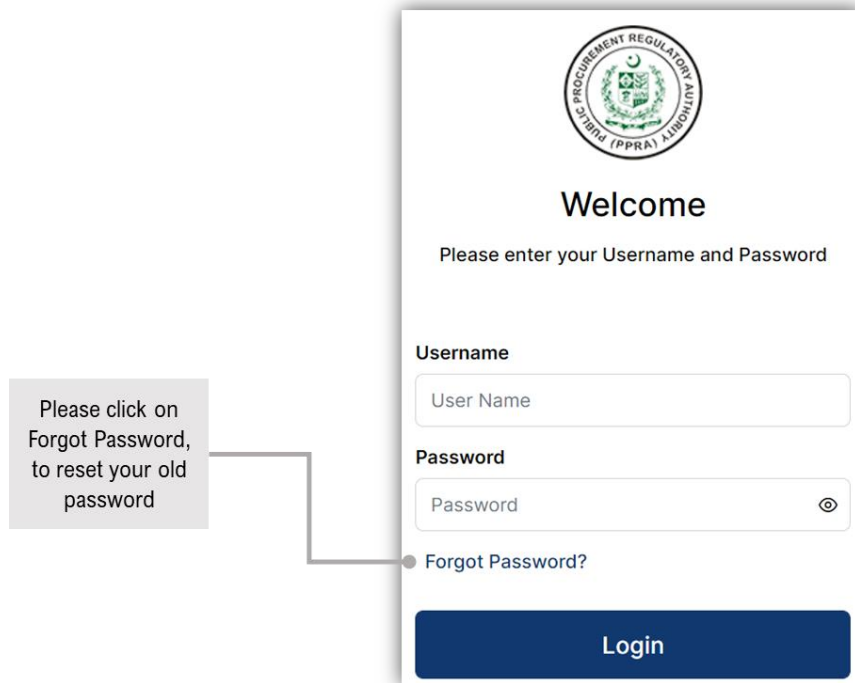
Your password must be at least 8 characters long and have a combination of alphabets, numeric and special character. The first character must be an alphabet, at least one character must be in lower case and at least one numeric and one special character.



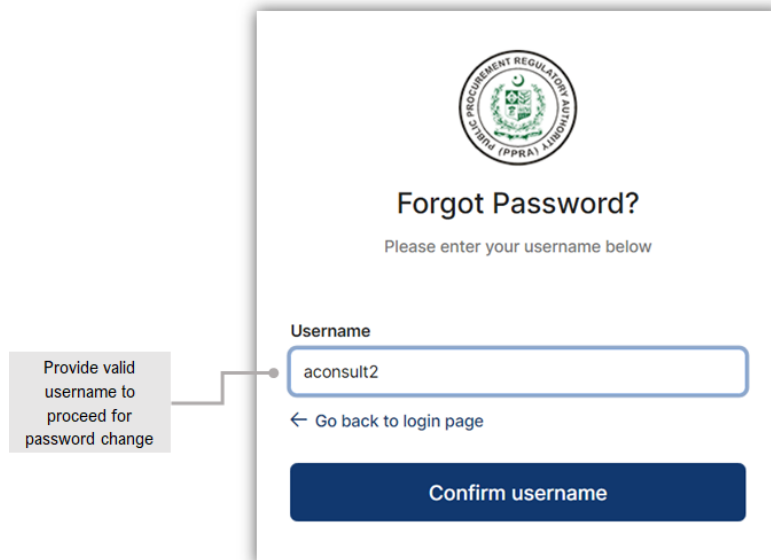
Never give out your password to anyone for security purposes.

1.3 Forgot Password

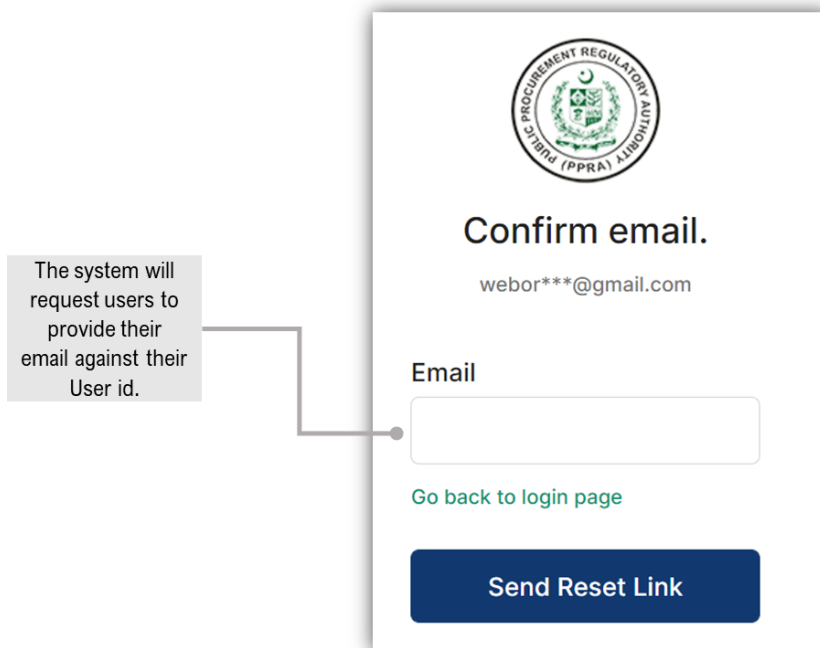
a. In case you have forgotten your password, click on Forgot Password on login screen (as shown below).



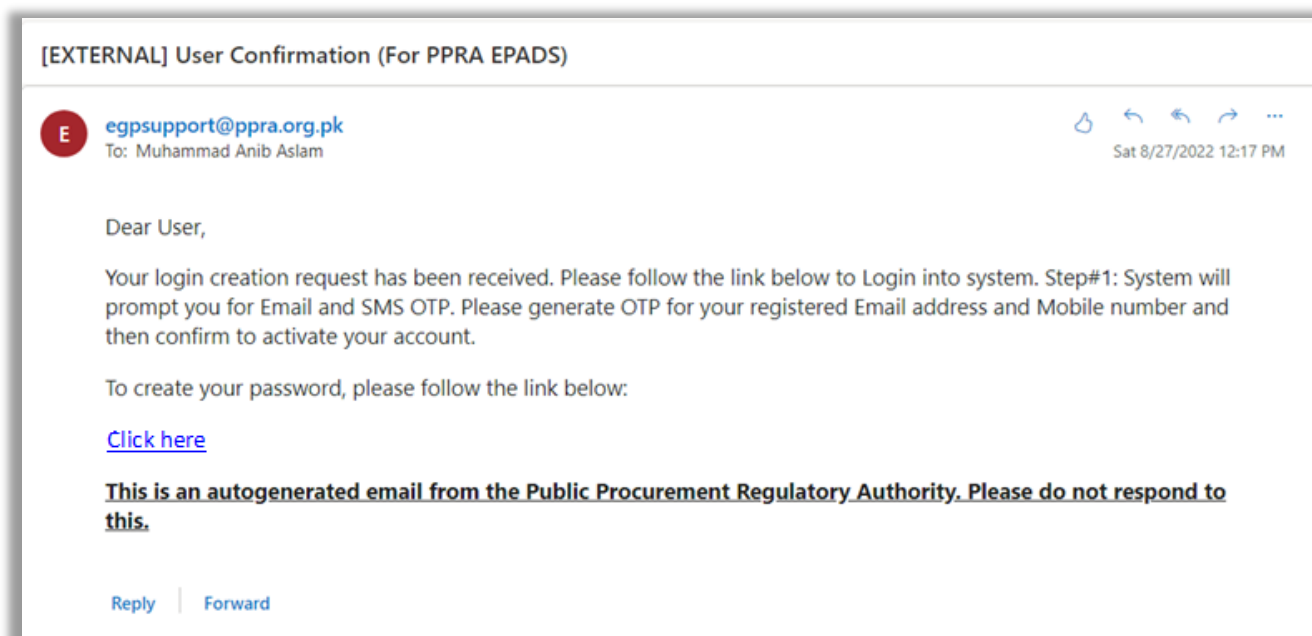
- b. System will prompt for your username. Please enter you valid username and Click on Confirm username button to proceed.



