User Manual for Liaison Officer

e-GP Version 2.1

Contents

1. GETTING STARTED

- Open the Web Browser and enter the following URL in the address bar. (The site is best viewed in Google Chrome, Mozilla Firefox, or Microsoft Edge)
- Access to the https://promise.lk website.

1.1. HOME PAGE

The user will be directed to the home page of the system as shown in *Figure 1*.

Figure 1 - Home Page

2. PROCURING ENTITY REGISTRATION

2.1. REGISTRATION PAGE – PROCURING ENTITY

All the Government Procuring Entities that wish to use the e-GP system will have to register with the system.

As per the Public Finance Department Circular 08/2019 on "Implementation of e-GP in Sri Lanka" the head of the organization should nominate and authorize a liaison officer to register in the e-GP system and liaise procurement-related activities through the e-GP system. The organization can have one or several liaison officers as per the requirements. Liaison officers once registered can add assistant liaison officers to the e-GP system.

- In the menu bar as in *Figure 2*, select "Registration".
- Next, select "Procuring Entity" as shown in *Figure 2*.

Figure 2 - Directing to the Procuring Entity Registration Page

- Now the Procuring Entity will be directed to the "Procuring Entity Registration page".
- The Procuring Entity will have to fill in the form displayed in *Figure 3* shown below.

Procuring Entity Registration

Details of Entity

Procuring Entity Type *	Select ▾
Procuring Entity Level *	Select ▾
Provincial Councils *	Select ▾
Procuring Entity Level *	Select ▾
Designation of the Head of the Procuring Entity *	[ ] ❓
Address *	Sri Lanka ▾
	Street Line 1
	Street Line 2
	City ▾
	Province
	Postal Code
Personal Land Phone 1 *	94	112843236
Official Email *	Email ❓
Business registration Number (If applicable)	Business registration Number ❓
VAT Registration No (If applicable)	VAT Registration No ❓

Details of Liaison Officer

Title *	Select ▾
Procurement Liaison Officer *	Name ❓
Designation *	Designation
Title *	Select ▾
Procurement Liaison Officer *	Name ❓
Designation *	Designation
NIC *	NIC
Mobile Phone with Country Code *	94	712345678 ❓
Email *	Email ❓

Terms of use *   ☐ I agree to the following terms.

The officer appointed by the Head of the Organization (Ministry, Department, Special Spending Units or the State Own Enterprise) as the Liaison Officer (LO) to coordinate with Ministry of Finance on e-Procurement activities shall be responsible to enter the correct information to the Government's e-Procurement System (PROMISe). The PROMISe system and Ministry of Finance shall not be responsible for any consequences might take place on inputting wrong, fraudulent or misleading information to the PROMISe system by the LO or/ and the officer(if any) to whom the LO delegates his due functions on managing affairs with PROMISe. However, Head of the Organization is accountable for overall functions in the e-GP system

See more

Register

*Figure 3 - Procuring Entity (PE) Registration Page*

2.1.1. FILL PROCURING ENTITY REGISTRATION FORM
Path: Registration → Procuring entity

2.1.1.1. DETAILS OF ENTITY

Procuring Entity Type

You are required to select the Procuring Entity Type as a Government institution or Provincial Council.

Figure 4 - Procuring Entity Type

Procuring Entity Level

You are required to select the Procuring Entity Level.

Figure 5 - Procuring Entity Level

Provincial Councils

You are required to select the Provincial Councils.

Figure 6 - Provincial Council

Name of the Procuring Entity

You are required to select the name of the procuring entity.

If your Procuring Entity is not listed here, request to add your organization by clicking "Click here".

Figure 7 - Name of the Procuring Entity

2.1.1.2.   REQUEST NEW ORGANIZATION

You are required to fill out this form to request a new organization.

Figure 8 - Request New organization.

After filling in the form submit it. If you successfully complete the form, you will get this message.

Figure 9 - The message when successfully submit the new organization form.

Then, the Admin of the e-GP Secretariat will confirm your organization. After that, you can select the new organization name and fill out the form.

Designation of the Head of the Procuring Entity

You are required to type the Designation of the Head of the Procuring Entity.

Figure 10 - Designation of the Head of the Procuring Entity

Address

You are required to type the Address as streets 1 and 2. Then select the city and it automatically fills the province according to your city.
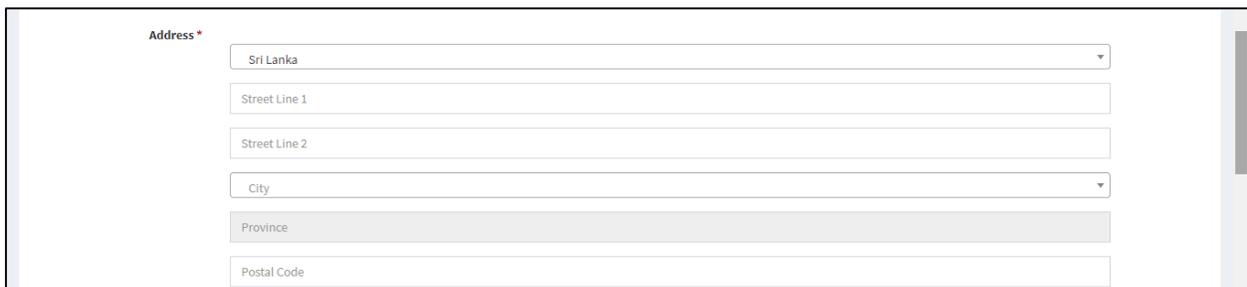
Figure 11 – Address.

Personal Land Phone 1 / Official Email / Business Registration Number / VAT Registration No

You are required to type Personal Land Phone 1 and Official Email. (The official email should be accessible by the head of the organization. Once the liaison officer submits this form the head of the

organization will receive an automated letter from the e-GP system requesting the Head of the organization authorization for e-GP secretariat to approve liaison officer registration.)

You can type Business Registration Number and VAT Registration Number if applicable.
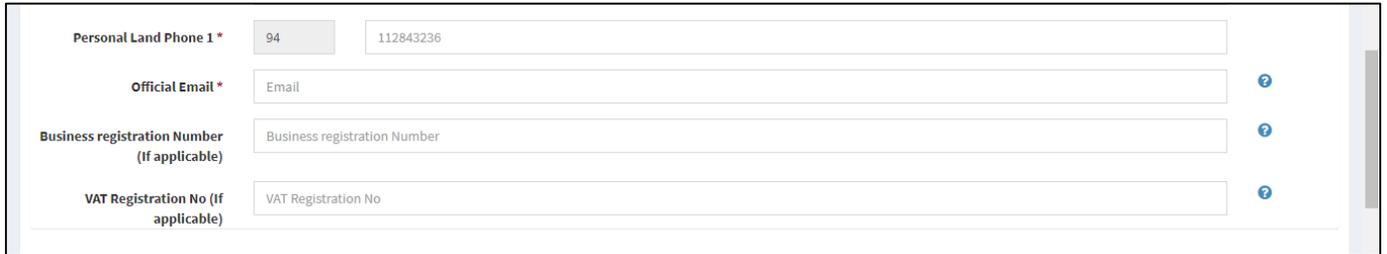
Figure 12 - Personal Land Phone 1 / Official Email / Business Registration Number / VAT Registration No

2.1.1.3.   DETAILS OF LIAISON OFFICER

In this section, you are required to fill in Liaison Officer details.
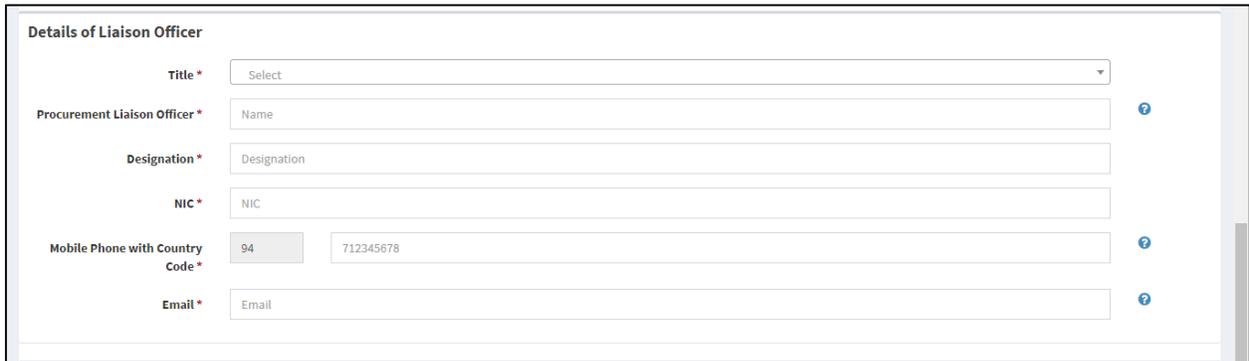
Figure 13 - Details of Liaison Officer

Terms of use

You are required to tick the check box if you agree to the Terms of Use of the e-GP System to continue with the registration.

Figure 14 - Terms of use.

Finally, after agreeing to the Terms of Use

- Click the "I'm not a robot" box.
- Click "Register" button. *(Figure 15).*

Figure 15 - CAPTCHA verification.

After registration is completed successfully the system displays the following message as shown in *Figure 16*.

Figure 16 - The message when successfully register as Procuring Entity

Once the procuring entity has registered, they will receive an email stating that they have registered with the system successfully.
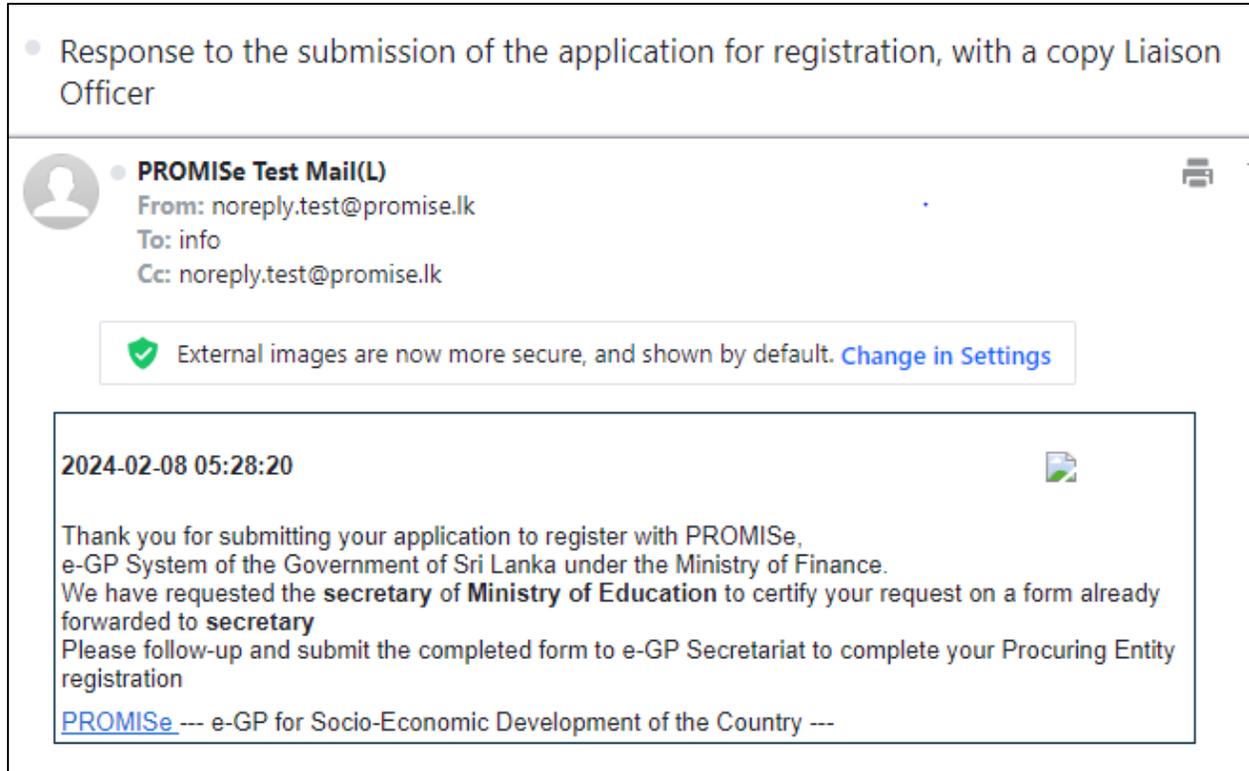

Figure 17 - Email after clicking the registration button.

