

***User Manual for Technical Evaluation
Committees and Procurement
Committees***

(e-GP System V2.1)

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1. Provide TEC Recommendations and PC Approval for IFeQ Document

The Invitation for e-Quotation (IFeQ) prepared by the Liaison Officer (LO) of the Procurement Entity (PE) must be recommended by the Technical Evaluation Committee (TEC) and approved by the Procurement Committee.

The LO has to submit the document for approval through the system for online approval and otherwise, LO can get a hard copy of the document and get the required approval manually.

1.1 Open IFeQ document for approval

Logging to the system as TEC chairman/member and follow below path to get the document which are waiting for the approval

Path : Incompletes -> TEC

Procurement State	Action	Version	Title of the Procurement	Reference No	Closing Date & Time	Estimated Value	Procurement Method	Funding	Geographic Location
Cancelled	View	v2	LO Training 07/03/25	202503075692	2025-03-07 13:25:00	Rs.2,500,000.0000 - 2,500,000.0000	Invitation for Quotations / Shopping	Local	Colombo 01

Figure 1 - Open IFe-Q for document approval

User needs to “Agree” to the declaration before attending to give the recommendation to the document. Click the view button to open the document and Click on “Agree” button to agree and start the recommendation process.

Evaluation of e-Quotations

Invitation for e-Quotations / e-Quotation Details -->

Declaration

1. I, appointed for the above contract, fully understand the "commercial-in-confidence" nature of the proceedings of the procurement process and declare that I will not discuss any matters pertaining to the proceedings, including our recommendations with any party other than the other members of the PC and the TEC appointed for this procurement and who are officially involved in the process;
2. I declare that I am in no way linked, associated or involved with any of the potential bidders of the procurement under consideration;
3. At the first instance that I come to know that a participation of any bidder known to me may cause or may be interpreted as a conflict of interest, I will so inform to the appointing authority and request for a replacement;
4. I will maintain strict confidentiality of information throughout the process;
5. I will refrain from receiving any personal gain, what so ever, from any action related to this procurement;

I am fully aware of the responsibilities of the PC and TEC and also the Ethics in Procurement as spelled out in the Procurement Guidelines.

I agree to the following terms

Figure 2 - Agree to the TEC member declaration

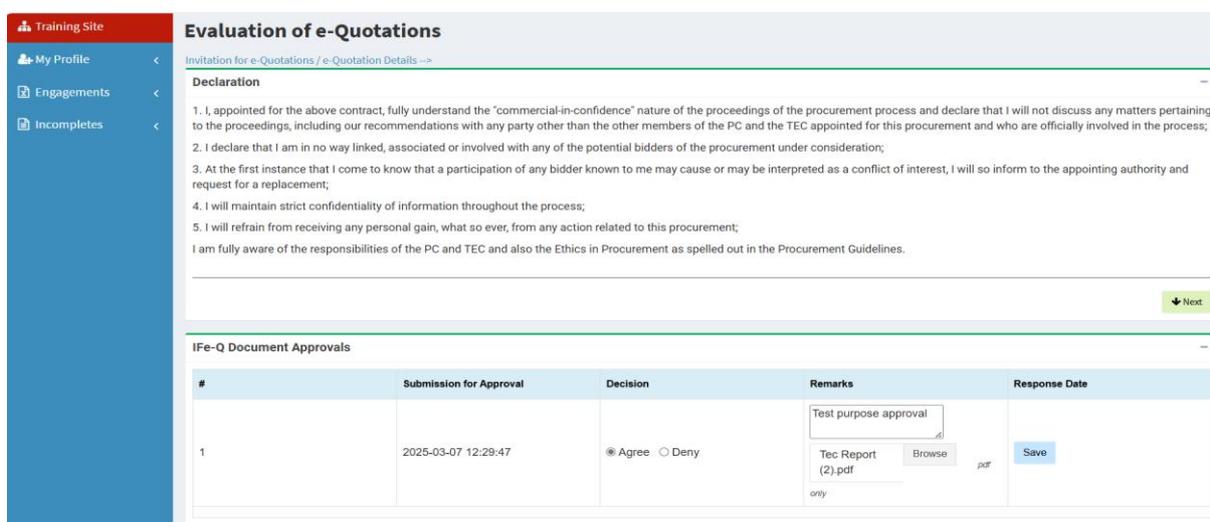
1.2 TEC Approval for iFe-Q document

Upon agreeing to the declaration system will direct you to the document approval. Click on “+” mark at the right end of the IFe-Q Document Approvals to open the document approval section.

The TEC chairman/ member can view the relevant document through the link available at the top of the declaration section [Invitation for e-Quotations / e-Quotation Details -->](#)

After reviewing the document TEC chairman/member can update the result of the committee decision with remarks if available and upload a document to the provided link, If TEC wish to give more information about the decision on the document.

Then save the updated information



The screenshot shows the 'Evaluation of e-Quotations' interface. On the left is a navigation menu with 'My Profile', 'Engagements', and 'Incompletes'. The main content area is titled 'Evaluation of e-Quotations' and contains a 'Declaration' section with five numbered points. Below the declaration is a 'Next' button. Underneath is a table titled 'IFE-Q Document Approvals' with columns for '#', 'Submission for Approval', 'Decision', 'Remarks', and 'Response Date'. The table has one row with a submission date of '2025-03-07 12:29:47' and a decision of 'Agree'. The 'Remarks' column contains a text input field with 'Test purpose approval', a file upload area with 'Tec Report (2).pdf', a 'Browse' button, and a 'Save' button.

Figure 3 - Document approval

1.2 PC Approval for iFe-Q document

Once the TEC save the updates, system passes the document to Procuring Committee (PC) approval and assigned PC should attend to the document in the same way as TEC section described above.

Logging to the system as PC chairman/member and follow the path below to access the relevant document for PC approval.