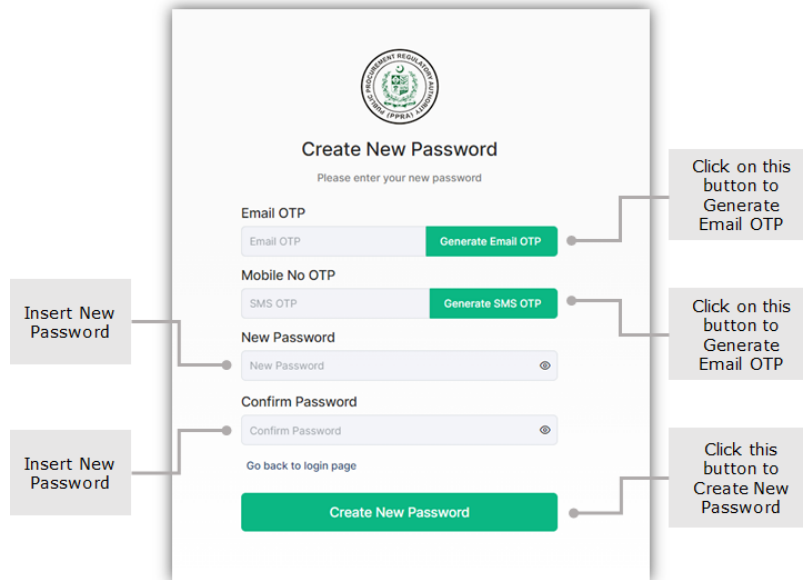
- c. A pop-up screen will appear asking for your system registered email address. Enter your email address and click on Send Reset Link.



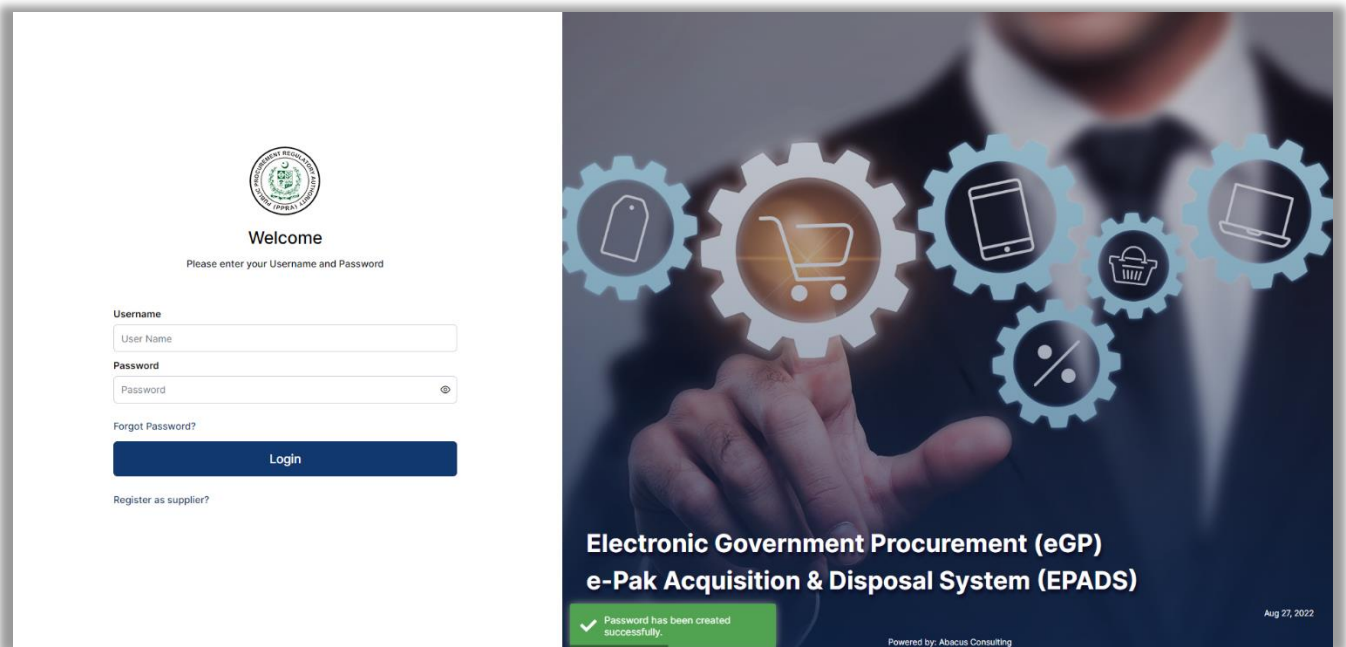
- d. System will send a link to your email address registered within the e-PADS. Click on the link in your email.



- 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.



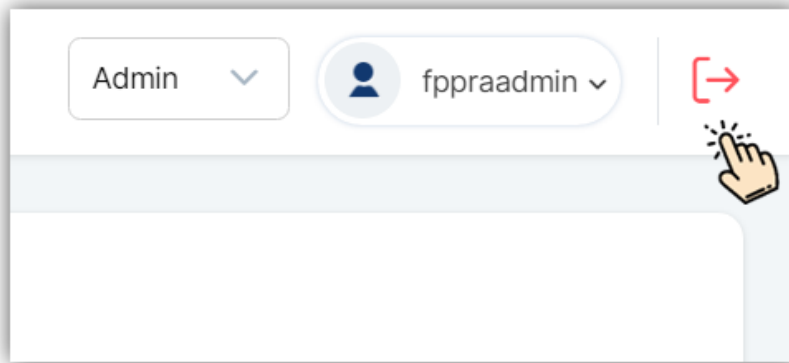
- g. After clicking on “Create New Password”, a green pop-up notification would appear on the e-PADS login screen that your password has been created successfully.