2.1.1.5.   *EMAIL WITH THE AUTOMATED LETTER TO HEAD OF THE ORGANIZATION*

Once the liaison officer submits this form, the head of the organization will receive an automated letter from the e-GP system requesting the Head of the organization authorization for e-GP secretariat to approve liaison officer registration.

It should be duly completed by the head of the organization and emailed to promise@pfd.treasury.gov.lk

2.1.1.6.   *EMAIL RECEIVED AFTER APPROVING THE PROFILE*

The procuring entity will receive an email with login credentials. This will happen after the e-GP Secretariat approves the registration of the liaison officer.

Figure 18 - Email received after approving the profile.

Please watch the Procuring Entity registration video for more details.

3. LIAISON OFFICER

3.1. LOGGING INTO THE SYSTEM AS A LIAISON OFFICER

After the successful registration on the liaison officer's part, when the Administrator enables the liaison officer account, an email will be sent to the address associated with the account, containing the login credentials (username and password).
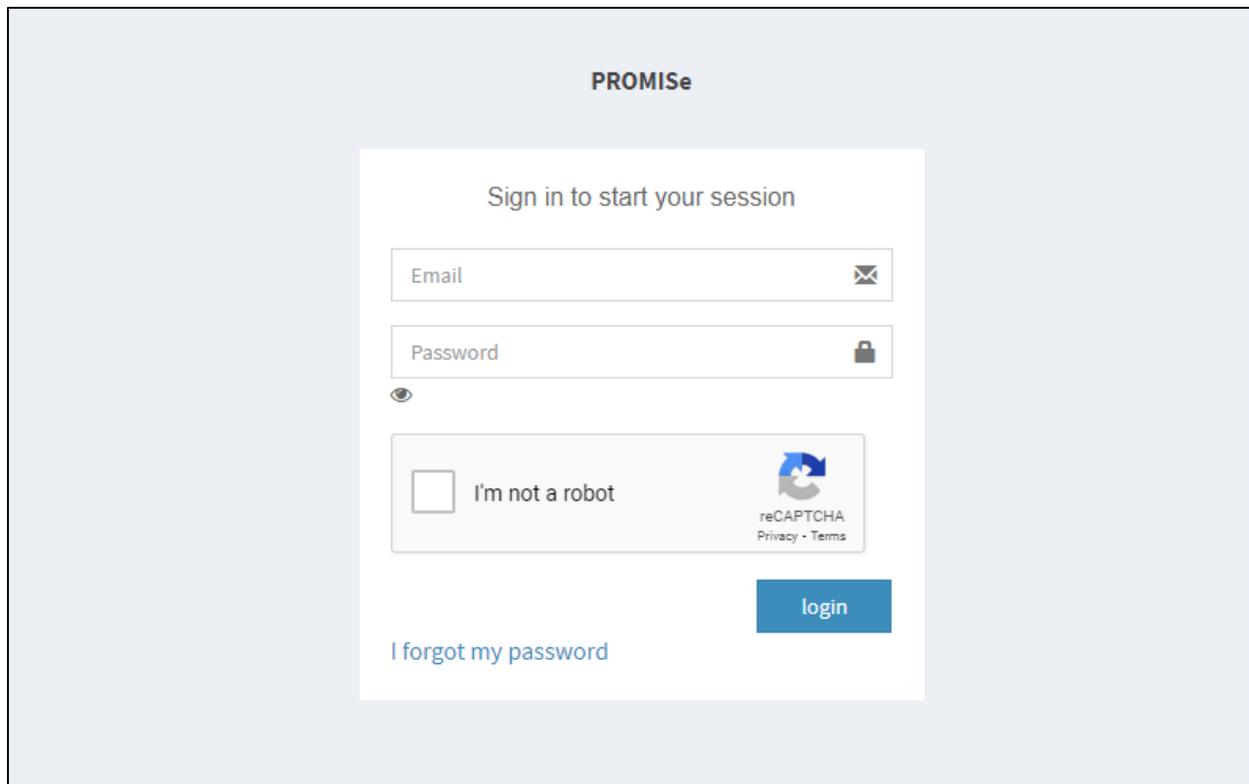
Figure 19 - Login Page

Notes on logging issues

- If you have forgotten your password, click on the link "I forgot my password".
- Then enter your email to reset the password and click on the "Send" button.
- If the email is registered in the system, you will get a password reset link to your email.

After logging in to the system as a liaison officer can view his profile *Figure 20*
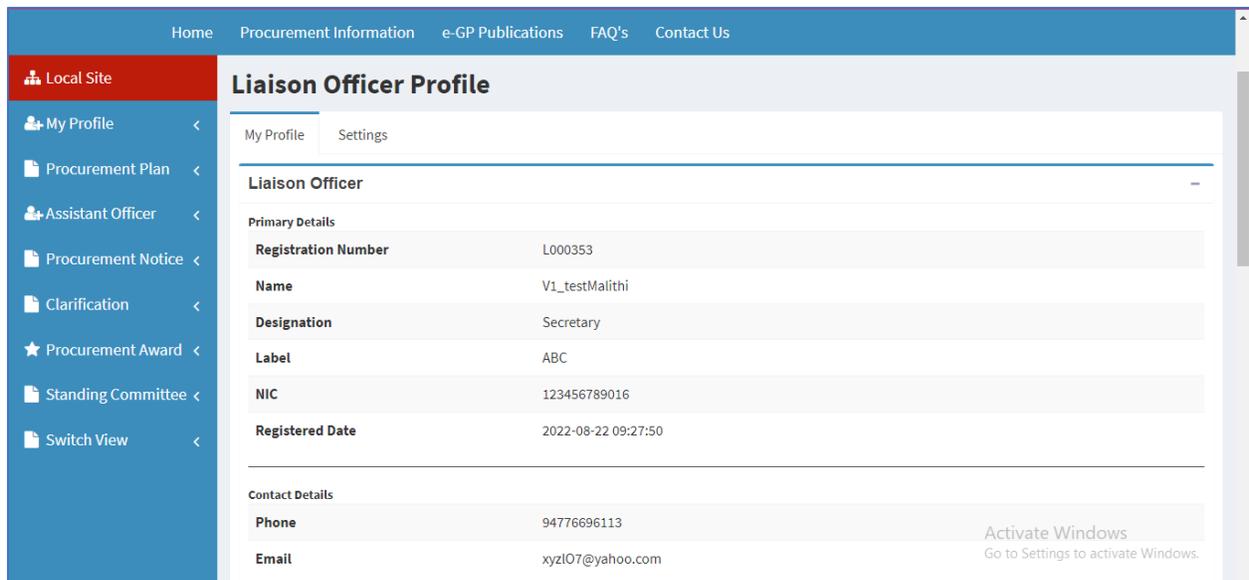
Figure 20 - Liaison officer profile.

3.2. CHANGE YOUR LOGIN PASSWORD
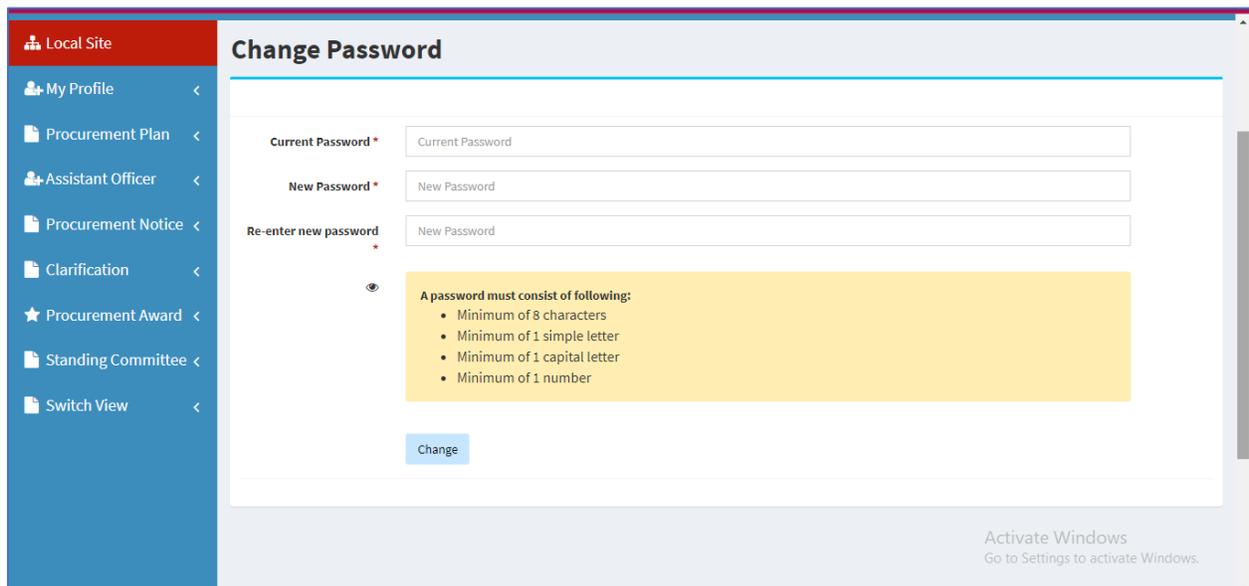
Figure 21 - Change password.

1. When you receive the login credentials via email or SMS, log in using the password sent.
2. Then you will be directed to a screen where you get the opportunity to change your password.
3. Enter the password you received via email as the current password and enter the new password in the other two fields.

3.3. ADDING ASSISTANT OFFICERS (SUB LIASION OFFICERS) TO THE SYSTEM

Path: Assistant Liaison Officers → Add user.

1. Log in to the system as a liaison officer.
2. Then click on Add user.
3. Fill in the relevant details and click 'Register'.

Figure 22 - Adding new assistant officer form.