Path : Incompletes -> PC

Once they open the document member(s) could see the TEC recommendation to the document.

Expand the **Document Approvals** and submit the PC decision on the document as done in the TEC recommendation section. To view the quotation document click the link at the top of the declaration [Invitation for e-Quotations](#).

Document Approvals

#	Submission for Approval	Decision	Remarks	Response Date
1	2025-03-07 12:29:47	<input checked="" type="radio"/> Agree <input type="radio"/> Deny	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> Approved for test purpose </div> <div style="margin-top: 5px;"> <input type="text"/> pdf only <input type="button" value="Browse"/> </div>	-

Committee	Chairperson / Member	Decision	Comment	Decision date
Technical Evaluation Committee	ChairPerson	Agree	Test purpose approval	2025-03-07 13:53:02

Figure 4 - Procurement Committee Approval

By submitting the decision LO will receive the decision and process accordingly.

2. e-Quotation Opening

This activity is required to be completed by the LO. When the e-Quotation **opening time is reached**, LO can select the particular procurement from the **“Closed Procurements”** and view the procurement by clicking **“View”** button.

Training Site

Procurements

New Procurements 0 Active Procurements 0 Closed Procurements 37 Pending Procurements 0 Incomplete Procurements 2

Show 10 entries Search:

Status	Action	Title of the Procurement	Reference No	Closing Date & Time	Estimated Value	Procurement Method	Funding
Bid Opened	Action	Procurement of Computers and Printers	202502255555	2025-02-25 15:40:00	1,500,000.00	Invitation for Quotations / Shopping	Local
Ready to Open	Action	Vendor Training Feb	202502215539	2025-02-24 17:30:00	0.00	Invitation for Quotations / Shopping	Local
Ready to Open	Action	Procurement of Computer & Printers	202502205524	2025-02-24 15:38:00	0.00	Invitation for Quotations / Shopping	Local
Ready to Open	Action	Procurement of Computers	202502205523	2025-02-20 15:40:00	1,500,000.00	Invitation for Quotations / Shopping	Local

Figure 5 - View closed procurement

In the procurement view page, LO could see the **“Open e-Quotation”** button at the top right corner of the page and the LO can execute quotation opening.

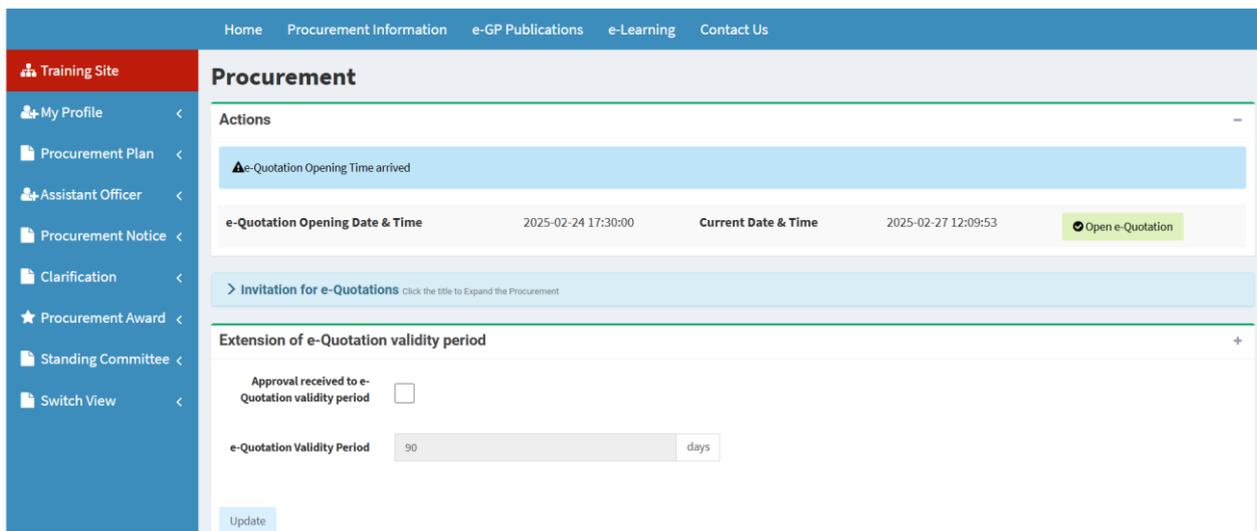


Figure 6 - e-Quotation Opening

2.1 Submit for TEC Evaluation

After the e-Quotation opening, LO is in the position of submitting the e-quotations to TEC for e-Evaluation. To do this, click on the “Submit to TEC”.