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

1.4 Logging Out

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

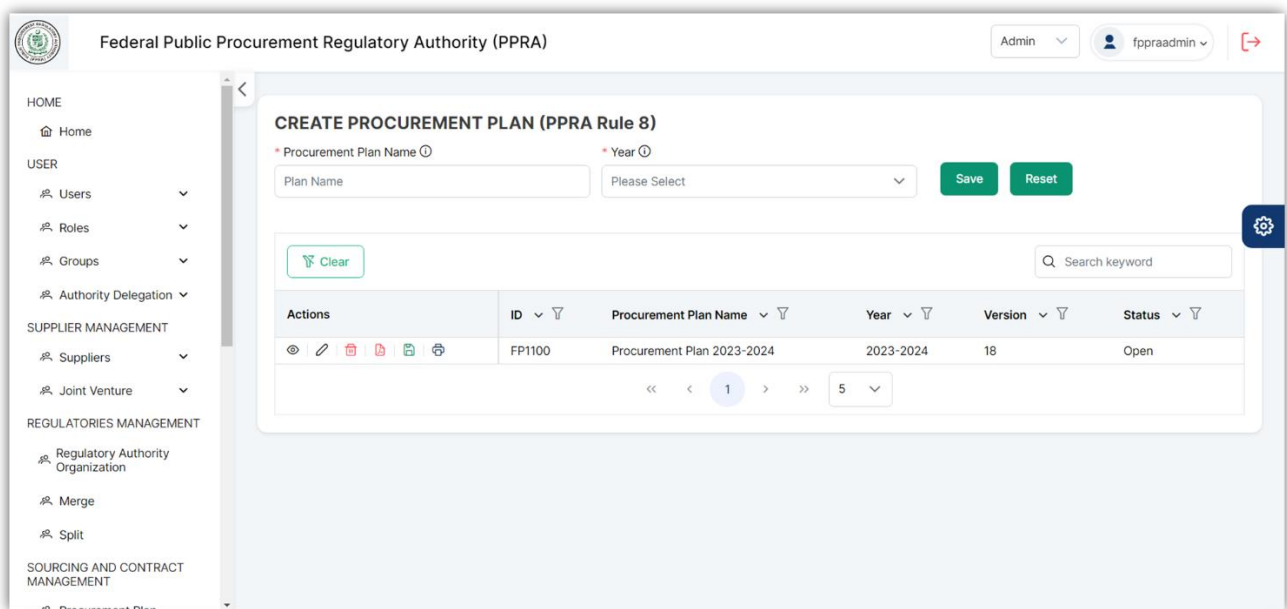


PROCUREMENT PLAN

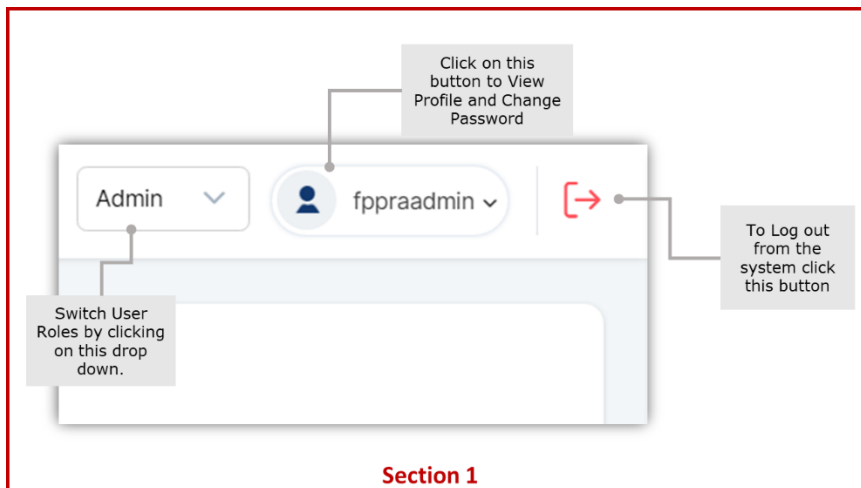
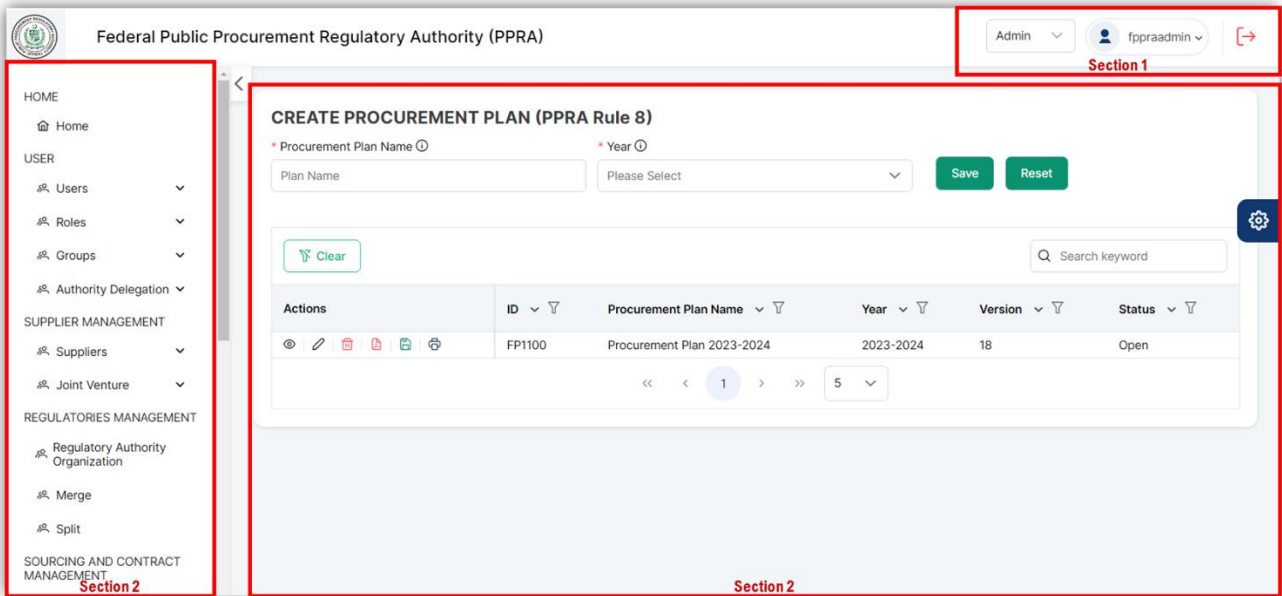
1.5 Create Procurement Plan


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:

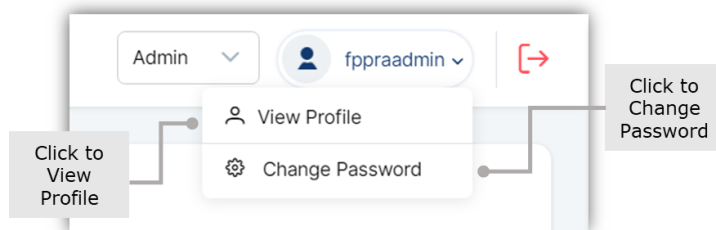
- After clicking on Login button, you will be successfully directed to E-PADS home page.

