



Accelerating Higher Education Expansion and Development Operation (AHEAD)
Ministry of Higher Education and Cultural Affairs
4th Floor, Rotunda Towers, 109, Rotunda Gardens, Colombo 3



Ministry of Higher
Education and Cultural
Affairs

Letter No. AHEAD/PRO/GEN/09 dated 12th February 2019

Vice Chancellors of all State Universities

Authority Limits of Procurement Committees for contract award recommendation/determination for Program for Results (PforR) Accelerating Higher Education Expansion and Development (AHEAD) Operation

With reference to my letter dated 03rd November 2018 on the above subject, I wish to share the document on Authority Limits of Procurement Committees which is approved by the Secretary of Ministry of City Planning, Water Supply and Higher Education for procuring of goods, works and services using AHEAD Operation funds.

Accordingly, you are requested to implement the AHEAD procurement activities complying with the approved authority limits with effect from 25th January 2019.

Further details can be obtained from Mrs. Himalie Karunapala, Procurement Specialist of the AHEAD Operation via 011-2432988/077-1091048.

Thank you

Prof. P. S. M. Gunaratne
Project Director
AHEAD Operation

- cc
- Secretary -Ministry of City Planning, Water Supply and Higher Education-F.Y.I
 - Team Task Leader -The World Bank- F.Y.I
 - Chief Financial Officer, Ministry of City Planning, Water Supply and Higher Education- F.Y.I
 - Deputy Director, Planning and Implementation Support - OMST- F.Y.I
 - Deputy Director, Non-State Higher Education Development- OMST - F.Y.I
 - Senior Academic Expert Management and Monitoring- OMST - F.Y.I
 - Lead Academic Expert, RDI- OMST - F.Y.I
 - Senior Academic Expert, ELSE- OMST - F.Y.I
 - Senior Academic Expert, ELTA- OMST - F.Y.I
 - Procurement Specialist- OMST - F.Y.I
 - Financial Management Specialist- OMST - F.Y.I
 - Environmental Specialist- OMST - F.Y.I
 - Internal Auditor - OMST - F.Y.I
 - Director/OTSS-F.N.A

**Authority Limits of Procurement Committees for contract award
recommendation/determination
For
Component 1: Program for Results (PforR)
Accelerating Higher Education Expansion And Development (AHEAD)
Operation**

1. The Purpose:

This document is issued with the purpose to set forth the authority limits of Procurement Committees for contract award recommendation/determination when procuring of goods, works and services using AHEAD Operation funds that should be adhered to by all beneficiary institutes under the Component 1: Program for Results (PforR).

2. The Applicability of the Authority limits:

The 15 national universities under the University Grants Commission (UGC) should adhere to these authority limits when procuring goods, works and services using AHEAD Operation funds.

3. The Scope:

Procurement of goods works and non-consulting services under the Component 1: Program for Results (PforR) will be carried out in accordance with the Government of Sri Lanka's Guidelines on "Procurement of Goods and Works - Year 2006" and subsequent amendments and supplements issued up to the date.

The standard bidding documents issued by the Department of Public finance of Ministry of Finance for procurement of goods and non-consulting services and the standard bidding documents developed by the Institute of Construction Training and Development (ICTAD-presently CIDA) for procurement of works should be used in addition to the simplified documents issued by the OMST for invitation of Quotations, as appropriately.

Procurement of consultancy services under this Component will be carried out in accordance with the Government of Sri Lanka's Guidelines on "Selection & Employment of Consultants - August 2007" with the standard proposal documents issued by the Department of Public Finance of Ministry of Finance.

4. The Authority limits:

4.1 The Authority limits for Procurement of Goods and Non-Consulting Services:

All beneficiary institutes under the AHEAD Operation should adhere to the following Authority limits of Procurement Committees for contract award recommendation/determination when procuring goods and non-consulting services by following Direct Contracting Procedure (Guideline 3.5), Shopping Procedure (Guideline 3.4), and/or Open Competitive Procedure (Guideline 3.1,3.2 or 3.3), using AHEAD funds.