3.4. APPROVE ASSISTANT LIAISON OFFICERS

1. Click on Assistant Liaison Officers →View Pending Officers.
2. If the details are correct, confirm the assistant LO.
3. It will pop up an alert asking whether to confirm or cancel. Click either one of the buttons.

Figure 23 - Pending Assistant Officer

3.5. EMAIL RECEIVED AFTER APPROVING THE PROFILE OF THE ASSISTANT LIAISON OFFICER

The assistant liaison officer will receive an email with a password to log in.
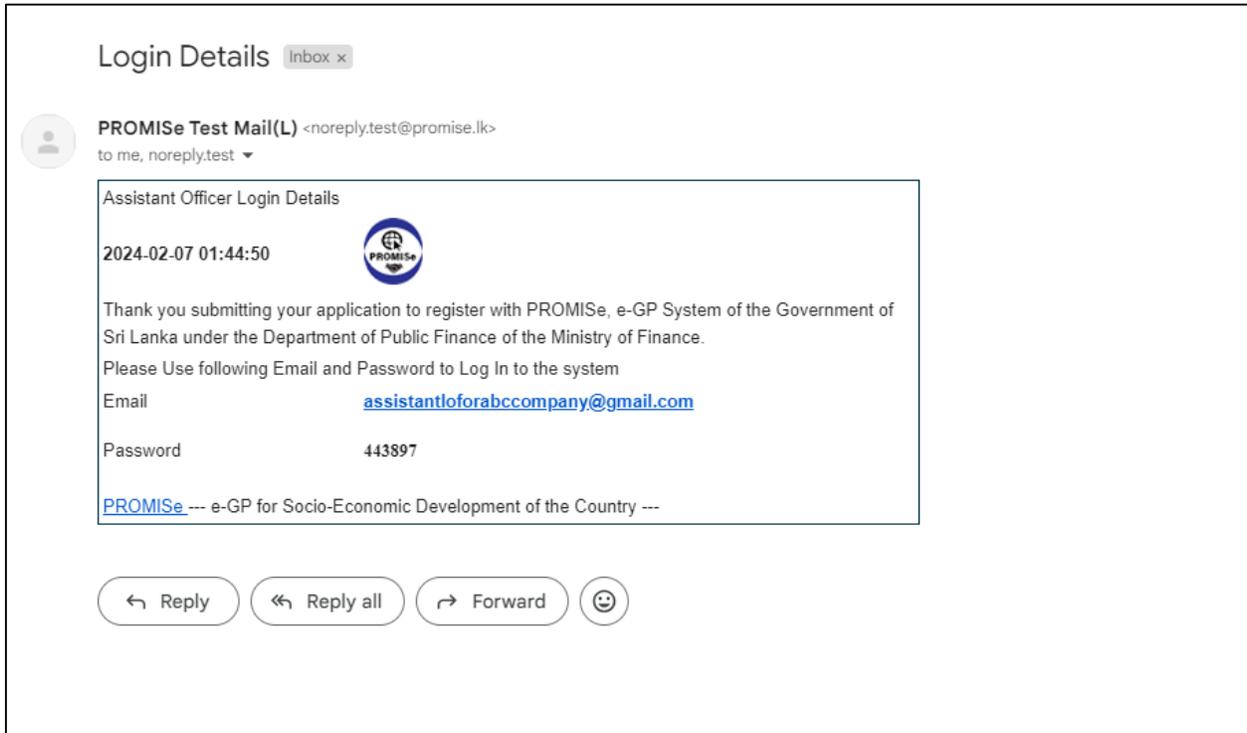
Figure 24 - Email after approving the ALO profile.

3.6. VIEW ASSISTANT LIAISON OFFICERS

Path: Assistant Liaison Officers → View Officers

You can view the assistant liaison officers you add.

Figure 25 - View ALO

3.7. ADDING PROCUREMENT NOTICE

You can publish a manual procurement notice for your item. For a manual procurement notice, vendors cannot bid through the system.

Path: Click Procurement Notice → Add new.

1. Enter the title of the procurement and Bid no.
2. Select the "Bidding process start date and time". Bidders can start the bidding process only after this date and time. Then select "Notice to be displayed onwards" date and time. The procurement notice you are publishing now will be displayed to the public only after this date and time. Then select the Bid closing and Bid opening date and time.
3. Select the procurement method from the drop down.
4. Select the procurement category, funding source and geographic location for the delivery of goods, Works to be executed or Services to be provided. If the delivery location is more than one, select multiple locations.
5. Add a brief description of the procurement. If there is a bidding document fee applicable you may have to inform in here with the payment options. So, the suppliers can make the payment and attach the receipt to the bid submission.
6. Select the CPV code for the related goods works or services by clicking this button "Update CPV" CPV stands for Common Procurement Vocabulary. It is a categorization of Goods works and services with a code for the category which includes the item you want to procure. Type the name of the goods works or service and click search. Then the system will highlight related CPV codes and select them by ticking the check box. Click the submit button which is at the bottom of the screen.
7. You can upload a PDF file. You can upload multiple documents if required. Then enter the title of the document.
8. You can click on the publish button and if it successfully uploaded without any error, it displays a message as "Success".

Figure 26 - Procurement Notice

3.8. VIEW PROCUREMENT NOTICE

Path: Procurement Notice -> View Notice

You can view added procurement notices. There are 4 tabs in the view notice screen.

1. New Notice – Newly added manual procurement notices can be viewed.
2. Active Notice – The notices that are active now. Time have not expired yet, and bidders should bid to procurement in this time.
3. Expired Notices– Closed notices. The bid closing date and time have expired. Therefore, vendors can't bid.
4. Pending Notices – Notices are yet to be published.

Figure 27 - View procurement notice

3.9. ADDING PROCUREMENT AWARD

Path: Procurement award → Add New

You can add awards by the system also.

Figure 28 - Adding procurement award.

You can add procurement awards to the e – e-procurements, manual procurement notices, and procurements that are not in the system.

3.9.1. IN THE SYSTEM AS AN E-PROCUREMENT

In this process, you can add awards to the procurements that are only in the system.

1. Select The Procurement is "**In the system as an e-procurement**." Option.
2. Select Title of the Procurement / Description from the dropdown.

Figure 29 - Title of the procurement.

3. You can view the procurement details by clicking "View Procurement".
4. Add Contract File Number. This should be your file number for this Contract Award.

Figure 30 - Contact file number.

5. Add Package / Lot No. If the procurement was conducted as a lot wise procurement, the package or lot number should be mentioned here. You have to complete the details of one package or lot and click the add button at the bottom and then complete the details of the next package or lot and add it.
   If the procurement was not conducted as a lot wise procurement you do not have to fill this entry on package or Lot No.
6. Add the Total number of bids received.
7. (i). If your vendor is in the system, you can select the "yes" option. Then you can select the Successful Bidder Name from the dropdown and view their details.

Figure 31 - Detail form of the procurement award.

(ii). If your vendor is not in the system, you can select the "no" option. Then you can type the Successful Bidder Name.

Figure 32 - Vendor in the system or not.

8. (i) If you select Contract Value Type as "Contract Value (excluding taxes)" you can select the currency. In this box you should type the converted value in Sri Lankan rupees. If you select the awarded currency type as LKR, for both these entries you should mention the same value which is the contract value in LKR excluding VAT.

Figure 33 - Contract value excluding taxes.

(ii). If you select Contract Value Formula you can add the formula.

Figure 34 - Contract value formula.

9. Select the Date of Award as present or future date. It is important that you do the award details publishing on the same day the organization awarded the contract. If this date exceeds for more than 3 day you would have to mention the reason for delay in publishing.

Figure 35- Date of award.

10. (i). If there is a local agent and he is in the system select "Yes, In the system." Next, select Local Agent – Name from the dropdown. Then you can view the vendor's details.

Figure 36 - Local agent in the system.

(ii). If there is a local agent but he is not in the system select "Yes, not in the system." Next, type the Local Agent –Name.
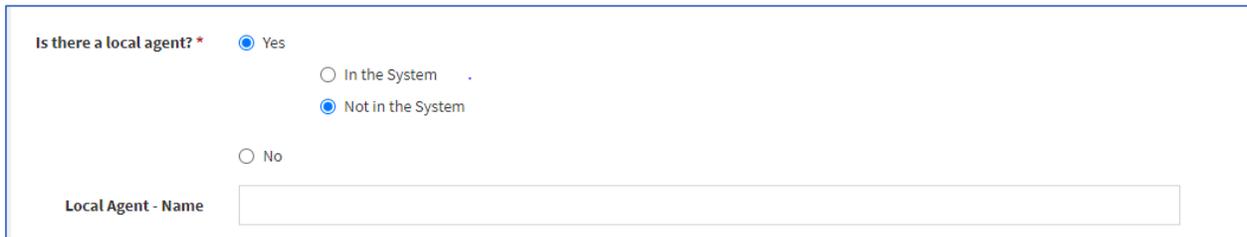
Figure 37 - Local   agent not in the system.

(ii) If there is no local agent in the system select "No".

11. You can add remark if applicable.
12. Click on the "Add" button.
13. Repeat the same process for other packages/lots if your procurement conducted as lot wise.
14. You can view the added data below in the summary table.

Figure 38 - Summary table.

15. Click on "Save" to save all the data you added.
16. If you have completed the details properly you should see the message "records inserted successfully".

3.9.2. "IN THE SYSTEM AS A MANUAL PROCUREMENT NOTICE" AND "NOT IN THE SYSTEM"

If the procurement notice was published in the e-GP system, select the procurement is "In the system as manual procurement notice" or if the procurement is not in the system select "not in the system."

You can select the title of the procurement from the drop down if you had selected option as procurement is "In the system as manual procurement notice" Then procurement reference number is visible.

If you had selected the procurement is "not in the system" you have to enter the name of the procurement and procurement reference number.

Then fill the remaining part same as the e- Procurement.

3.10. VIEW PROCUREMENT AWARD

Path: Click Procurement Award → View List

This view list can only be seen by the liaison offices and assistant liaison offices of the organization.

1. You can search for awards by Reference No, Procuring Entity, Title of the Procurement, etc.
2. Click on "View details" to view more details of the award and if you want to delete the award click on the "Trash button".

Figure 39 - Viewing procurement award list.

The public viewing of the Award details should be done by clicking procurement information procurement awards. They can select and search to view the award details.

4. ADDING PROCUREMENT PLANS

Path: Procurement Plan → Add Procurement Plan

Before you start to conduct an e-procurement be sure that you have uploaded the annual procurement plan of your organization.

Before adding the procurement, you should add a procurement plan. For that,

1. Select Procurement Plan → Add Procurement Plan
2. **Adding a new title**
   - You can add a new title for the procurement plan.
   - Click on the "Add new title" button.
   - Then type the new title and click on "submit".

Figure 40 - New procurement plan title.

Now select your newly added title from the dropdown.