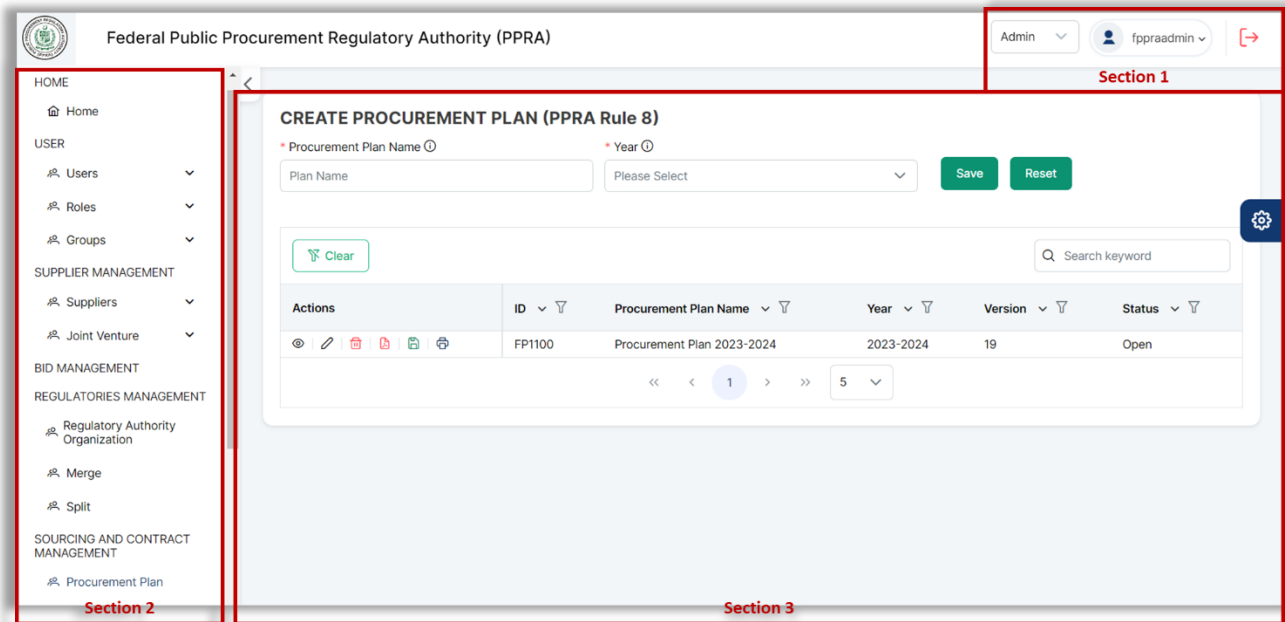


- For the better understanding of the user, the home page is divided into three sections.

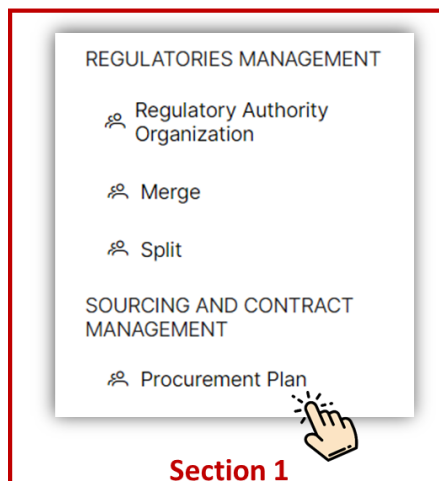


1. Users can switch roles from Admin Role dropdown list.
2. Users can edit profile and change password by setting dropdown list.
3. Users can logout by clicking this  button.





c. Click on Procurement plan on the Dashboard Menu.



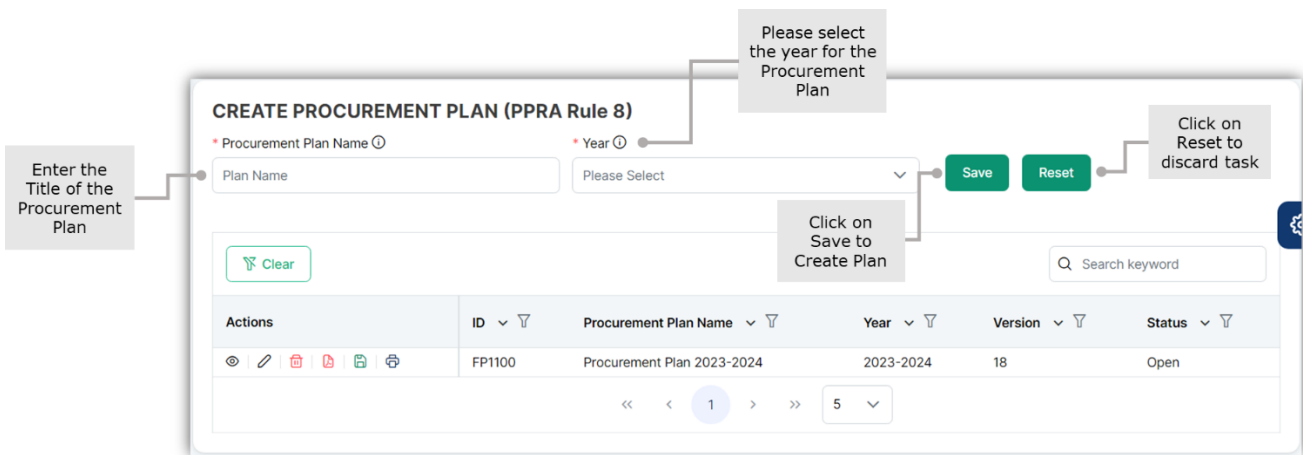
d. After clicking on Procurement Plan the following screen will appear on the right side.

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:

Users are required to enter name of the procurement plan.

#1: Input field name:

[Procurement Plan Name](#)

Possible Value:

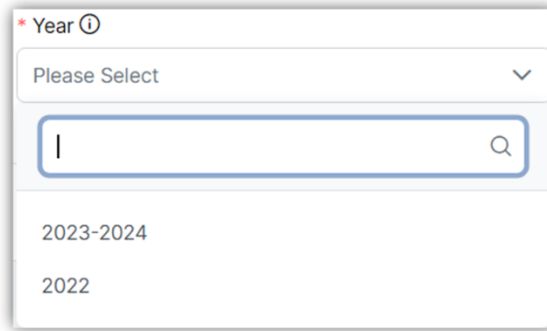
Alphanumeric and special characters only.

Error Message:

Plan name is required.

Tool Tip:

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



Users are required to select the year for procurement plan.

#2: Input field name:

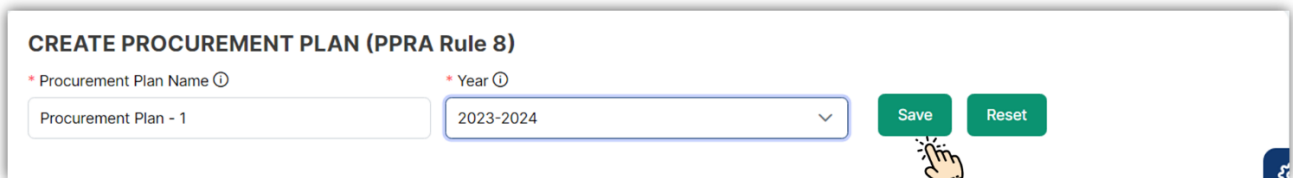
Year

Possible Value:

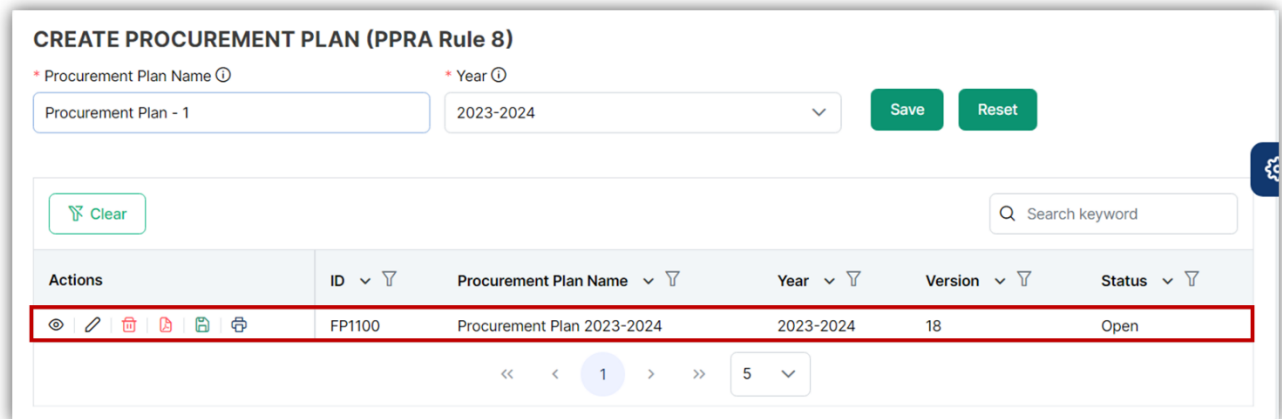
Select year from the dropdown list.