Method of Procurement	Limit of Authority LKR.	Minimum Requirement	Level of Authority
4.1.1. Direct Purchase		Satisfying the requirements given under GOSL-PGL 3.5 or 3.6 for DIRECT CONTRACTING AND REPEAT ORDERS (Annex:1)	
	Up to 15,000.00	Goods or Services including equipment or smaller value not exceeding Rs.15,000/- per event per day Total of such purchases during any calendar month should not exceed Rs. 60,000.00.	Director-OTS
	Up to 100,000.00	Goods and Non-Consulting Services can be purchased directly from open Market: <ul style="list-style-type: none"> • When it is uneconomical to follow competitive procedure. • VC must ensure the economy of procurement and • This authority should be used under the personnel supervision of VC. 	VC
	Up to 200,000.00	Satisfying the requirements given under GOSL-PGL 3.5 or 3.6	VC
	Up to 10,000,000.00		RPC(Minor)OTS
	Up to 100,000,000.00		RPC(Major)University
	Up to 300,000,000.00		PPC-OMST
	Up to 600,000,000.00		MPC
	> 600, 000,000.00		CAPC
	4.1.2 Shopping		
Up to 500,000.00	Invitation of 3 sealed quotations	VC	
Up to 1, 000,000.00	Invitation of 5 sealed quotations	RPC(Minor)OTS	
Up to 5, 000,000.00	Invitation of 3 sealed quotations	RPC(Major) University	

	Up to 15, 000,000.00	Invitation of 5 sealed quotations	RPC(Major) University
	Up to 8, 000,000.00	Invitation of 3 sealed quotations	MPC
	Up to 18, 000,000.00	Invitation of 5 sealed quotations	MPC
4.1.3 Open Competitive Bidding (ICB/ NCB/LIB/LNB)	Up to 10, 000,000.00	Satisfying the requirements given under GOSL-PGL 3.1/3.2/3.3 (Annex: 3.1/3.2/3.3)	RPC(Minor) OTS
	Up to 100, 000,000.00		RPC(Major) University
	Up to 300, 000,000.00		PPC-OMST
	Up to 600, 000,000.00		MPC
	> 600, 000,000.00		CAPC

4.2 The Authority limits for Procurement of Works:

All beneficiary institutes under the AHEAD Operation should be adhered with the following Authority limits of Procurement Committees for contract award recommendation/determination when procuring of Works by following Direct Contracting Procedure (Guideline 3.5), Shopping Procedure (Guideline 3.4), and/or Open Competitive Procedure (Guideline 3.1,3.2 or 3.3), using AHEAD funds.

Method of Procurement	Limit of Authority LKR.	Minimum Requirement	Level of Authority
4.2.1 Direct Purchase	Up to 200,000.00	<p>Satisfying the requirements given under GOSL-PGL 3.5 or 3.6 for DIRECT CONTRACTING AND REPEAT ORDERS (Annex:1)</p> <ul style="list-style-type: none"> • When it is uneconomical to follow competitive procedure. • CAO/VC must ensure the economy of procurement and • This authority should be used under the personnel supervision of CAO/VC. 	Director OTS
	Up to 500,000.00	<p>Satisfying the requirements given under GOSL-PGL 3.5 or 3.6 for DIRECT CONTRACTING AND REPEAT ORDERS (Annex:1)</p>	VC

4.2.2 Shopping		Satisfying the requirements given under GOSL-PGL 3.4 (Annex:2)	
	Up to 1,000,000.00	Invitation of 3 sealed quotations	VC
	Up to 3,500,000.00	Invitation of 5 sealed quotations	RPC (Minor)OTS
	Up to 15, 000,000.00	Invitation of 5 sealed quotations	RPC (Major) University
	Up to 20, 000,000.00	Invitation of 5 sealed quotations	MPC
4.2.3 Open Competitive Bidding (ICB/ NCB/LIB/LNB)	Up to 10,000,000	Satisfying the requirements given under GOSL-PGL 3.1/3.2/3.3 (Annex: 3.1/3.2/3.3)	RPC (Minor)OTS
	Up to 100, 000,000.00		RPC(Major) University
	Up to 300, 000,000.00		PPC-OMST
	Up to 600, 000,000.00		MPC
	> 600, 000,000.00		CAPC

4.3 The Authority limits for Procurement Of Consultancy Services:

All beneficiary institutes under the AHEAD Operation should be adhered with the following Authority limits of Procurement Committees for contract award recommendation/determination when Selection of Consulting Services by following Single Source Selection Procedure (SSS-Guideline 3.13), Selection Based on Consultants Qualification (CQS - Guideline 3.12), and/or Other Competitive Procedures (Guideline 3.8,3.9, 3.10 or 3.11), using AHEAD funds.

