



GOVERNMENT OF SINDH
EDUCATION & LITERACY DEPARTMENT

Karachi, Dated Wednesday, February 13, 2013

Notification:

Notification No. SOG-III/SSB/FW-01/12 Following Guidelines for Procurement of Goods for Schools with DDO (Drawing and Disbursing Officer) Authority are hereby notified for utilization of School Specific Budget.

Guidelines for Procurement of Goods for schools with DDO (Drawing and Disbursing Officer) Authority

A. Definitions

Procuring Agency: Procurement Agency means –

- i. Any department or office of Government; or
- ii. District Government; or
- iii. Any authority, corporation, body or organization established by law or which is owned or controlled by government;

Procurement Unit/Secretariat of Procurement Committee: Office of the Drawing & Disbursement Officers i.e., Principal of Secondary and Higher Secondary Schools; Headmasters of Primary, Middle, Elementary Schools, as given in Volume III of Sindh Budget.

Constitution of a Procurement Committee - The procuring agency shall, with approval of its Head of the Department, constitute as many procuring committees, as it deems fit, each comprising odd number of persons and headed by a gazetted officer not below the rank of BS-18, or if not available, the officer of the highest grade, and shall ensure that at least one third of the members of a procurement committee are from the agencies or departments other than the procuring agency.
(Refer: SPP Rule 2(cc) and Rule 7).

Goods: Articles and object of every kind in support of student curricular and co-curricular activities, aids required for pedagogical and academic services and equipment and other material that help to improve the school's learning environment. Goods also include first aid box, sport gears and small scale installations.
(Refer: SPP Rule 2(s)).

B. Special Instructions

- i. The procuring committee shall furnish Bid Evaluation Reports and contracts documents as mentioned in Rule-45 and 50 of the SPPRA Rules, 2010 within time as stipulated in these rules.
- ii. For all sections, where paraphrasing has been done or language has been changed or edited, relevant rule shall prevail.
- iii. Budget documents are publicly available and can also be downloaded from <http://www.fdsindh.gov.pk>
- iv. All DDOs must consult SPPRA Rules. SPPRA Rules are publicly available and can also be downloaded from <http://www.pprasindh.gov.pk/>

C. Context

These guidelines will be read and implemented in reference with SPPRA Rules 2010.

These guidelines are for procurement of goods for Secondary and Higher Secondary Schools and for primary, middle, elementary schools where facility based DDOs are available.

D. Procurement Plan

Mandatory Provision of Procurement Plan - All DDOs/Principals will prepare a procurement plan determining the requirement of the schools, within its available resources, and prepare an annual or a longer term rolling plan to improve the quality of education. The procurement plan will be prepared in consultation with the School Management Committee and will be countersigned by chairman/chairperson of SMC. Concerned District Education Officers will vet and endorse the plans.

Review and Update - The procurement plan prepared will be reviewed and updated regularly such as estimates of time requirements, availability of funds, assumptions about institutional capacity, changing priorities and other factors that require plan adjustments. Such required adjustments will not invalidate the plan if made for improving the plan in the interests of improving the standards of education.
(Ref: SPPRA Rules 2010, Rule 11)

E. Procurement Committee for Goods

District Education Officer concerned will notify procurement committees for secondary and higher secondary schools. The procurement committee shall consist of the following officers:

1 Procurement Committee -

S#	Committee Member	Designation
1	Principal/Head Master of the school	Chairman
2/3	Two senior teachers of the school	Member
4	Chairman/chairperson of SMC	Member
5	Mother of an enrolled student	Member
6/7	Two student representatives, enrolled in higher grades of the school	nonvoting members

(Ref: SPPRA Rules 2010, Rule 7)

- Procurement Committee will not carry out procurement unless procurement plan is ready and submitted to the competent Authority for review.
- Procurement Plan will cover all funding sources available to school including school's non-salary budget and funds received by school management committee
- Goods to be procured through Notice Inviting Tenders, direct contracting, quotation and petty cash will be mentioned in the procurement plan. Different procurement methods are listed below.

F. Functions of Procurement Committee

Functions and Responsibilities of Procurement Committee(s) – Procurement Committee shall be responsible for;

1. Preparing bidding documents;
2. Carrying out technical as well as financial evaluation of the bids;
3. Preparing evaluation report as provided in SPPRA Rule 45;
4. Perform any other function ancillary and incidental to the above.