Tool Tip:

Please select from the list.



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



Actions	ID	Procurement Plan Name	Year	Version	Status
    	FP1100	Procurement Plan 2023-2024	2023-2024	18	Open

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

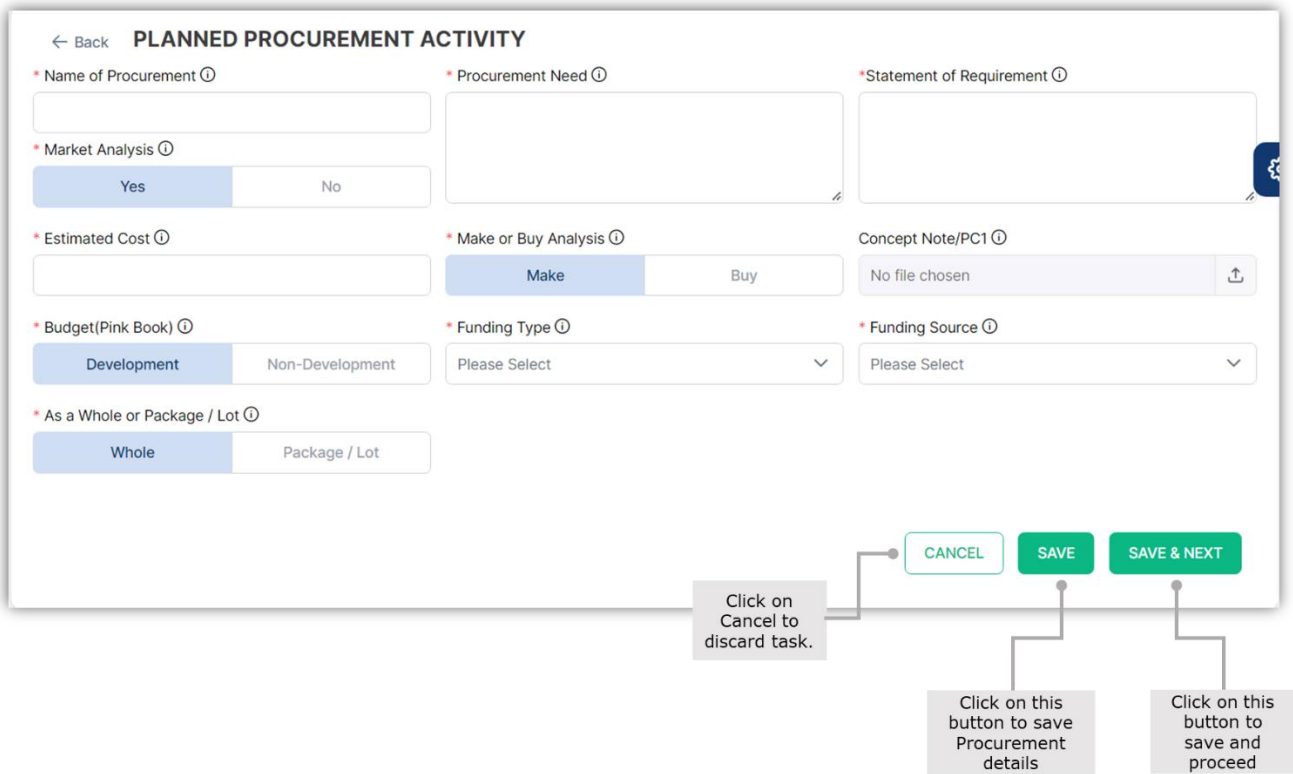
After the users are done with creating the procurement plan. Now they must add procurement activities in the procurement plan. To add procurements to the procurement plan please refer to the following steps:

Actions	ID	Procurement Plan Name	Year	Version	Status
	FP1100	Procurement Plan 2023-2024	2023-2024	18	Open

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

Actions	Procurement Documents	Name of Procurement	Category	Method	Procedure	Est. Cost
No records found.						

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



* Name of Procurement ⓘ

Users are required to enter the name of procurement.

S#1: Input field name:

Name of Procurement

Possible Value:

Alphanumeric and Special characters only.

Tool Tip:

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

* Procurement Need ⓘ

Users are required to provide need for the procurement.

S#2: Input field name:

Procurement Need

Possible Value:

Alphanumeric and Special characters only.

Tool Tip:

Maximum 255 characters are allowed.

A screenshot of a web form element. It features a title bar with the text '*Statement of Requirement' and a small circular information icon to its right. Below the title bar is a large, empty rectangular text input area with a thin border.

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

S#3: Input field name: [Statement of Requirements](#)
Possible Value: Alphanumeric and Special characters only.
Tool Tip: Maximum 255 characters are allowed.

A screenshot of a radio button group. The title bar contains the text '* Market Analysis' and an information icon. Below the title bar are two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected, indicated by a blue highlight.

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

S#4: Input field name: [Market Analysis](#)
Possible Value: Select value from the Radio Button.
Tool Tip: Please select from the available options.

A screenshot of a web form element. It features a title bar with the text '* Estimated Cost' and a small circular information icon to its right. Below the title bar is a large, empty rectangular text input area with a thin border.

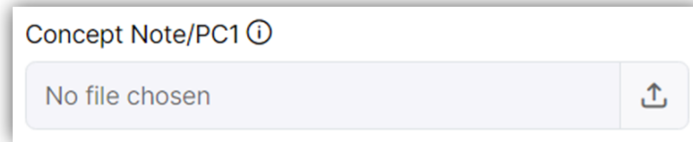
Users are required to provide an estimated cost for the procurement. The estimated cost specified by the user in this field will serve as the base for selecting Procurement Method and Procedure for the procurement.

S#5: Input field name: [Estimated Cost](#)
Possible Value: Numeric value only.
Tool Tip: Positive numbers only.

A screenshot of a radio button group. The title bar contains the text '* Make or Buy Analysis' and an information icon. Below the title bar are two radio buttons: 'Make' and 'Buy'. The 'Make' radio button is selected, indicated by a blue highlight.

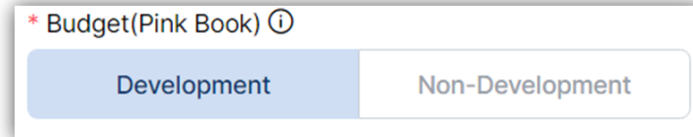
Users are required to select whether they should go for Make or Buy decision. Make or Buy analysis, is gathering and organizing data about product requirements and analyzing them against available alternatives, including the purchase or internal manufacture of the product.