If you already have a title, you can directly select that title from the dropdown.
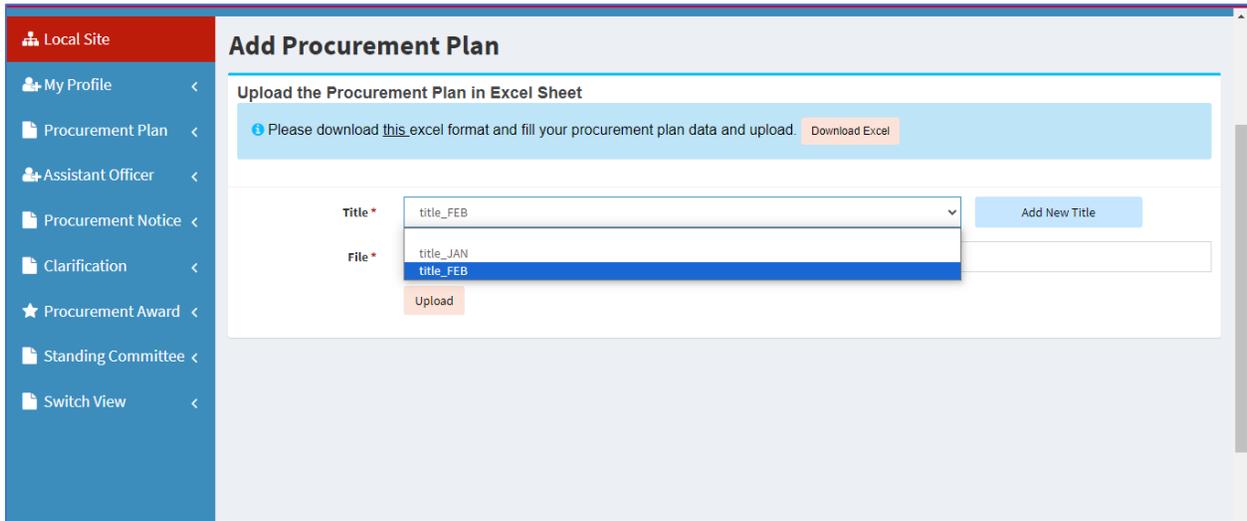
Figure 41 -Procurement plan title dropdown.

3. Uploading the procurement plan

You can download the sample Excel document. Then fill in that Excel sheet relevantly and upload it.
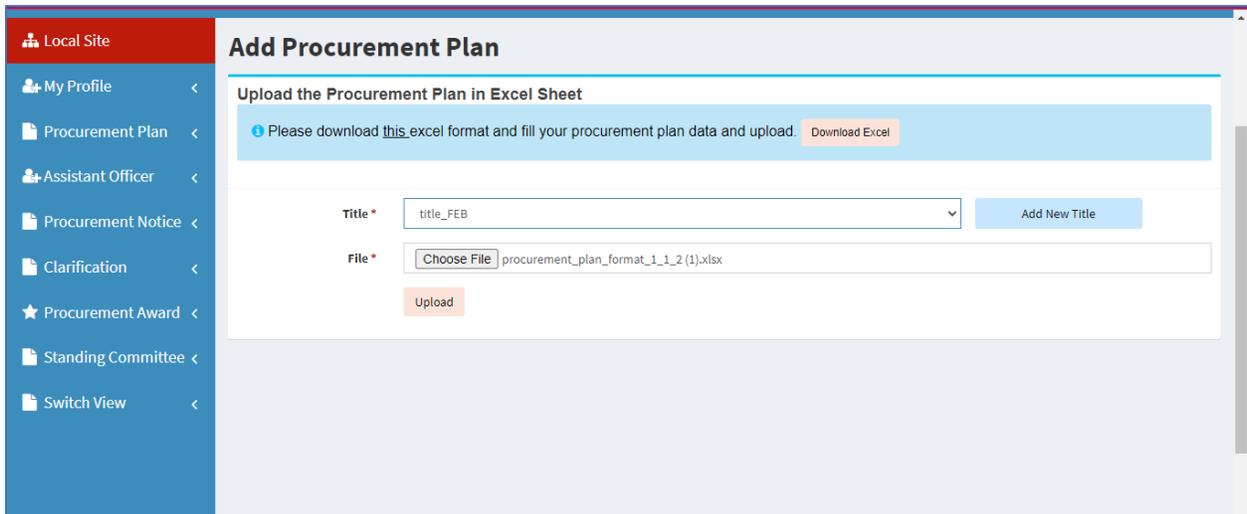
Figure 42 - Uploading procurement plan.

4. Confirm uploads.

After uploading the Excel sheet, you can confirm this by clicking on the "Save" button under the action column.
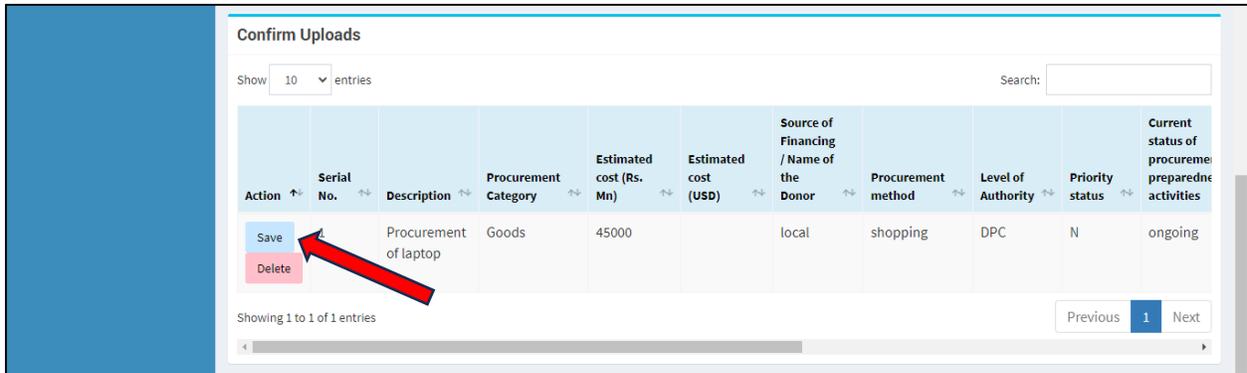
Figure 43- Confirmation to uploaded documents.

If you want to delete the added procurement plan you can click on "Delete" button.

Once you confirm, the row will be saved.

Those will be displayed in Procurement Plan → View Plans.
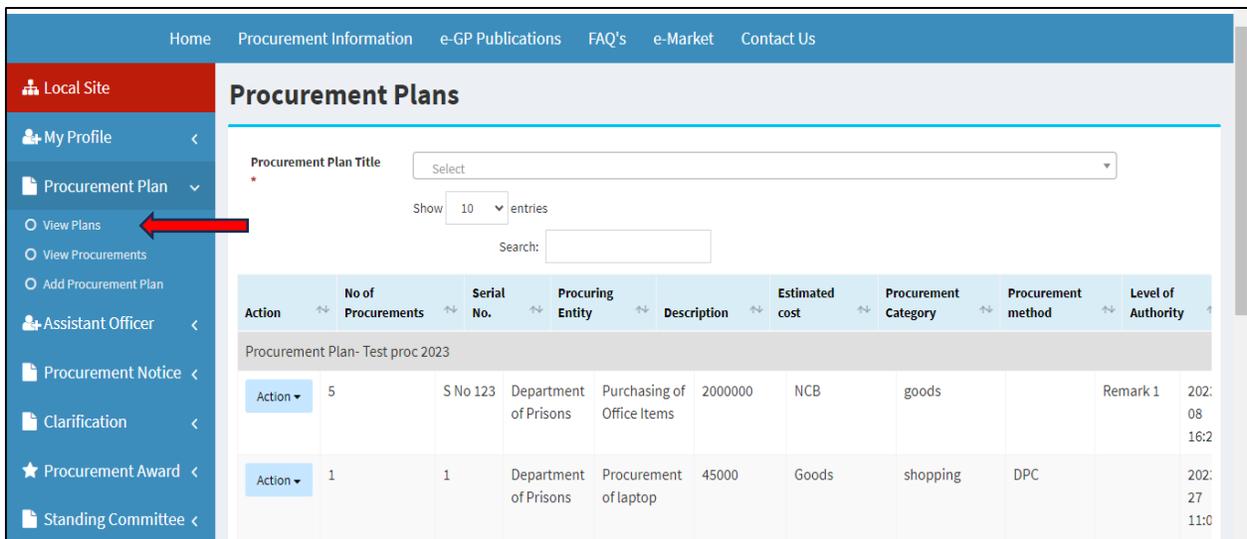
Figure 44 - View plan.

Select a "Procurement Plan Title". Then you will be able to view the procurement plan added. In the future if needed additional rows can be added to the same procurement plan under Procurement Plan → Add procurement INVITATION OF E-QUOTATIONS

Path: Action → Add Procurement

After adding the procurement plan, the liaison officer can conduct e-procurement for the line items of the procurement plan/s added.

Click on the "Add Procurement" under the "Action" button and now you will be directed to a page to add the procurement.

Click on Action → Add Procurement. – *Figure 45*

- After clicking on "**Add Procurement**" you will be directed to a screen as below. – *Figure 45*
- Fill in all the forms in the tabs under activities.

Figure 45 - Primary details.

Tab 1 - Primary Details of the Procurement

Tab 2 – Process Details of the Procurement (Activities should be included in the procurement)

Tab 3 – IFe-Q Documents

Tab 4 – Invite the vendors.

> ➤ **ACTIVITIES → PRIMARY DETAILS**
>> - Fill the Primary details and click on the "save" button.

Figure 46 - Primary detail form.

➢ **ACTIVITIES → PROCESS DETAILS**

Process Details

• Click on the "Create Template" to create a new template.
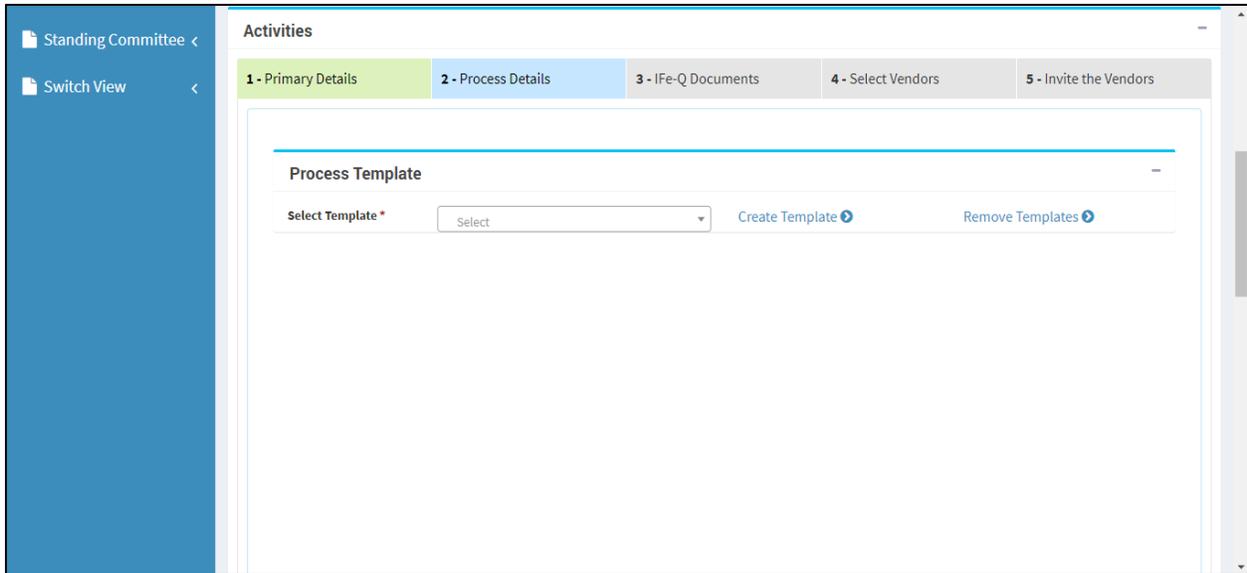
Figure 47 - Process details.