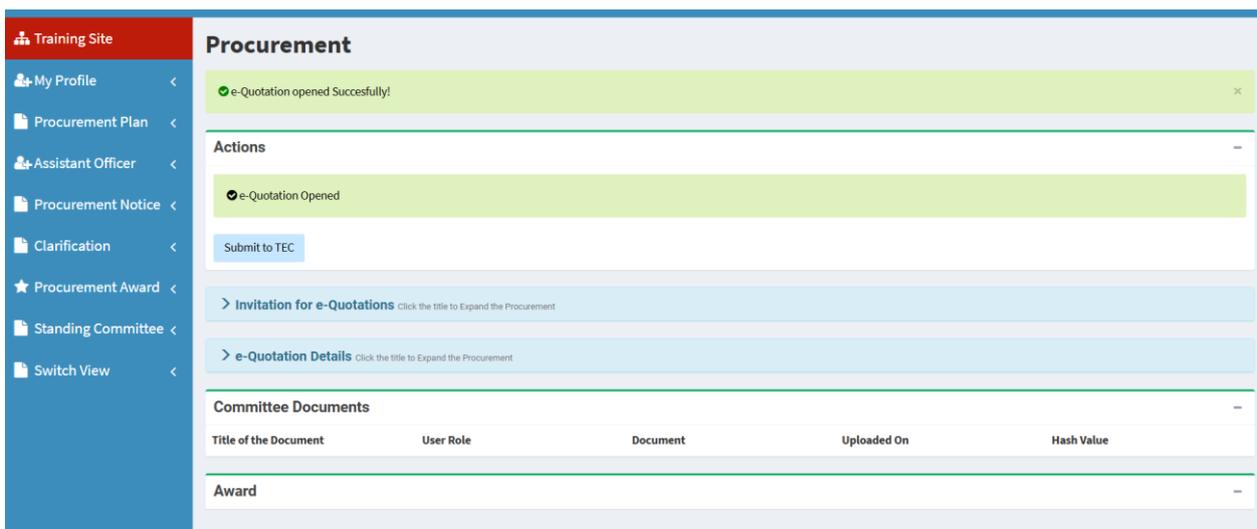


Figure 7 - Submit quotation for TEC Evaluation

LO will receive a message confirming the submission the TEC for evaluation.

Important: Before submitting the e-Quotations to TEC, it is important that the LO to check the TEC and PC committees he had added for this procurement and if there is any change, LO should address it (after getting relevant approval) before clicking the “Submit to TEC” button. **After submission, LO is not in the position to change the TEC and PC members.**



Figure 8 - Submission confirmation

3. e-Evaluation

3.1 Viewing e-Quotations before e-Evaluation

TEC chairperson logging to the system and view the particular quotations available for the evaluation.

Path : Engagements -> TEC

The screenshot shows the 'Technical Member Profile' page with a table of procurement entries. The table has columns for Procurement State, Action, Version, Title of the Procurement, Reference No, Closing Date & Time, Estimated Value, Procurement Method, Funding, and Geographic Location. There are four rows of data, each with a 'View' button in the Action column.

Procurement State	Action	Version	Title of the Procurement	Reference No	Closing Date & Time	Estimated Value	Procurement Method	Funding	Geographic Location
Award	View	v2	Procurement of ITabs 2	202502205456	2025-02-20 10:45:00	Rs.5,000,000.0000 - 5,000,000.0000	Invitation for Quotations / Shopping	Local	Colombo 01
Award	View	v2	Purchase of Computer & Printers	202410164035	2024-10-21 15:15:00	Rs.1,800,000.0000 - 1,800,000.0000	Invitation for Quotations / Shopping	Local	Colombo 02
Bid Opened	View	v2	Procurement of Computers and Printers	202502255555	2025-02-25 15:40:00	Rs.1,500,000.0000 - 1,500,000.0000	Invitation for Quotations / Shopping	Local	Multiple Locations
Bid Opened	View	v2	Procurement of Computers and Printers - A	202502205458	2025-02-20 14:40:00	Rs.1,500,000.0000 - 1,500,000.0000	Invitation for Quotations / Shopping	Local	Colombo 01

Figure 9 - Pick the quotation for evaluation

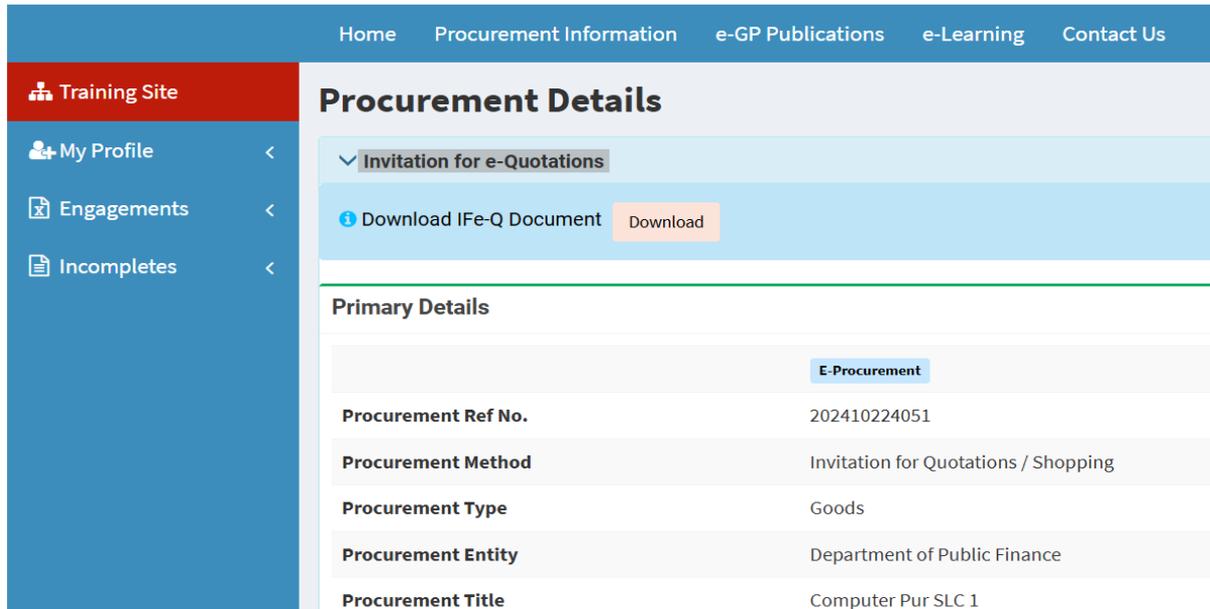
Then click on the particular procurement.

System will direct the user to accept and agree to the TEC/PC declaration to the procurement if the declaration by TEC and PC process described in section 1.1 had not followed for this procurement. Then follow the process of section 1.1 for the declaration.

Viewing IFeQ and e-Quotations Submitted by Vendors

User can click on the “ [Invitation for e-Quotations / e-Quotation Details](#) --> “ at the top of the page and view the e-Quotation document (IFeQ) and Quotations Submitted by Vendors

The “Download” option available to download the document if the member interested to view it as pdf or to have a hard copy.