S#6: Input field name: [Make or Buy Analysis](#)
Possible Value: Select value from the Radio Button.
Tool Tip: Please select from the available options.



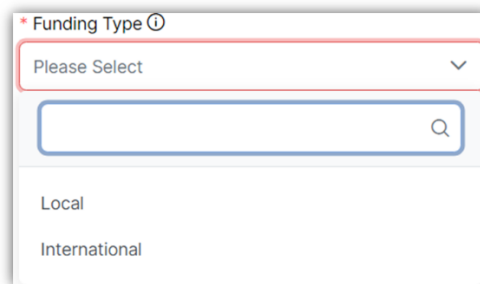
Users may upload a Concept Note/PC 1 if already notified.

S#7: Input field name: Concept Note/PC 1
Possible Value: Attach a PDF File.
Tool Tip: Please attach concept note in PDF (If Applicable)



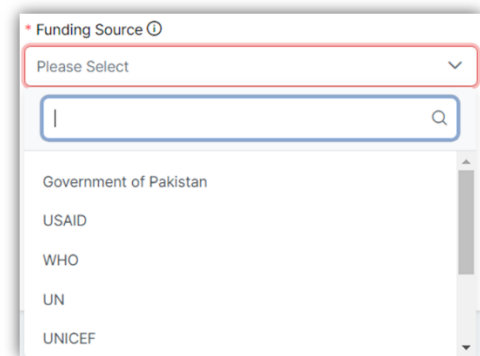
Users are required to select whether the procurement is relate to development or non-development budget (pink book).

S#8: Input field name: Budget (Pink Book)
Possible Value: Select value from the Radio Button.
Tool Tip: Please select from the available options.



Users are required to select funding type.

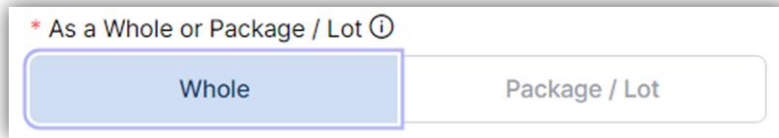
S#9: Input field name: Funding Type
Possible Value: Select value from the Dropdown List.
Tool Tip: Please select from the list.



Users are required to select funding source.

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

Tool Tip: Please select from the list.



* As a Whole or Package / Lot ⓘ

Whole Package / Lot

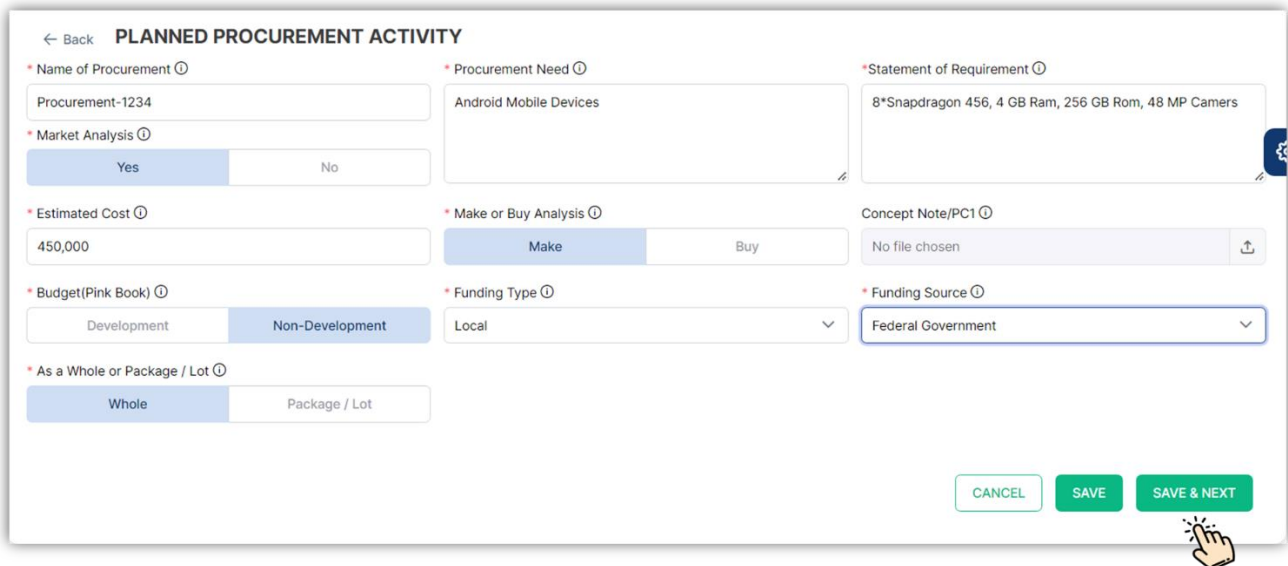
Users must select whether they want an item to be procured in lots or as a whole at once.

#11: Input field name: *As a Whole or Package*

Possible Value: Select value from the Radio Button.

Tool Tip: 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.



← Back **PLANNED PROCUREMENT ACTIVITY**

* Name of Procurement ⓘ Procurement-1234

* Procurement Need ⓘ Android Mobile Devices

* Statement of Requirement ⓘ 8*Snapdragon 456, 4 GB Ram, 256 GB Rom, 48 MP Camers

* Market Analysis ⓘ Yes No

* Estimated Cost ⓘ 450,000

* Make or Buy Analysis ⓘ Make Buy

Concept Note/PC1 ⓘ No file chosen ⓘ

* Budget(Pink Book) ⓘ Development Non-Development

* Funding Type ⓘ Local

* Funding Source ⓘ Federal Government

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

CANCEL SAVE SAVE & NEXT



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

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

S#1: Input field name:

[Service](#)

Possible Value:

Select value from the Radio Button.

Tool Tip:

Please select from the available options.

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:

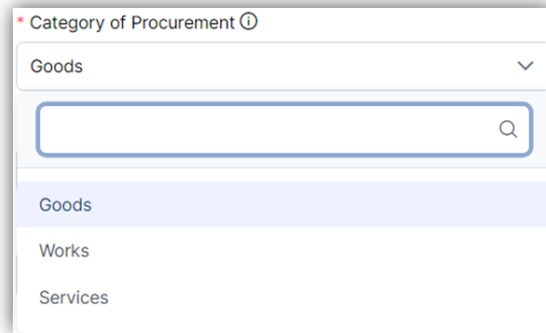
[Mode of Procurement](#)

Possible Value:

Select value from the Radio Button.

Tool Tip:

Please select from the available options.



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

S#3: Input field name:

Category of Procurement

Possible Value:

Select value from the Dropdown List.

Tool Tip:

Please select from the list.

Scenario#1: For Open Competitive Bidding



Users are required to select Procurement Method.

S#4: Input field name:

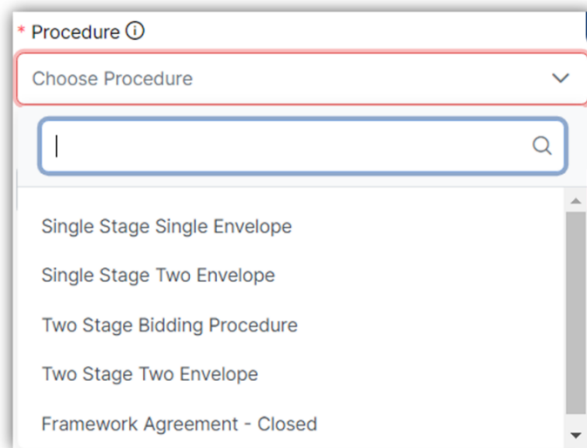
Procurement Method

Possible Value:

Select value from the Dropdown List.