4.3.1 Selection of Individual Consultants (IC):

Method of Selection	Limit of Authority-LKR.		Level of Authority
	If Nationally Advertised	Internationally and Nationally Advertised	
CQS & SSS	< 500,000.00	< 1,000,000.00	OTS Director
	< 1,000,000.00	< 3,000,000.00	RPC (Minor)OTS
	< 3,000,000.00	< 5,000,000.00	RPC(Major) University
	< 5,000,000.00	< 10,000,000.00	CPCP- OMST
	< 15,000,000.00	< 25,000,000.00	CPCM
	More than 15,000,000	More than 25,000,000	CPC

4.3.2 Selection of Consultancy Firms:

Method of Selection	Limit of Authority-LKR.		Level of Authority
	If Nationally Advertised	If Internationally and Nationally Advertised	
CQS & SSS	< 500,000.00	< 5,000,000.00	RPC (Minor)OTS
	< 5,000,000.00	< 20,000,000.00	RPC(Major) University
	< 25,000,000.00	< 100,000,000.00	CPCM
	> 25,000,000.00	> 100,000,000.00	CPCC
Other Competitive Procedures (LCS, QCBS, FB etc.)	< 20,000,000.00	< 50,000,000.00	RPC(Major)University
	< 100,000,000.00	< 200,000,000.00	CPCM
	> 100,000,000.00	> 200,000,000.00	CPCC

Composition of the RPC (Minor) OTS :

RPC (Minor) OTS for universities should consist of the Director OTS as the Chairperson, DD Finance (or an alternative finance officer from the Office of the Bursar) and a member from the requisitioning unit (e.g. department, faculty, institute, research team). The Vice-Chancellor should appoint these RPC/s when the different projects which the university receives, under the three Results Areas of AHEAD, are known.

However, the Director OTS and DD Finance (or an alternative finance officer from the Office of the Bursar) should act as standing members to the Committee.

Roles and Responsibilities of the RPC (Minor) OTS :

The RPC (Minor) OTS is allowed to make contract award recommendation/determination when procurement of goods, works, non-consulting services as well as Selection of Consulting Services in accordance with above threshold limits. Since appointing of separate committee/s for Selection of Consulting Services within the given threshold limit is not practice.

When considering the consultancy procurements, the RPC(Minor) of the university should consist with an addition member/s in accordance with Government of Sri Lanka's Guidelines on "Selection & Employment of Consultants - August 2007"

Composition of the RPC (Major) University:

RPC (Major) for universities should consist of the Vice-Chancellor as the Chairperson, Bursar of the University or his/her nominee and a representative from the MHECA, or a similar capacity government official who has knowledge of public procurement management and working/living in the same area/town in which the university is located and nominated by the Secretary, MHECA.

However, the Director OTS/DD (Procurement) should present and arrange necessary secretarial and other facilities for the Committee.

Roles and Responsibilities of the RPC (Major) University:

The RPC (Major) of the respective University is allowed to make contract award recommendation/determination when procurement of goods, works and non-consulting services in accordance with above mentioned threshold limits except selection of consulting services.

When considering the consultancy procurements, the RPC(Major) of the university should consist with an addition member/s in accordance with Government of Sri Lanka's Guidelines on "Selection & Employment of Consultants - August 2007"

Special Note:

The Bursar of the University or his/her nominee, DD Finance or an alternative finance officer from the Office of the Bursar who acts as a standing member to the RPC (Minor) and RPC (Major) should make necessary arrangements to avoid procurement of similar nature goods, works, non-consulting services and/or consulting services which procured or planned to procure by using GOSL funds for the same purposes.

All other arrangements to be carried out in accordance with the Government of Sri Lanka's Guidelines on "Procurement of Goods and Works - Year 2006" and "Selection & Employment of Consultants - August 2007" and subsequent amendments and supplements issued up to the date.

Acronyms.

RPC (Minor)OTS - Regional Procurement Committee (Minor)OTS

RPC(Major) University - Regional Procurement Committee (Major) of the respective University

PPC-OMST - Project Procurement Committee (Operations and Monitoring Support team)

MPC- Ministry Procurement Committee

CAPC- Cabinet Appointed Procurement Committee

CPCP - Consultant Procurement Committee – Project (OMST)

CPCM – Consultant Procurement Committee - Ministry

CPCC - Consultant Procurement Committee - Cabinet

SSS - Single Source Selection Procedure

CQS - Consultants Qualification Selection Procedure

LCS- Least Cost Selection Procedure

QCBS – Quality and Cost Selection Procedure

FB – Fixed Budget Selection Procedure

The date of effective of this procedure is January 25th 2019.

Signed by,

The Secretary - Ministry of City Planning, Water Supply and Higher Education