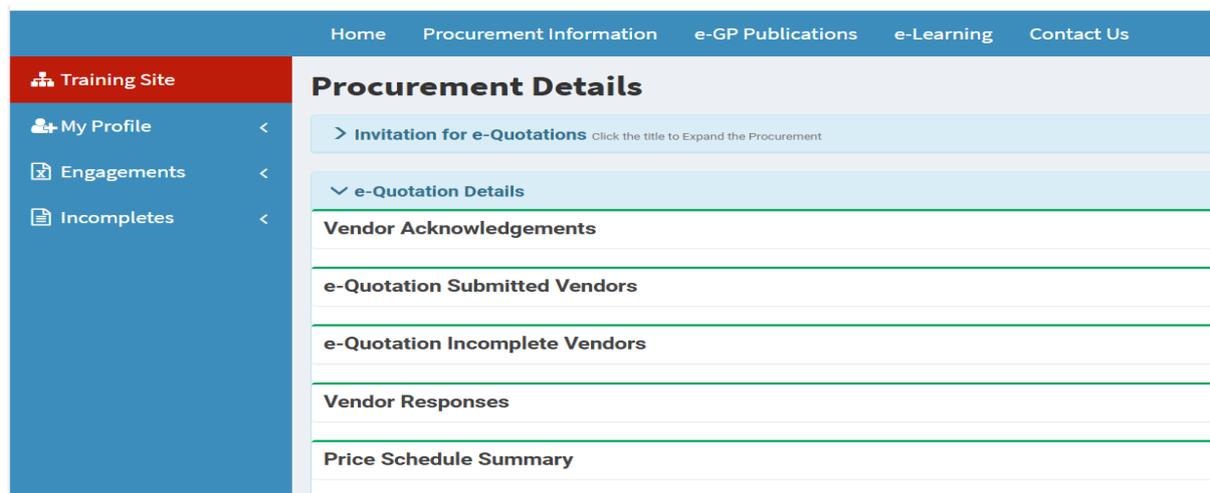


The screenshot shows a web application interface with a blue header containing navigation links: Home, Procurement Information, e-GP Publications, e-Learning, and Contact Us. A red sidebar on the left contains 'Training Site' and a blue sidebar with 'My Profile', 'Engagements', and 'Incompletes'. The main content area is titled 'Procurement Details' and features a dropdown menu for 'Invitation for e-Quotations'. Below this is a 'Download IFe-Q Document' button with a 'Download' label. A 'Primary Details' section follows, containing a table with the following information:

E-Procurement	
Procurement Ref No.	202410224051
Procurement Method	Invitation for Quotations / Shopping
Procurement Type	Goods
Procurement Entity	Department of Public Finance
Procurement Title	Computer Pur SLC 1

Figure 10 - Procurement Details

TEC can view the details of the quotation submissions by clicking the “ [e-Quotation Details](#) “.



The screenshot shows the 'Procurement Details' page with the 'Invitation for e-Quotations' dropdown expanded. Below it, the 'e-Quotation Details' dropdown is expanded, revealing several sections: 'Vendor Acknowledgements', 'e-Quotation Submitted Vendors', 'e-Quotation Incomplete Vendors', 'Vendor Responses', and 'Price Schedule Summary'. Each section is separated by a horizontal line.

Figure 11 - Quotation Submission Details

3.2 Change Permission for Evaluation Data Input

Select the particular procurement from the Engagements.

Path : Engagements -> TEC

Go down in the screen and expand the “Change Evaluation Permission” section

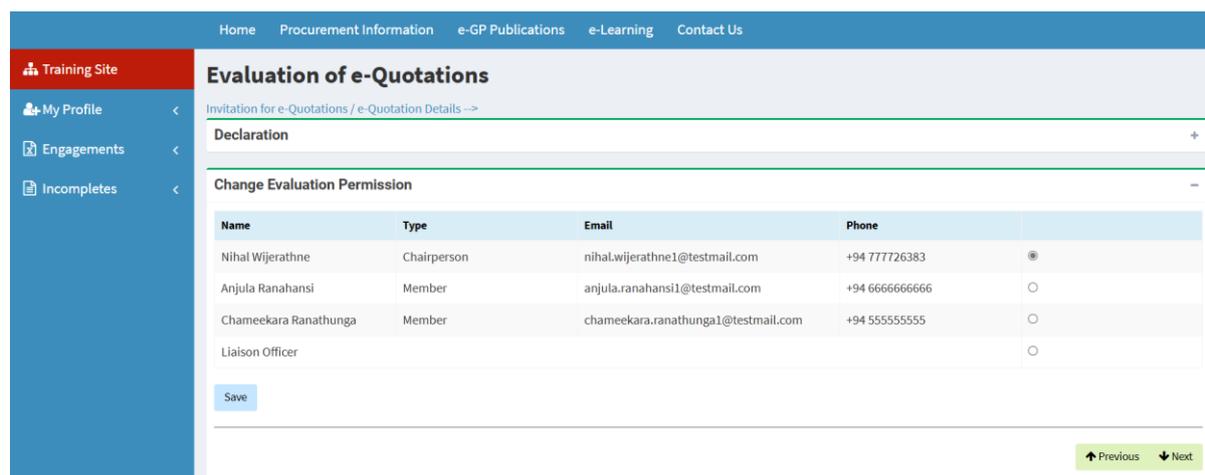


Figure 12 - Change Evaluation Permission

TEC chairperson can assign the permission to input evaluation related data to the system to a member in the committee or the chairperson himself can do it. He can also assign this task to the LO. Click the save button to apply the change and new assigned member can log into the system and access the procurement to update the details as it progresses.

Important: With out the above-mentioned Permission by chairperson, members or LO cannot input evaluation related data.

4. e-Quotation Evaluation Process

e-Quotation evaluation process starts with background information of the quotation to get an awareness of the quotation and its timelines to the TEC.