Tool Tip:

Please select from the list.



Users are required to select Procedure for procurement.

S#5: Input field name:

Procedure

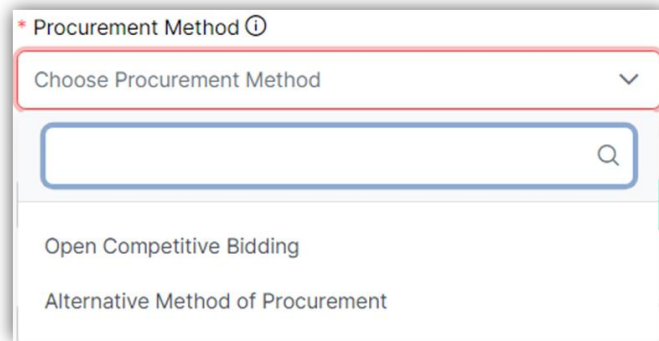
Possible Value:

Select value from the Dropdown List.

Tool Tip:

Please select from the list.

Scenario#2: Alternative Method of Procurement



Users are required to select Procurement Method.

S#4: Input field name:

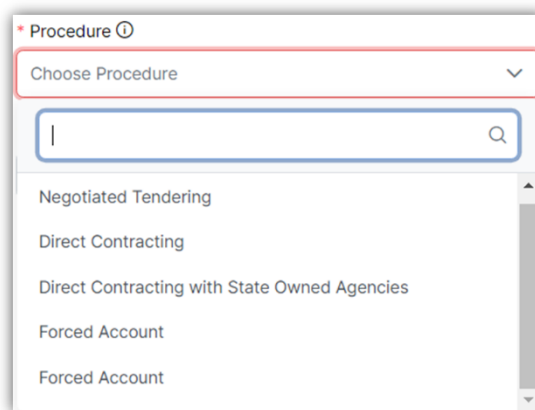
[Procurement Method](#)

Possible Value:

Select value from the Dropdown List.

Tool Tip:

Please select from the list.



Users are required to select Procedure for procurement.

S#5: Input field name:

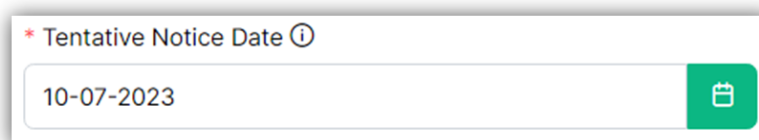
[Procedure](#)

Possible Value:

Select value from the Dropdown List.

Tool Tip:

Please select from the list.



Users are required to select Tentative Notice Date for procurement.

S#6: Input field name:

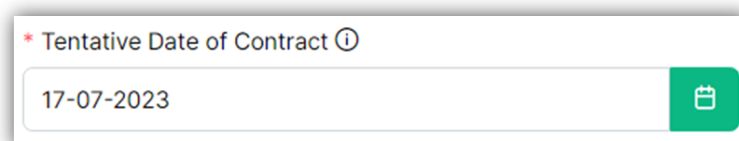
[Tentative Notice Date](#)

Possible Value:

Enter Numeric values in the format of (DD-MM-YYYY). You can enter manually or select from the calendar.

Tool Tip:

Select date as per plans fiscal year.




Users are required to select Tentative Contract Date for procurement.

S#7: Input field name:

[Tentative Date of Contract](#)

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

* Tentative Date of Completion ⓘ

09-08-2023 

Users are required to select Tentative Date of Completion.

S#8: Input field name: Tentative Date of Completion

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

* Window Period (Days) ⓘ

5

Users are required to provide window period.

S#9: Input field name: Window Period (Days)

Possible Value: Numeric values only.
 Tool Tip: 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.

← Back **PROCUREMENT (METHOD / PROCEDURE)** Name of Procurement: **Laptops** | Estimated Cost: **PKR.5000000**

* Service ⓘ * Mode of Procurement ⓘ

Non-Consultancy Consultancy National International

* Category of Procurement ⓘ * Procurement Method ⓘ * Procedure ⓘ

Goods Open Competitive Bidding Single Stage Two Envelope

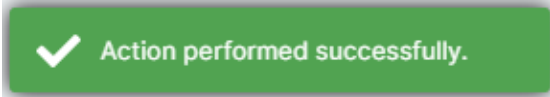
* Tentative Notice Date ⓘ * Tentative Date of Contract ⓘ * Tentative Date of Completion ⓘ

10-07-2023 17-07-2023 09-08-2023

* Window Period (Days) ⓘ Remarks(if any) ⓘ

10 NA

CANCEL SAVE



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.

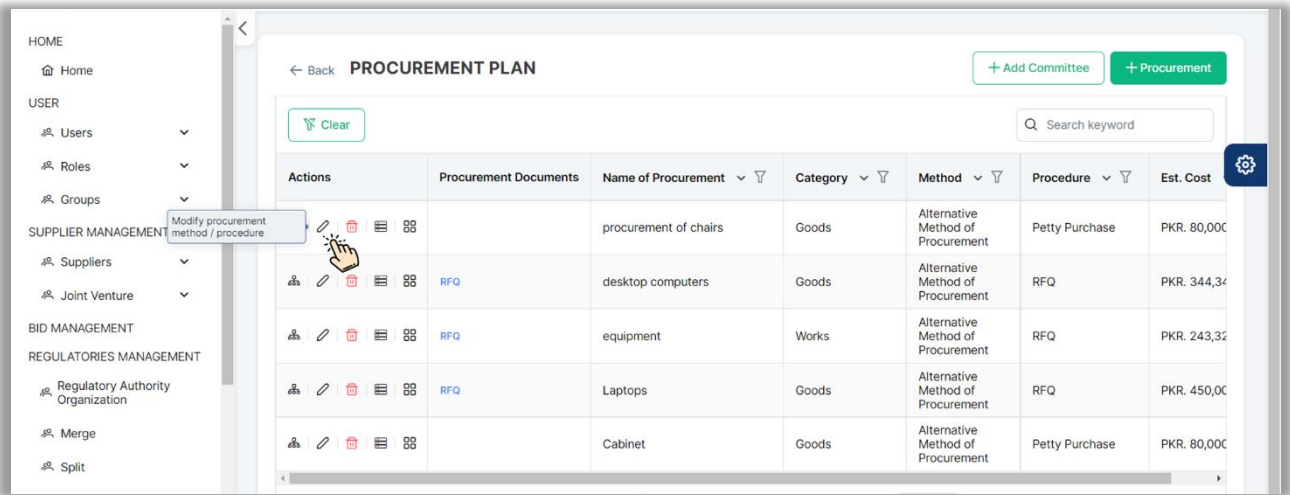
Actions	Procurement Documents	Name of Procurement	Category	Method	Procedure	Est. Cost
		Laptops	Goods	Open Competitive Bidding	Single Stage Two Envelope	PKR. 500,001.00
	PP	Equipments	Works	Alternative Method of Procurement	Petty Purchases	PKR. 89,999.00
	PP	Tables	Goods	Alternative Method of Procurement	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