If you want to remove the template, click on the "Remove Template".

- Next, fill out the "Activity list", type a new template name, and submit.
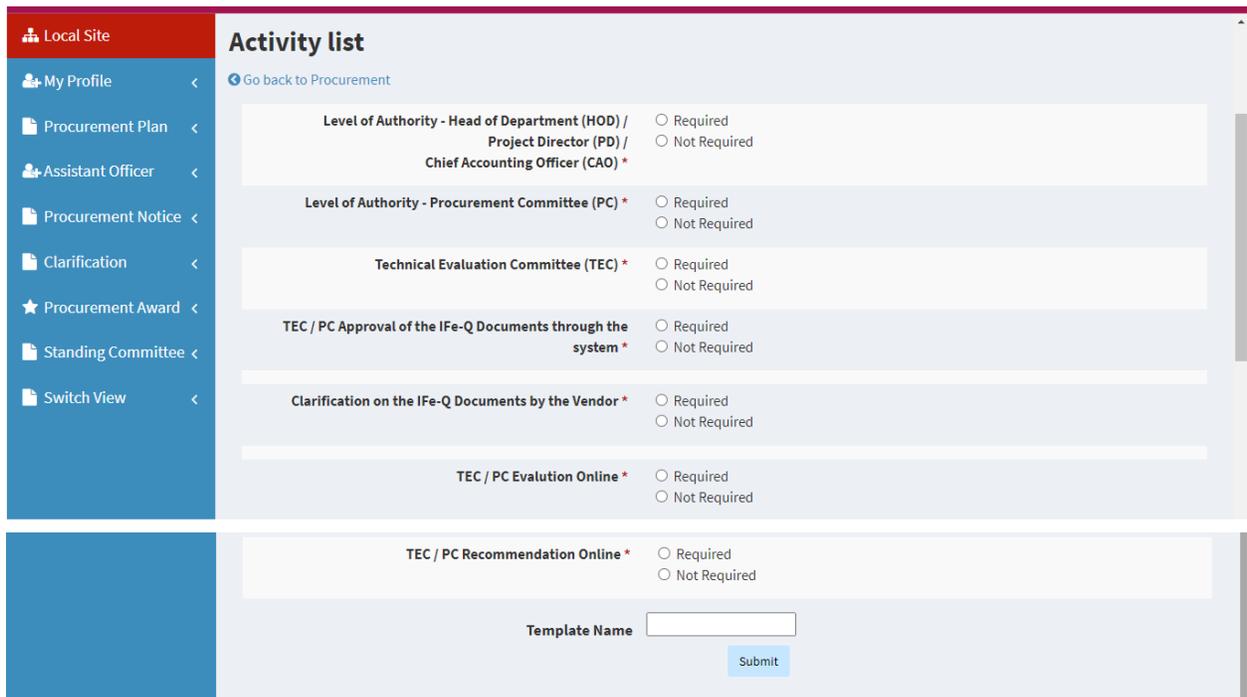
Figure 48 – Creating new template.

- Next, you can select that created template by clicking on the dropdown on the "Select Template" list.

- Next, you can click on the "Save" button.

Figure 49 - Activity list.

- Then, you will be directed to the "Further Details" section.

Further Details

- Click on the "**View/Add PC".**

Figure 50 - Further details.

Then, you will be directed to the following page, and you can fill the form to appoint PC members for the procurement.

Figure 51 -PC committee appointing form.

1. You can upload a PC member's appointment letter here if it is necessary. Only pdf can be uploaded. (Select the appointment letter from your device and click on the "upload" button.)

Figure 52 - Appointment letter.

2. Then you can select PC level of authority from the dropdown.

Figure 53 - PC level of authority.

3. You can select PC members from the existing list. (By appointing members, you have to appoint at least 3 members. One committee head member and two other members.) When appointing a committee head member, you have to tick the committee head checkbox.

Figure 54 - PC existing name list.

4. If you want to add a new PC member you have to fill in these details and click on "Add user & Save" button. (After adding a new member that member got a password by email and message to the phone)

Figure 55- Adding new PC member.

5. After appointing members click on "Go back to procurement" on top of the screen to proceed.

If the Procuring Entity is having appointed MPC, DPC, PPC, RPC LO should create the committees in the system beforehand. In case if you have a different committee structure specially in provincial level then use one of the above categories as appropriately.

This you can do before initiating the procurement by clicking Standing Committee and selecting Procurement Committee or Technical Evaluation Committee and filling in the form to add their details.

Then after clicking the Add PC link, you can scroll down on page and select the relevant committee straight away.

Figure 56 - Go back to procurement.

- Similarly, you can appoint TEC members for procurement. Click on the **"View/Add TEC"** and fill in the form to appoint TEC members for the procurement.
- Then, select a clarification deadline date and save the data.

Figure 57 - Clarification date.

➢ **ACTIVITIES → IFe-Q DOCUMENTS**

The term Ife-Q stands for Invitation for e-Quotations.

According to these details select the most relevant standard e-Quotation document from the drop-down.

ℹ️ **This section contains two standard e-Quotation documents.**
Procurement Entities shall select the most appropriate document with due consideration to:
  (i) the estimated cost;
  (ii) nature of goods and complexity of the procurement; and
  (iii) any other required terms and conditions specific to the proposed procurement.

- MOF/e-GP/SBD/GOODS/Shopping/01-Recommend for use of procurement of goods up to Rs. 500,000.00
- MOF/e-GP/SBD/GOODS/Shopping/02-Recommend for use of procurement of goods more than Rs. 500,000.00 subject to maximum financial threshold limit of the relevant level of authority.

Figure 58 - Description of standard e-Quotation documents.

Select the one from the drop-down and click on the "Save" button.

Figure 59 - Shopping methods.

Figure 60 - Standard e-Quotation document.

Section I - Instructions to vendors (ITV)

This is a standard document, and you can view it by clicking on the View button.

Section II - Data Sheet

You can expand and collapse these sections by clicking on the plus and minus signs.

1. When selecting SHOPPING 1 the data sheet appears like this. You have to fill in these details and save those details.

Figure 61 - Data sheet for shopping 1.

1.1. If you have additional documents to add like ISO certification etc. you can click on "Add" button and add the documents. If you want to remove an added document, click on "Remove" button.

Figure 62 - Adding additional documents.

1.2. Make a suitable selection, Option 1 or Option 2.

(i). Option 1 – Vendor should quote to the full quantity.

6.1	Select one of the following options. ⦿ **Option 1: Vendors shall quote for full quantity of all the items. e-Quotation evaluation and award will be made for the total price quoted.** ○ Option 2: Vendors may quote for single or more lots according to their capacity to perform the contract. However the number of items should be complied with 100% of the quantity in each lot requested, since bid evaluation and award will be made lot wise.

Figure 63 - Option 1

If other factor and post-qualification requirements documents are available, you can add them here.

10.1c	(List other factors including Post Qualification Criteria): **17.3 - Other Factors** | No	Factor	Proof Document	Mandatory	Action
---	---	---	---	---
1	(Fact)	☐	☐	Remove	 Add Save

Figure 64- Other factor documents.

(ii). Option 2 – Vendor can quote single or more lots.

6.1	Select one of the following options. ○ Option 1: Vendors shall quote for full quantity of all the items. e-Quotation evaluation and award will be made for the total price quoted. ⦿ **Option 2: Vendors may quote for single or more lots according to their capacity to perform the contract. However the number of items should be complied with 100% of the quantity in each lot requested, since bid evaluation and award will be made lot wise.**

Figure 65 – Option 2.

If other factors and post-qualification requirements documents are available, you can add them here. Firstly, add the item name and then add the other factor documents.

10.1c	(List other factors including Post Qualification Criteria): Item Name [_____] **17.3 - Other Factors** | No	Factor	Proof Document	Mandatory	items	Action
---	---	---	---	---	---
1	(Fact)	☐	☐	Remove		 Add Save

Figure 66 - Other factor documents for option 2.

Then you can view the added item by expanding the arrow.

1.3. Select the e-Quotation validity period and click on "Save" button to save added details.

Figure 67 - e Quotation validity period.

2. When selecting SHOPPING 2 the data sheet appears like this. You have to fill in these details and save those details appropriately.

Figure 68 - Data sheet for shopping 2

Section III - Schedule of Requirements

Add schedule of requirements by expanding the section on clicking the plus sign. Then click on the Add/edit button.
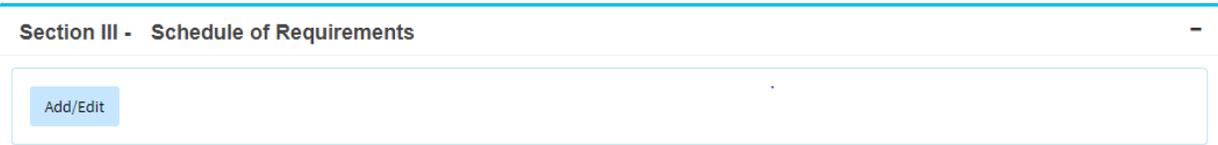
Figure 69 - Schedule of requirements.