TEC members can expand each of this section by clicking + mark at the end of the section and read details.

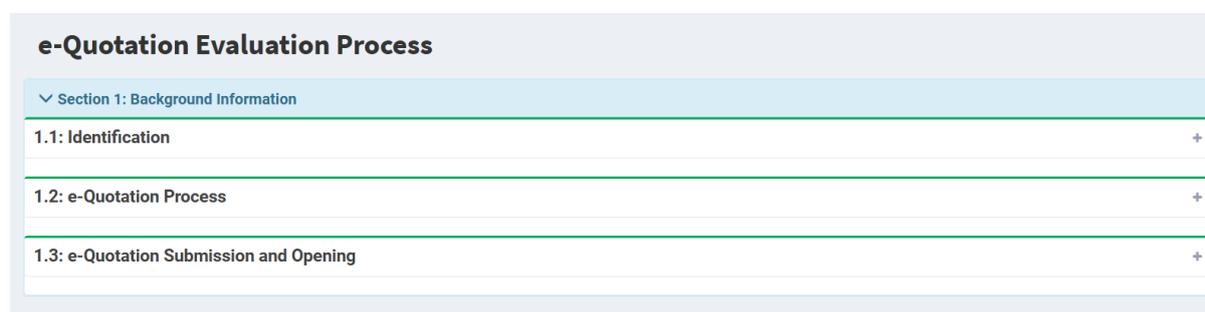


Figure 13 - Background Information

4.1 Price Schedule

TEC can view the quoted prices for the procurement in this section and it appears item wise quoted prices by vendors.

Section 2: Price Schedule

2.1 : Prices quoted (in accordance with the Minutes of the Opening of e-Quotations)

Vendor	Quantity	Unit	Unit Price Excluding VAT	Inland Transportation and Other services	Sub Total	Discount	Price Without VAT after Discount	VAT (VAT amount = 18%)	Total Price with VAT
1	2	3	4	5	6 = 2 * 4 + 5	7	8 = 5 + 6 - 7	9	10 = 8 + 9
Item - LAPTOP COMPUTER									
ABC & Company	40.00	each	185,000.00	0.00	7,400,000.00	0.00	7,400,000.00	1,332,000.00	8,732,000.00
Test Solutions	40.00	each	150,000.00	3000.00	6,003,000.00	2000.00	6,001,000.00	1,080,180.00	7,081,180.00

↑ Previous ↓ Next

Figure 14 - Price Schedule

4.2 Price Schedule Excel format

If TEC is preferred to go with updatable version of the price schedule there is a feature to get price schedule in a downloadable excel and rearrange accordingly to facilitate the evaluation.

To access this feature user need to go to the link in the top of the page “ [Invitation for e-Quotations / e-Quotation Details -->](#) “. Then the procurement details open in a new tab and expand **e-Quotation Details -> Price Schedule Summary**

Engagements < | Incompletes <

e-Quotation Details

Vendor Acknowledgements +

e-Quotation Submitted Vendors +

e-Quotation Incomplete Vendors +

Vendor Responses +

Price Schedule Summary -

1 Item No	2 Description of Goods	3 Vendor	4 Quantity	5 Unit	6 Unit Price Excluding VAT	7 = 4 * 6 Price Without VAT before Discount	8 Inland Transportation and Other services	9 Discount	10 = 7 + 8 - 9 Price Without VAT after Discount	11 VAT (VAT amount = 18%)	12 = 10 + 11 Total Price with VAT
1	LAPTOP COMPUTER	ABC & Company	40.00	each	185,000.00	7,400,000.00	0.00	0.00	7,400,000.00	1,332,000.00	8,732,000.00
		Test Solutions	40.00	each	150,000.00	6,003,000.00	3000.00	2000.00	6,001,000.00	1,080,180.00	7,081,180.00

Download Download

Figure 15 - Price Schedule Summary Download

User could see “Download” buttons at the right side of the screen to download the summary in excel format.

Download 1

In this download user can get the all-quoted prices with all the price component of the procurement and supplier information represent in a single row.

Prices Quoted in accordance with the minutes of the e-Quotations									
All prices are in LKR									
1	2	3	4	5	6=2*4+5	7	8=5+6-7	9	10=8+9
Vendor	Quantity	Unit	Unit Price Excluding VAT	Inland Transportation and Other services	Sub Total	Discount	Price Without VAT after Discount	VAT (VAT amount=8%)	Total Price with VAT
LAPTOP COMPUTER									
ABC & Company	40	each	185,000.00	0.00	7,400,000.00	0.00	7,400,000.00	1,332,000.00	8,732,000.00
Test Solutions	40	each	150,000.00	3,000.00	6,003,000.00	2,000.00	6,001,000.00	1,080,180.00	7,081,180.00

Figure 16 - Price Schedule Summary (Download 1)

Download 2

This download is representing the price summary in columns and each suppliers price will appear in set of columns for each product.

Summary Sheet - 2											
Item No	Description	Unit	Quantity	Test Solutions				ABC & Company			
				Unit Price Excluding VAT	Transport and Other Services	Discount	Price Without VAT After Discount	Unit Price Excluding VAT	Transport and Other Services	Discount	Price Without VAT After Discount
1	LAPTOP COMPUTER	each	40	150,000.00	3,000.00	2,000.00	6,001,000.00	185,000.00	0	0	7,400,000.00

Figure 17 - Price Schedule Summary (Download 2)

4.3 Preliminary Examination of e-Quotations

The e-Evaluation process of the e-GP system is also known as L1 evaluation. This means, price wise lowest bidder will get evaluated first. If the lowest bidder is not responsive 2nd lowest bidder will get evaluated and so forth.

Under Preliminary Evaluation, TEC has to complete the preliminary evaluation section for selected lowest price quoted supplier. Here the TEC need to observe the validity of documents requested by PE against what is submitted by the vendor.