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:

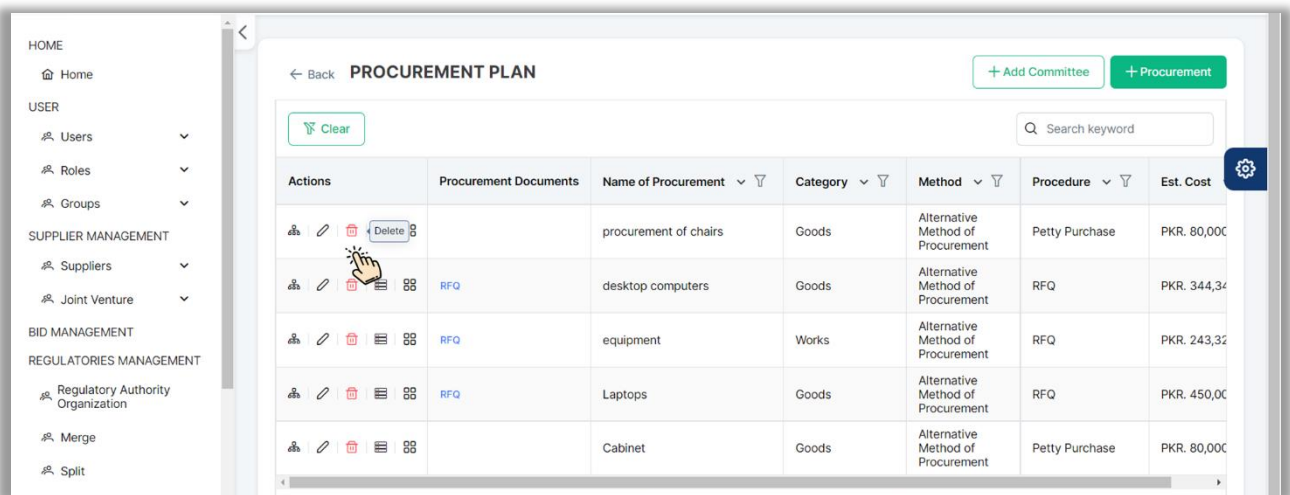
i. To modify procurement activity, click on the first icon from the left.

Actions	Procurement Documents	Name of Procurement	Category	Method	Procedure	Est. Cost
		procurement of chairs	Goods	Alternative Method of Procurement	Petty Purchase	PKR. 80,000
	RFQ	desktop computers	Goods	Alternative Method of Procurement	RFQ	PKR. 344,34
	RFQ	equipment	Works	Alternative Method of Procurement	RFQ	PKR. 243,32
	RFQ	Laptops	Goods	Alternative Method of Procurement	RFQ	PKR. 450,00
		Cabinet	Goods	Alternative Method of Procurement	Petty Purchase	PKR. 80,000

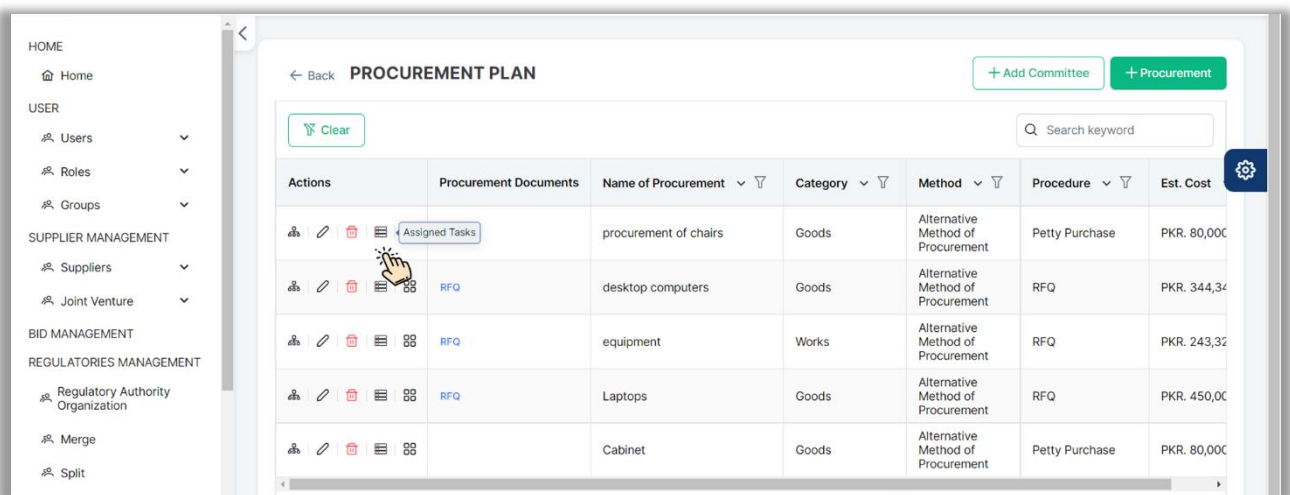
ii. Modify procurement method / procedure by clicking the clicking the pencil icon.



iii. Delete procurement by clicking on the trashcan icon



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



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

The screenshot displays the 'PROCUREMENT PLAN' interface. On the left is a navigation menu with categories: HOME, USER, SUPPLIER MANAGEMENT, BID MANAGEMENT, and REGULATORY MANAGEMENT. The main area features a table with columns: Actions, Procurement Documents, Name of Procurement, Category, Method, Procedure, and Est. Cost. A 'Select Committee' button with a four-squares icon is highlighted in the first row. A hand cursor is pointing at this icon. Other rows include 'desktop computers', 'equipment', 'Laptops', and 'Cabinet', each with an 'RFQ' label. The interface also includes a search bar, a 'Clear' button, and '+ Add Committee' and '+ Procurement' buttons at the top right.

Actions	Procurement Documents	Name of Procurement	Category	Method	Procedure	Est. Cost
Select Committee		procurement of chairs	Goods	Alternative Method of Procurement	Petty Purchase	PKR. 80,000
RFQ		desktop computers	Goods	Alternative Method of Procurement	RFQ	PKR. 344,34
RFQ		equipment	Works	Alternative Method of Procurement	RFQ	PKR. 243,32
RFQ		Laptops	Goods	Alternative Method of Procurement	RFQ	PKR. 450,00
		Cabinet	Goods	Alternative Method of Procurement	Petty Purchase	PKR. 80,000

TRAINING EVALUATION FORMS

4

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 = Poor

2 = Fair

3 = Good

4 = 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 B(1-10) above?	

1.3 Quiz

<p>1. What is the duration of procurement plan?</p> <ul style="list-style-type: none">a. Annualb. Quarterlyc. Monthly
<p>2. How many procurement plan can a user create in the e-PADS?</p> <ul style="list-style-type: none">a. Twob. Threec. One
<p>3. What is high-level categorization of services in e-PADS?</p> <ul style="list-style-type: none">a. Two: Consultancy, Non-consultancyb. Three: Consultancy, Non-consultancy, Professional
<p>4. Name any three alternative methods of procurement?</p> <ul style="list-style-type: none">a. Petty Purchase, RFQ and Direct Contractingb. Negotiated Tendering, RFQ and Open Competitionc. Direct Contracting with state owned entity, RFP and RFQ

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