1. **When selecting SHOPPING 1**
   1.1. Add the name of the item.
   1.2. Select the CPV code relevant to the item. It is a categorization of Goods works and services with a code for the category which includes the item you want to procure. So, click on the button "Search by CPV code". There are 45 main categories. If you click on the triangle button of a main category, you can see the sub categories. You can either select the related sub category manually or search the name of the item and system will guide you by displaying all related sub categories. You have to scroll down and find the suitable sub category.
   1.3. Select the unit according to your item.
   1.4. Add the quantity for the item.
   1.5. Select the destination your item wants to deliver.
   1.6. Add the delivery period when your item wants to be delivered.
   1.7. If you have transport and other services, you can add them.
   1.8. After filling in the details click on "Save" button and save the details.
   1.9. Then click on "Go back to procurement" and go back to proceed next.
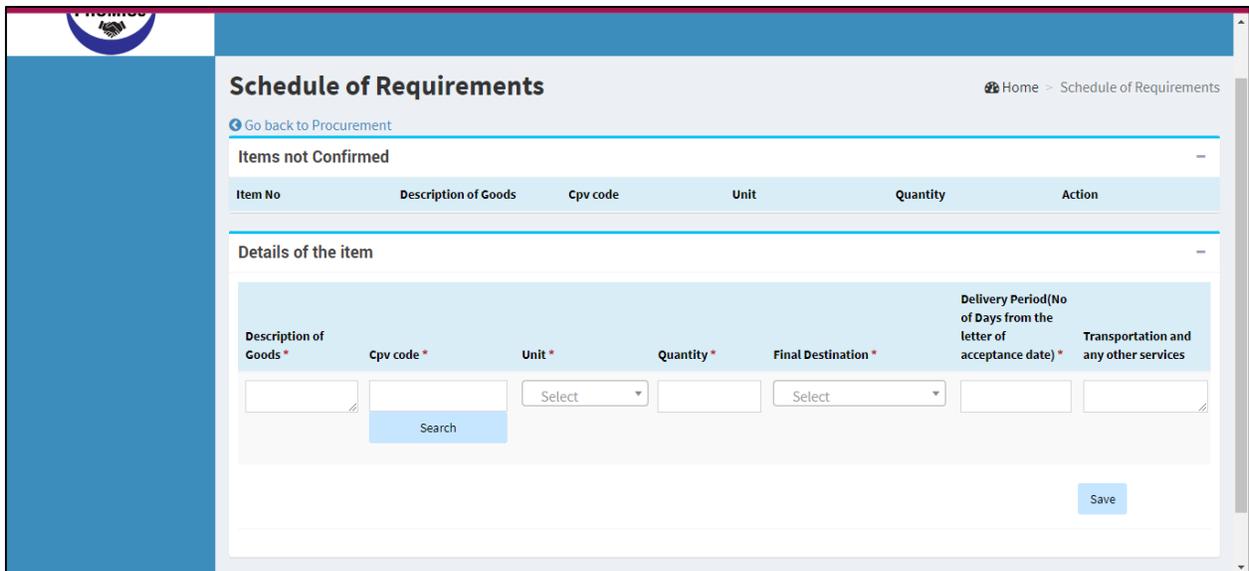
Figure 70 - Schedule of requirement for shopping 1.

2. **When selecting SHOPPING 2**

When you select shopping 2 schedule of requirement form appear like this. Fill in the form same as the previous one.

Check on the Manufacture Authorization Letter check box if you need it from the suppliers for this item.

Figure 71 - Schedule of requirement for shopping 2.

- When adding a schedule of requirements, you should confirm them.
- Therefore, you can click on the "Confirm All" button to confirm the added schedule of the requirements list or you can confirm item by item by clicking "Confirm" button.
- By clicking the arrow near the item name, you can view the details of your item.
- If you want to delete the added item, you can click on "Delete" button.

Figure 72 - Confirming schedule of requirement.

Section IV - Technical Specifications & Compliance with Specifications

- Add Technical Specifications by clicking the "Add/Edit" button.
- Then, you will be directed to the "Technical Specifications" page.
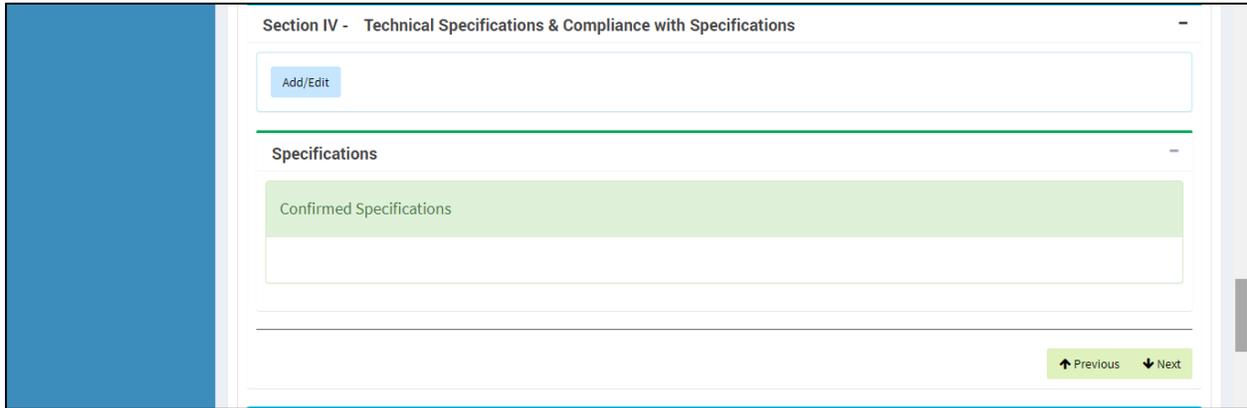
Figure 73 - Technical specification.

- Next, select "Item Name" from the drop-down.
- Then, add technical specifications for the selected item.
- You can do this in two ways: by uploading an Excel file or by filling out the form.
- Uploading an Excel file → To do that, first click on the "Download Excel" button to download the sample Excel file.
- Then fill in that Excel file as you need it and upload it. Then click on the "Save" button. Then click on "Go back to procurement" and go back to proceed next.

Figure 74 - Technical specification form 1.

- Filling out the form → You can fill the following fields to add technical specifications for the selected item/s and click on "Save" button.

Figure 75 - Technical specification form 2.

- When adding technical specifications, you should confirm them.
- Therefore, you can click on the "Confirm All" button to confirm the added specifications list or You can confirm item by item by clicking "Confirm" button.
- By clicking the arrow near the item name, you can view the details of your item.

Figure 76 - Confirming technical specification.

1. **When selecting SHOPPING 1**

Section V - Quotation Submission Form/s

Figure 77 - e Quotation submission form.

The price schedule will be auto generated by the system after you complete the above details.

Section VI - Purchase Order Form

Purchase order form will be auto generated.
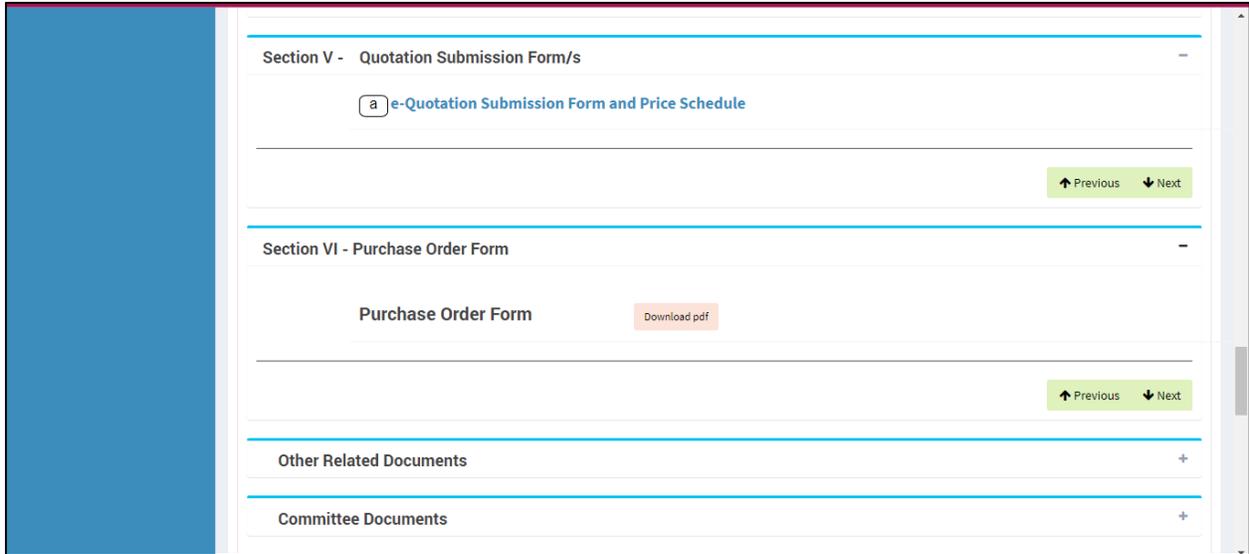
Figure 78 - Purchase order form.

Other Related Documents & Committee Documents

- You can add other related documents and committee documents if applicable.
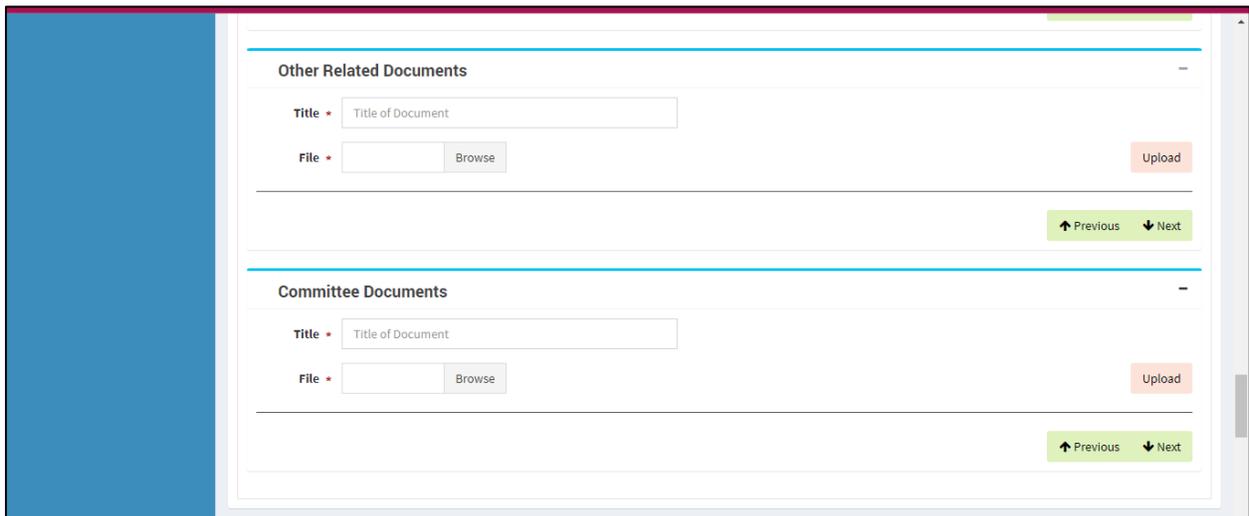
Figure 79 - Other related and committee documents.

2. **When selecting SHOPPING 2**

When you select Shopping 2 these forms will appear.

Section V - Quotation Submission Form/s
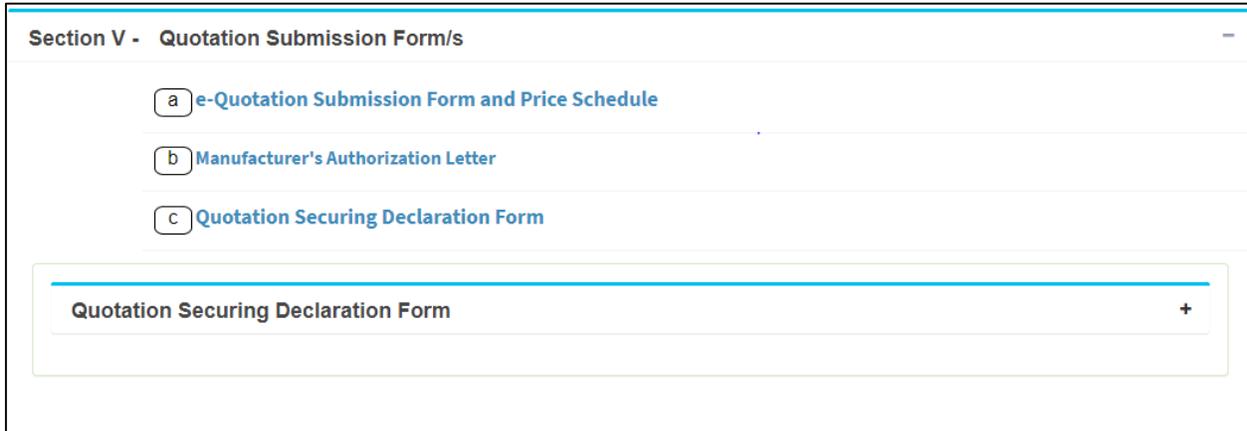
Figure 80 - e Quotation submission form for shopping 2.