If the documents are acceptable to the requirement, TEC can click on the particular radio button “Yes” to confirm the document.

Need to follow the same for all other compliance requirement and mark them “Yes” or “No” accordingly.

If the TEC decided to disqualify the vendor click on “No” on **Passed for Detailed Evaluation**. Then the system will provide space to put reason for the rejection and fallout the reason.

Section 3: Preliminary Examination of e-Quotations

Preliminary Examination of e-Quotations

General Procedural Requirements		Name/s of Vendors
Items	Item - LAPTOP COMPUTER	
1. Eligibility of the Vendor	Name of the Vendor	Test Solutions
	Registration No. of the Vendor	V000711
2. Authenticity of the e-Quotation	Whether the e-Quotation Submission Form is properly filled and agreed all terms & conditions	Yes
	Whether the e-Quotation is Submitted/Signed by an authorized person	Yes
3. Validity of the e-Quotation	Whether the e-Quotation is valid for the given period	Yes
	Whether the Bid Securing Declaration is properly submitted & agreed (if required only)	Yes
4. Completeness of the e-Quotation	Whether the e-Quotation include all the requested critical documents "As per the invitation of e-quotation IFe-Q"	
	Last Three years performance	<input checked="" type="radio"/> Yes <input type="radio"/> No Download
	Manufacturer's Authorization Form - LAPTOP COMPUTER	<input checked="" type="radio"/> Yes <input type="radio"/> No Download
	Whether the e-Quotation is completed and in comply with the data Sheet 5.1	<input checked="" type="radio"/> Yes
	Comply with the Delivery Period	<input checked="" type="radio"/> Yes <input type="radio"/> No

Deviation/s from e-Quotation Document

Minor Yes No

Major (If yes, explain below) Yes No

Passed for Detailed Evaluation Yes No

3.1: Reasons for rejection of vendor/s

Name of the rejected Vendor	Item Name	Description of Major Deviations	Other Comments of the TEC
Test Solutions	LAPTOP COMPUTER		

Save

Figure 18 - Preliminary Evaluation

Once the above section is completed click on the “Save” button at the lower left corner of the section. Depending on the decision (pass or fail) the evaluation of the vendor go to next level or system will propose the next lowest bidder for preliminary evaluation.

Important: If the Lowest bidder fails the Preliminary Evaluation go back to top of the Preliminary Evaluation and repeat the process for the 2nd lowest bidder which the system automatically select.

Example:

In below example screen you could see three suppliers bid for two items “Laptop Computer” & “Laser Printer”. For both items supplier “HP Laptop” is the lowest bidder and system selected supplier preliminary evaluation accordingly.

Section 2: Price Schedule									
2.1: Prices quoted (in accordance with the Minutes of the Opening of e-Quotations)									
Vendor	Quantity	Unit	Unit Price Excluding VAT	Inland Transportation and Other services	Sub Total	Discount	Price Without VAT after Discount	VAT (VAT amount = 18%)	Total Price with VAT
1	2	3	4	5	6 = 2 * 4 + 5	7	8 = 6 + 6 - 7	9	10 = 8 + 9
Item - LAPTOP COMPUTER									
HP Laptop	15.00	Number	20,000.00	2.00	300,002.00	2.00	300,000.00	54,000.00	354,000.00
ABC & Company	15.00	Number	225,000.00	0.00	3,375,000.00	0.00	3,375,000.00	607,500.00	3,982,500.00
Ayesh QA	15.00	Number	40,000.00	2.00	600,002.00	2.00	600,000.00	108,000.00	708,000.00
Item - LASER PRRINTER									
HP Laptop	5.00	Number	30,000.00	2.00	150,002.00	2.00	150,000.00	27,000.00	177,000.00
ABC & Company	5.00	Number	78,000.00	0.00	390,000.00	0.00	390,000.00	70,200.00	460,200.00
Ayesh QA	5.00	Number	50,000.00	2.00	250,002.00	2.00	250,000.00	45,000.00	295,000.00

Figure 19 - L1 Selection for preliminary evaluation

But in the preliminary evaluation “HP Laptop” was rejected for “Laser Printer” and system suggested second lowest supplier which is “Ayesh QA”.

Section 3: Preliminary Examination of e-Quotations				
Preliminary Examination of e-Quotations				
General Procedural Requirements		Name/s of Vendors		
Items		Item - LAPTOP COMPUTER	Item - LASER PRRINTER	
1. Eligibility of the Vendor	Name of the Vendor	HP Laptop	HP Laptop	Ayesh QA
	Registration No. of the Vendor	V001076	V001076	V001197
2. Authenticity of the e-Quotation	Whether the e-Quotation Submission Form is properly filled and agreed all terms & conditions	Yes	Yes	Yes
	Whether the e-Quotation is Submitted/Signed by an authorized person	Yes	Yes	Yes
3. Validity of the e-Quotation	Whether the e-Quotation is valid for the given period	Yes	Yes	Yes
	Whether the Bid Securing Declaration is properly submitted & agreed (if required only)	Yes	Yes	Yes
4. Completeness of the e-Quotation	Whether the e-Quotation include all the requested critical documents "As per the invitation of e-quotation IFe-Q"			
	TRC Certificate	Yes	Yes	Yes
	Warranty Information (LAPTOP COMPUTER)	Yes		
	Whether the e-Quotation is completed and in comply with the data Sheet 5.1	Yes	Yes	Yes
	Comply with the Delivery Period	Yes	Yes	Yes
Deviation/s from e-Quotation Document				
	Minor	No	No	Yes
	Major (If yes, explain below)	No	No	No
Passed for Detailed Evaluation		Yes	No	Yes

Figure 20 - 2nd Lowest selection

TEC has to complete preliminary evaluation until a supplier selected to particular bid or lot. If all the bidders are rejected detail evaluation process is not available since there is no information to evaluate. Otherwise, selected vendors take into the detail evaluation.