(Ref: SPPRA Rules 2010, Rule 8).

Note: Procurement Specialist, RSU will prepare a sample bid document for the purpose.

G. Procurement Method

Procurement Committee shall draft and send tender notice to District Education Office.

District Education Office will collect and publish consolidated tender notice(s) through national and regional newspapers in the manner and format prescribed in SPPRA Rules 2010 (pp 12-16).
District Education Office will publish the tender within 30 days of the receipt of the request from the school

H. Alternate Methods of Procurements

1. A procuring agency may utilize following alternative methods of procurement of goods i.e. request for quotations.
 - i. request for quotation is the method based on comparing price quotations obtained from at least three suppliers
 - ii. (ii) DDO Office/Principal shall engage in this method of procurement only if the the cost of object of procurement is below the prescribed limit of one hundred thousand rupees and above the financial limit prescribed for petty purchase,

Note: requests for quotations shall indicate the description and quantity of the goods or specifications of works, as well as desired delivery, or completion time and place.

Quotations may be submitted by letter, facsimile or by electronic means;

* the evaluation of quotations shall follow the same principles as applicable to open competitive bidding;

I. Petty Purchases

DDO/Principal may provide for petty purchases, where the object of the procurement is below the financial limit of twenty five thousand rupees. Such procurement shall be exempt from the requirements of bidding or quotation of prices; Provided that procuring agencies shall ensure that the procurement of petty purchases is in conformity with the principles of procurement prescribed in SPPRA Rules 2010-Rule 4.

(Ref: SPPRA Rules 2010, Rule 16)

J. Grievance Committee

To redress grievances and settle disputes, Education & Literacy Department, Government of Sindh shall notify a committee. Committee shall comprise of following members:

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|---|---|------------------|
| a | Director School Education, concerned | Chairman |
| b | District Education Officer, concerned | Member/Secretary |
| c | District Account Officer or his representative, concerned | Member |

Functions of the Grievance Committee

- a To review the complaints filed under SPPRA Rules 2010 section 31.
- b Committee has to announce the decision within seven days.
- c In case decision is not made within seven days, procuring agency shall not award the contract.

(Ref: SPPRA Rules 2010, Rule 31)

K. Inspection and Technical Committee

Director School Education will notify a district specific Inspection and Technical Committee comprising of following members:

- a District Education Officer
- b District Officer Secondary
- c District Officer Elementary

Functions of the Inspection and Technical Committee

- i To set standards for items to be procured
- ii To review and reconcile procurement requisitions
- iii Prepare and notify 'goods received' procedures for DDOs
- iv Perform random/sample inspections of goods received

L. Capacity Building and Technical Support

Reform Support Unit will provide the required capacity building and technical support through regional education administrations

M. Transparency and Public Disclosure

District Education Officers will ensure that Principals and SMC committee are aware of the salary and non-salary budget allocated to the school. Schools and SMCs will use this information to prepare Procurement Plan.

While procuring the goods under school specific budget policy Director Schools Education and District Education Officer will ensure that procurements are conducted in a fair and transparent manner and the object of procurement brings value for money to the schools and the procurement process is efficient and economical.

(Ref: SPPRA Rules 2010 Rule 4)

Directors School Education and District Education Officer will publish the report of Inspection and Technical Committee. The report will be available to general public in the said offices as well on the websites of regional directorate and district education administration's website.

SECRETARY EDUCATION

Notification No. SO G-III /SSB /FW-01/K² Karachi Dated Wednesday, February 13, 2013.

A copy is forwarded for information and necessary action to:

1. Accountant General Sindh, Karachi
2. Additional Secretary (Schools), Education & Literacy Department, Government of Sindh
3. Director School Education, all regions
4. Regional Director Colleges all regions
5. District Account Officer, all districts
6. District Education Officer all districts
7. All Principals through DO (Secondary & Hi. Secondary), all districts
8. PS to Senior Minister, Education & Literacy Department, Government of Sindh, Karachi
9. PS to Secretary, Education & Literacy Department, Government of Sindh, Karachi
10. Office Order File


DEPUTY SECRETARY (GA)