Section VI - Conditions of Contract

Figure 81 – Condition of Contract form.

Section VII - Contract Data

You have to fill CC 25.1, CC 25.2 and CC 26.1 fields.

Figure 82 - Contract data.

Section VIII - Contract Forms
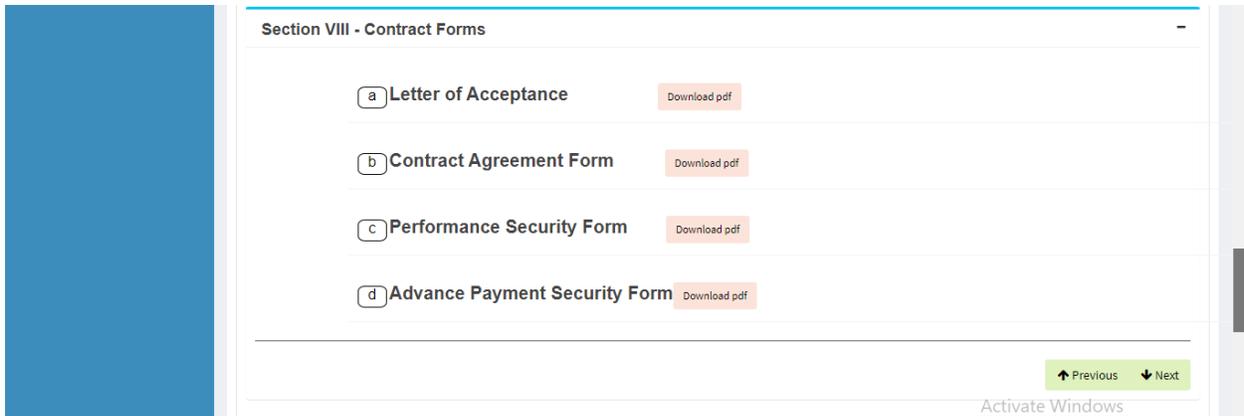
Figure 83 - Contract form.

> **ACTIVITIES → SELECT VENDORS**

There are two methodologies to select vendors. One is by using the "All Vendors" . Select all vendors and click the "Proceed" button.
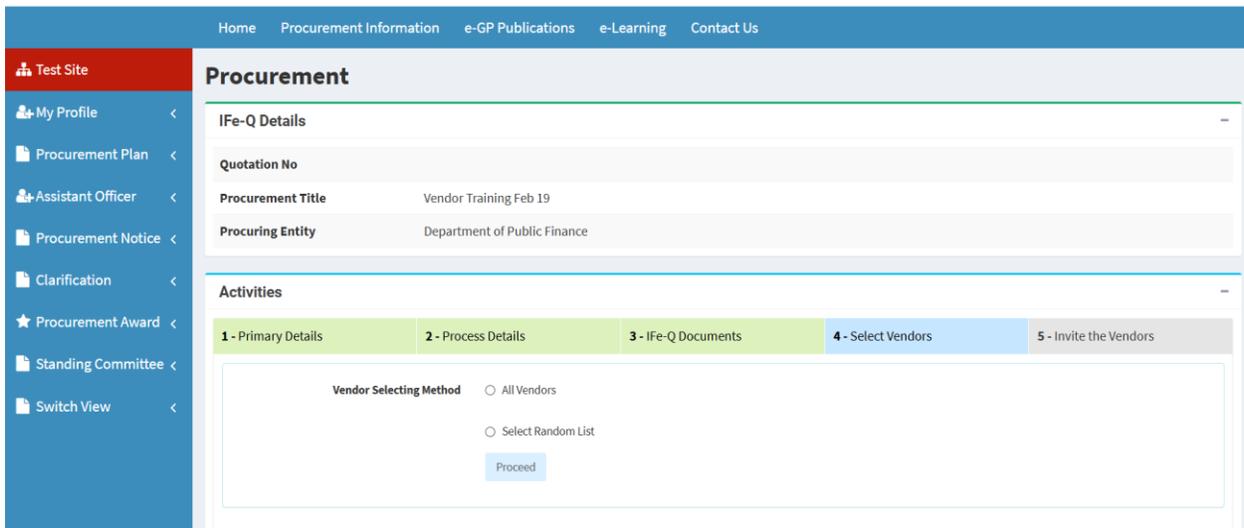

Figure 84 - Select vendors.

In here all the registered vendors get selected and following message will apear in the screen.
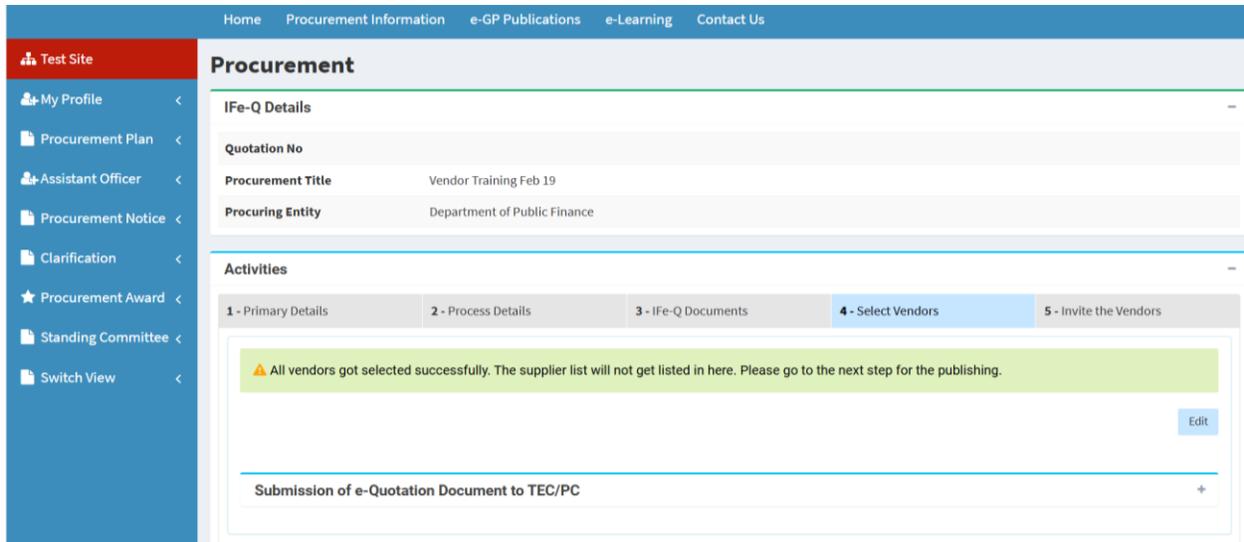
Figure 85- All vendor selection

Or else click on the select Random List radio botton and enter the number of vendors you wish to select. Click on the "Proceed button. The system will randomly select the vendors who had updated their profiles under related cpv categories. And you will see below confirmation from the system.
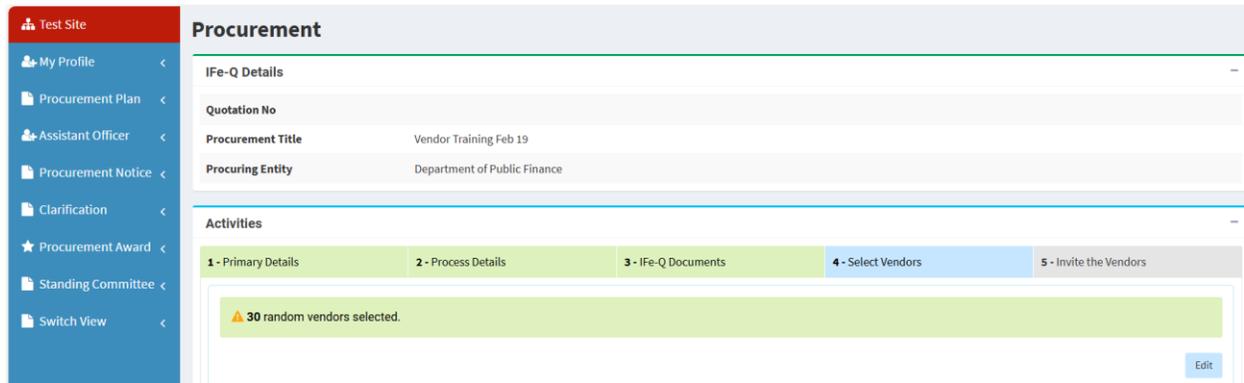
Figure 86 – Random Selection of vendors

In both cases if you wish to change the selection method click on the "Edit" button lower right of the screen and repeat the process of selecting vendors above.

Submission of e-Quotation Document to TEC/PC

- Click the "Submit for Approval to TEC/PC**"** button.
- After getting approval click "Invite the vendors" tab
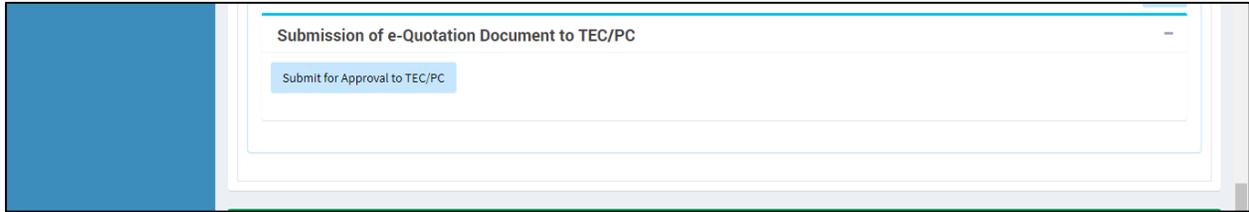
Figure 85 - Submission of e Quotation documents to TEC/PC.

Note: If you need to get the approval manually you may not be required to click submit for approval button. Instead, you can download the Ife-Q document in the next tab and print it and get the TEC PC approvals manually.