4.4 Detail Evaluation

The selected suppliers take into the detail evaluation based on the document select at the 5.1 of data sheet by the PE. Individual item wise technical & other factors asses in this section. Complete the section by filling required details for all items.

Click on the item and then click on the selected vendor to evaluate supplier response on the item.

Section 4: Detailed Evaluation & Comparison of e-Quotations

4.1 Schedule of Compliance with Technical and Other Factors as per ITV 17 of IFe-Q:

▼ LAPTOP COMPUTER Click the title to Expand

▼ HP Laptop / V001076 Click the title to Expand

▼ Uploaded Documents Click the title to Expand

▼ Other Factors for Evaluation Click the title to Expand

▼ Technical Responsiveness Click the title to Expand

Figure 21 - Detail evaluation of the supplier

Expand each link related to the technical and other factors of the item and fill the information appropriately. Make sure to update the final decision and save the update

The following summary sheet will be filled only after the evaluation is completed for all above vendors

Purchaser's Requirement as per the IFeQ	Name of the Vendors				
	HP Laptop				
Technical Responsiveness					
RAM <input checked="" type="radio"/> Mandatory					
Minimum Requirements: 32GB	<table border="1"> <thead> <tr> <th>Recommendation</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td></td> </tr> </tbody> </table>	Recommendation	Comment	Yes	
Recommendation	Comment				
Yes					
Speed <input checked="" type="radio"/> Mandatory					
Minimum Requirements: 3.2GHZ	<table border="1"> <thead> <tr> <th>Recommendation</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td></td> </tr> </tbody> </table>	Recommendation	Comment	Yes	
Recommendation	Comment				
Yes					
Other factors for Evaluation					
Warranty Information	Yes				
Substantial Responsiveness as per the datasheet 17.3	<input checked="" type="radio"/> Yes <input type="radio"/> No				
Save					

Figure 22 - Technical Responsiveness

4.5 Summary of the Detailed Evaluation & Comparison of e-Quotations.

Summary of the detailed evaluation can be seen at this section as below.

4.3 Summary of the Detailed Evaluation & Comparison of e-Quotations

Item	Name of Vendor	Need Post Qualification as per the IFeQ
Item - LAPTOP COMPUTER	HP Laptop	<input type="radio"/> No
Item - LASER PRRINTER	Ayesh QA	<input type="radio"/> No
Save		
↑ Previous ↓ Next		

Figure 23 - Detail evaluation summary

If the TEC request post qualification here then PE need to evaluate the post qualification manually and update the result in next section.

Post Qualification Verification for Substantially Responsive Lowest Evaluated Vendor

Item - LASER PRRINTER

Name of the Selected Vendor: Ayesh QA

Requirements as per datasheet clause no 17.4	Bidders Qualification Explained in adequate detail, accompanied by calculations if any	Acceptability
Recommended for Award	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Save

Previous Next

Figure 24 - Recommendation for post qualification

4.6 Proposed Award

This section gives the final summary of the TEC decision and request to complete the process.

Section 6: Proposed Award

Proposed Award

Item	LAPTOP COMPUTER	LASER PRRINTER
Lowest evaluated responsive Vendor		
Name	HP Laptop	Ayesh QA
Address	Colombo,Colombo 01, Colombo,Western,Sri Lanka	123 road,test road,Kalutara,Kalutara,Western,Sri Lanka
If bidder is not the manufacturer, please give Manufacturer detail.		
Name		
Address		
Principle country (ies) of origin of goods/materials.	Afghanistan	Afghanistan
Price/s after discount, without VAT (As per the e-Quotation Opening Minutes)	300,000.00	250,000.00
VAT	54,000.00	45,000.00
Proposed Award Price/s (with VAT) in figures	354,000.00	295,000.00
Proposed Award Price/s (with VAT) in Words	THREE HUNDRED FIFTY FOUR THOUSAND	TWO HUNDRED NINETY FIVE THOUSAND

Complete Evaluation

Figure 25 - Completing TEC Evaluation

Important: Once TEC complete the evaluation process the TEC Evaluation Report gets generated by the system and user can download it. After downloading get a printout of the TEC report. TEC chairperson and all members must sign in the relevant section of this document with their individual recommendation on the selected supplier.

4.7 Submit to PC

Upload the signed TEC report in the relevant section and submit the report to PC.

Section 7: Upload signed Tec Report

Upload signed Tec Report

File * Only pdf can be uploaded.

Title of the document *

Uploaded Reports

Title of the Document	User Role	Document	Uploaded On	Hash Value

Figure 26 - Submit to PC

5. Procurement Committee Approval

5.1 View Procurement

Procurement committee chairperson needs to logging to the system and select the required procurement from “Engagements”. Use below path to access the document.

Path: Engagements -> PC -> View

If the PC has not agreed to the declaration in the document approval level it is required to agree to the document before proceeding to the evaluation. (Please refer the section 1 for the details)

Home Procurement Information e-GP Publications e-Learning Contact Us

Training Site

My Profile <

Engagements <

Incompletes >

TEC

PC

Clarification <

Procurement Committee Procurements

Show 10 entries

Search:

Procurement State	Action	Version	Title of the Procurement	Reference No	Closing Date & Time	Estimated Value	Procurement Method	Funding	Geographic Location
Cancelled	View	v2	LO Training 07/03/25	202503075692	2025-03-07 13:25:00	Rs.2,500,000.0000 - 2,500,000.0000	Invitation for Quotations / Shopping	Local	Colombo 01

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 27 - Getting Procurement for PC Evaluation

PC committee can see the details of the quotation through the link at the top left of the page “**Invitation for e-Quotations**”

5.2 Change Permission

If the procurement committee decided to change the system update permission “Chairperson” can give the permission to the desired person in this section.

Responsibility to update the system along with the committee decisions is bound to the person who is given the permission by the chairperson.