> ➢ **ACTIVITIES → INVITE THE VENDORS**
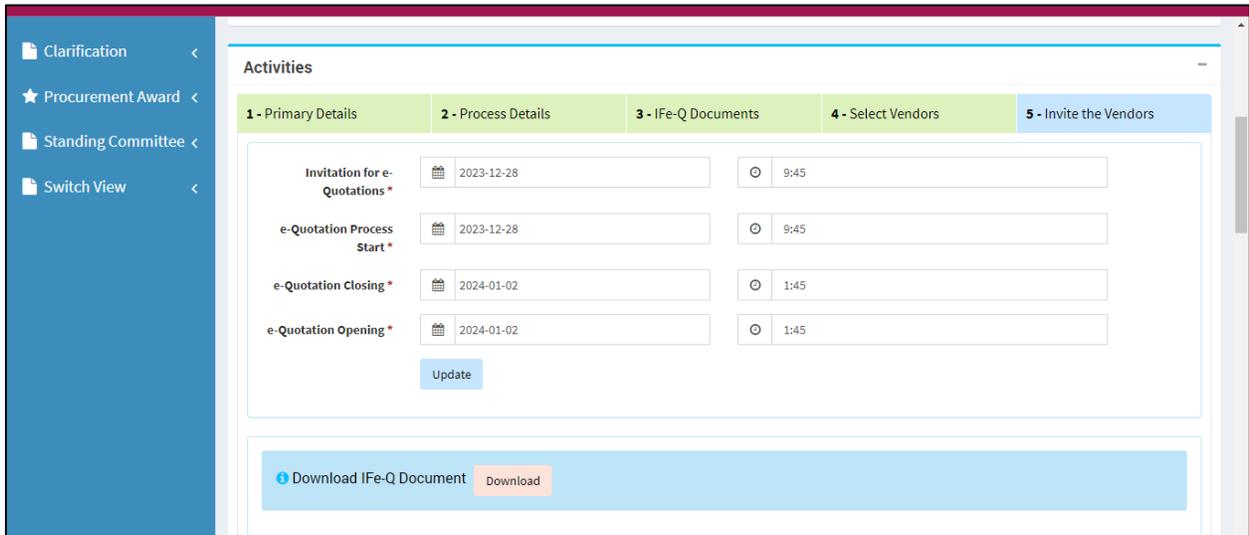
Figure 86 - invite vendor form.

Download the Ife-Q document by clicking the Download button. Get it printed and provided to TEC and PC and get their approval manually. Tick the check boxes for TEC recommendation for e-Quotation documents received and PC approval for e-Quotation documents received. Click on the save button.
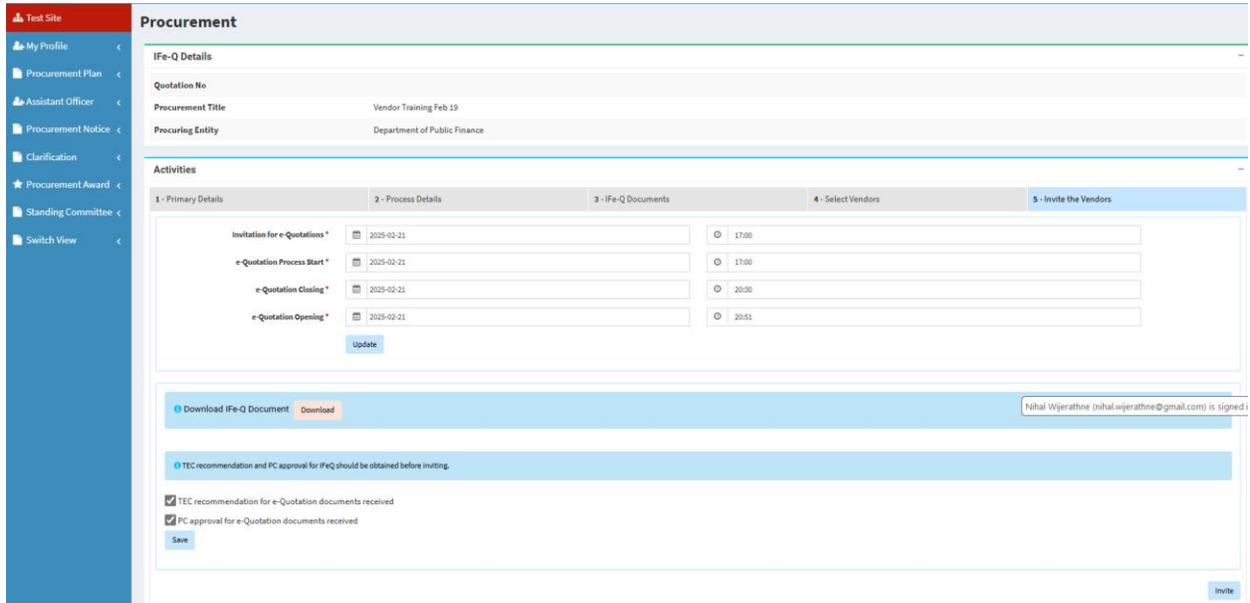
Figure 87 - TEC/PC recommendation.

Click on the Invite button. Depending on your selection of vendors, system will publish the Ife-Q for all vendors or send the Ife-Q to select suppliers. The suppliers will be notified via mail only for the random selection method. After clicking the Invite button, you will be redirected to the View Procurement page.

4.1 Invitation for e-Quotation from "Copy" Option

If the procuring entity has previous Ife-Q documents similar to new procurement, system allows LO to create new Ife-Q document using "Copy" option available in the system.

Select the particular procurement from "My Procurement section and select the desired procurement. Click on the "Active" button and select "Copy" From the drop down.

Figure 90 - Copy procumbent from previous one

Once user click on the copy button, system creates the particular Ife-Q document and give below message confirming the same

Figure 91 - Copy procumbent confirmation

Go back to Active Procurement in My Procurement and find newly created document. Go to Action button and click on the "Edit".

User will have the option to edit the information as required and complete the process as discussed above.

5. MANAGING E-QUOTATIONS AFTER INVITING

5.1. E-OPENING

Path: Procurement Plan -> View Procurements -> Closed procurement -> Action -> View

Once the e-procurement opening time has arrived, LO can open the particular e-procurement.

Click the open e-quotation button.

After opening the e-procurement, LO can view the details of the vendors who have responded (bided) to that particular e-procurement.

Figure 882 - Open e quotation.

Then, click on the Submit to TEC button.
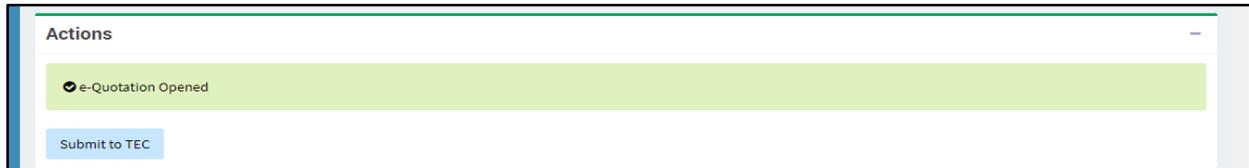
Figure 893 - Submitting TEC for approval.

The liaison officer should send the e-quotations received to TEC electronically or by preparing a file with a downloaded set of documents from the e-GP system after e-Opening.

6. AWARDING

Path: Procurement Plan -> View Procurement -> Closed Procurement -> Action -> View

If the quotation evaluation by TEC and Procurement Committee approval process had happened through the e-GP system LO will receive a sample format of the Award Letter through the e-GP system which enables him to send the Award Letter electronically to the selected bidder.

LO should follow the following process.

1. View the procurement that TEC and PC approved.
2. View the award section by clicking plus mark.
3. Read the instructions and click on "Approval" button to give the approval.
4. Then it appears a "Download" button.

5. Download the word document and fill in the details.
6. Then convert that document into PDF format and upload it.
7. Click on the "Email to vendor" button to get acknowledgment from the vendor.
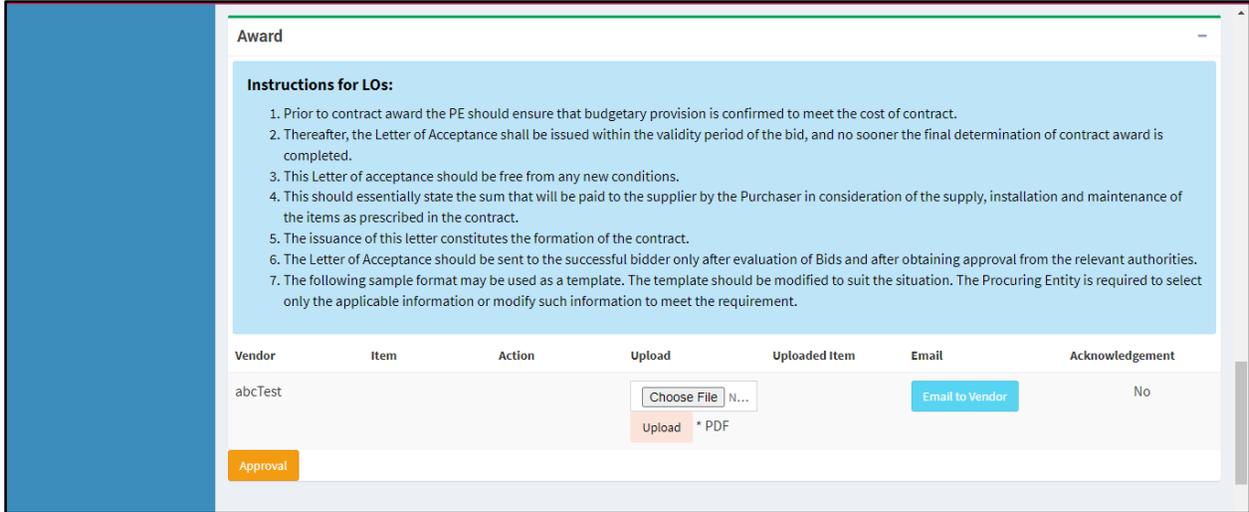
Figure 904 - Award from before approval.
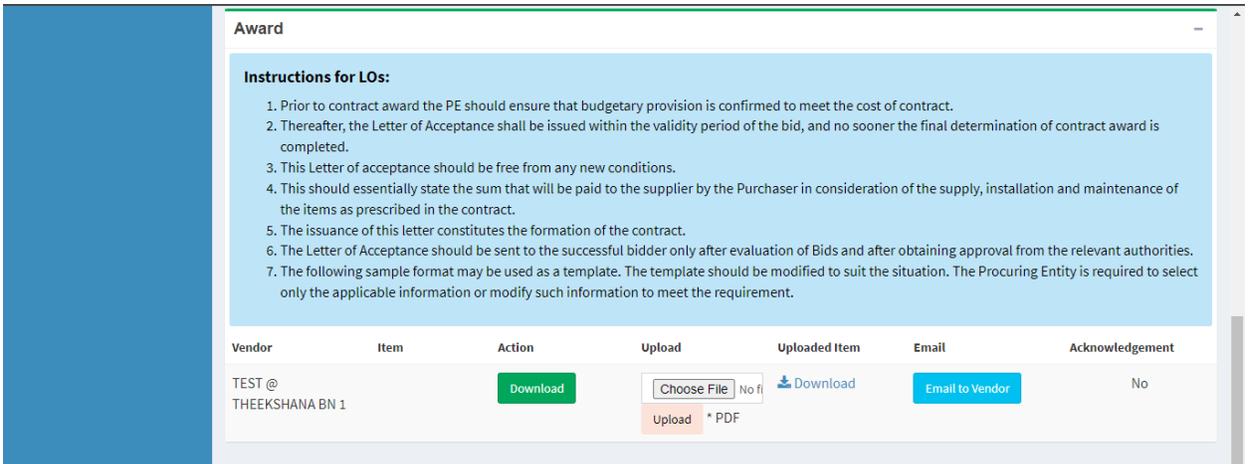
Figure 915 - Award from after approval.

And also, LO can add procurement award by the system as mentioned in *Figure 28.*