Change Evaluation Permission				
Name	Type	Email	Phone	
Nihal Wijerathne	Chairperson	nihal.wijerathne@testmail.com	+94 777726383	<input checked="" type="radio"/>
Anjula Ranahansi	Member	anjua.ranasansi@testmail.com	+94 6666666666	<input type="radio"/>
Chameekara Ranathunga	Member	chameekara.ranathunga@testmail.com	+94 5555555555	<input type="radio"/>
Liaison Officer				<input type="radio"/>

[Save](#)

Figure 28 - Change Permission

5.3 View Document Approvals

Procurement committee can observe the prior approvals given to the particular procurement document in this section. It contains the approvals for the document by TEC & PC respectively.

Document Approvals				
#	Submission for Approval	Decision	Remarks	Response Date
1	2025-03-11 13:37:14	Agree		2025-03-11 15:13:38
Committee	Chairperson / Member	Decision	Comment	Decision date
Technical Evaluation Committee	ChairPerson	Agree		2025-03-11 15:10:19
Procurement Committee	ChairPerson	Agree		2025-03-11 15:13:38

[Previous](#)

Figure 29 - Document Approval

5.4 e-Quotation Details

Procurement committee can view the detail of the quotation with suppliers’ responses in this section. By expanding the “e-Quotation Details” following section appears to go through for the decision making.

e-Quotation Details	
Vendor Acknowledgements	+
e-Quotation Submitted Vendors	+
e-Quotation Incomplete Vendors	-
Vendor Responses	+
Price Schedule Summary	+

Figure 30 - Quotation Details

Right end of each section has “+” mark to expand the section and user can view the suppliers’ responses and the price schedule summary to assess the TEC decision on the procurement. User can download the price schedule summary if required in excel format for the reference as desired.

5.5 TEC Report

TEC Report is available here to download and checked by the PC.

Title of the Document	User Role	Document	Uploaded On	Hash Value
TEC Compliance Report Final	Technical Evaluation Committee	Download	2025-03-12 10:50:01	1ea5824d6f07ae8cd77cddb54b098d893d3f007ed8f095330fc3cd044e20da

Figure 31 - TEC Report

5.5 PC Approval

Procurement committee's final decision needs to be provided here by PC and save the decision.

Item	Quantity	Proposed award price (without VAT)	VAT	Proposed award price (with VAT)	TEC Recommendation	PC Decision	Award Price
DESKTOP COMPUTER	10.00 Number	1,500,000.00	270,000.00	1,770,000.00	Test Solutions	<input checked="" type="radio"/> Agree <input type="radio"/> Disagree	1,500,000.00
Laser Printer	5.00 Number	977,000.00	175,860.00	1,152,860.00	Test Solutions	<input type="radio"/> Agree <input checked="" type="radio"/> Disagree ABC & Company Not Award	977,000.00

Figure 32 -PC Approval

Accordingly, if the committee decides to “Disagree” for the current TEC recommendation system will give an option to select a different supplier. As PC can view all the quotations submitted by bidders PC is in the position of taking a such decision.

5.6 Minutes of the Procurement Committee Meeting

Minutes of the Procurement Committee Meeting

Nature of the Procurement Committee	Departmental Procurement Committee (DPC)	
Name of the Procurement Entity	Department of Public Finance	
Title of Procurement	Procurement of Computers 2025	
Meeting No.	Test purpose meeting	
Date & Time	<input type="text" value="2025-03-12"/>	<input type="text" value="13:15"/>
Purpose	<input type="text" value="Select a supplier for the BID"/>	

Members of the TEC

1	Nihal Wijerathne	Chairperson
2	1936 Dr.Ashan Wijerathna	Member
3	Lokith Perera	Member

Main Observations of the Procurement

The summary of key observations may be outlined here. The details can be attached by making references. Some essential information that should be listed below are:

Proceedings of the meeting and comments on follow up action from previous meeting (if any)

Comments (if any) on presence and absence of PC/TEC members

Comments on entire procurement process (d) Any special features/methods adopted

Summary of the Decisions taken	DESKTOP COMPUTER	Laser Printer
Statement on agreement or disagreement with TEC recommendation/s	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Name and address of lowest evaluated substantially responsive bidder qualified to perform the contract	Test Solutions No 1, Lotus Road, Colombo 01, Colombo, Western, Sri Lanka	ABC & Company No. 187/3, Etgala, Katana, Negombo, Gampaha, Western, Sri Lanka
Contract Amount (LKR)	1,500,000.00	977,000.00
VAT	270,000.00	175,860.00
Contract Amount (LKR) with VAT	1,770,000.00	1,152,860.00
Justification (if required) for their decision/s	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Add Argue case – why not give to lowest bidder etc.,	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

Committee Reports

File * Browse Only pdf can be uploaded. Title of the document *

Figure 33 -Minutes of the committee

The procurement committee has to complete the minutes section and save them to create the “Procurement Committee Minute”. Once save button clicked the system provides a link button Procurement Committee Minutes to access the minutes of the PC.

Download the document by clicking the link button and after verifying the information upload the same (.PDF) to the provided space for the committee report.

LO can access the final result of the decision of awarding and download if required and act according to the decision in the minutes.

Procurement				
Actions				
> Invitation for e-Quotations Click the title to Expand the Procurement				
> e-Quotation Details Click the title to Expand the Procurement				
Committee Documents				
Title of the Document	User Role	Document	Uploaded On	Hash Value
PC Compliance Report Final	Procurement Committee	Download	2025-03-12 13:49:10	951bcf96158e9aff26a6a5b712bdd591e0f4d3a72218eead6c37a949d762eb53
TEC Compliance Report Final	Technical Evaluation Committee	Download	2025-03-12 10:50:01	1ea5824d6f07ae8cd77cddbb54b098d893d3f007ed8f095330fc3cd044e20da

Figure 34 - Decision of awarding