

**LAO PEOPLE'S DEMOCRATIC REPUBLIC**  
**Peace, Independence, Democracy, Unity and Prosperity**

**Ministry of Natural Resources and Environment**  
**Environment Protection Fund**



## **PROCUREMENT MANUAL**

**Volume 5 of Project Implementation Manual (PIM)**

**Revised (03 January 2019)**

## TABLE OF CONTENT

<b>1. INTRODUCTION.....</b>	<b>3</b>
1.1 PURPOSE OF THE MANUAL.....	3
1.2 PROCUREMENT IMPLEMENTATION.....	3
1.3 PRIOR AND POST REVIEW AT PROJECT LEVEL .....	3
1.4 PRIOR AND POST REVIEW AT SUB-PROJECT LEVEL.....	4
1.5 PROCUREMENT PLANNING.....	4
<b>2. PROCEDURES PER PROCUREMENT CATEGORIES .....</b>	<b>5</b>
2.1 CIVIL WORKS.....	5
2.2 PROCUREMENT OF GOODS/EQUIPMENT .....	6
2.3 PROCUREMENT OF CONSULTING SERVICES.....	7
<b>3. SPECIFIC CONSIDERATIONS FOR COMMUNITY GRANT .....</b>	<b>8</b>
3.1 BACKGROUND.....	8
3.2 PROCUREMENT RESPONSIBILITY.....	9
3.3 PROCUREMENT METHODS BEING APPLIED FOR COMMUNITY SUB GRANTS UNDER CBI WINDOW.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
3.3.1 <i>Community Force Account</i> .....	9
3.3.2 <i>Procurement of Small Works</i> .....	10
3.3.3 <i>Procurement of Goods</i> .....	11
3.3.4 <i>Direct Contracting</i> .....	12
3.3.5 <i>Training</i> .....	12
<b>4. ANNEX.....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
ANNEX 1: PROCUREMENT PLAN.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
ANNEX 2: STANDARD BIDDING DOCUMENT FOR REQUEST FOR QUOTATIONS OR LIMITED BIDDING FOR SMALL WORKS (HARMONIZED, APRIL 2014) .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
ANNEX 3: STANDARD BIDDING DOCUMENT FOR REQUEST FOR QUOTATIONS OR LIMITED BIDDING FOR GOODS (HARMONIZED, APRIL 2014).....	13
ANNEX 4: NATIONAL COMPLETATIVE BIDDING-STANDARD BIDDING DOCUMENTS FOR PROCUREMENT OF WORKS AND MAINTENANCE (HARMONIZED SEPTEMBER 2015) .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
ANNEX 5: NATIONAL COMPLETATIVE BIDDING- STANDARD BIDDING DOCUMENTS FOR PROCUREMENT OF GOODS AND EQUIPEMENT (HARMONIZED SEPTEMBER 2015).....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
ANNEX 6: STANDARD BID EVALUATION FORM AND WRITING BID EVALUATION REPORT (2009) .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>

### Community Grant

FORM A, COMMUNITY PROCUREMENT PLAN

FORM B, QUOTATION (GOODS).

FORM C, EVALUATION (GOODS, WORKS).

FORM D, CONTRACT (WORKS).

FORM E, FORCE ACCOUNT EXPENDITURE

FORM F, COMMUNITY GRANT COMPLETION FORM

## **1. Introduction**

### **1.1 Purpose of the Manual**

The purpose of this procurement manual for Sub-project implementation is to summarize the EPF procedures for as part of the procurement implementation of the Project<sup>1</sup>. A list of definitions and abbreviations is available in Volume 1.

The procurement guidelines in this manual comply with the World Bank's "guidelines: Procurement of Goods, Works, and Non-consulting Services under IBRD Loans and IDA Credits and Grants by World Bank Borrowers, dated January 2011" and "Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers, dated January 2011" and the provisions stipulated in the Financial Agreements of the Project.

### **1.2 Procurement Implementation**

Generally, all procurement is the responsibility of EPF. Procurement for Project's Component 3 is implemented by EPFO. EPFO prepares the overall Project procurement plan. All procurement package at project level shall be uploaded into STEP and shall be periodic updated the progress of each package. Procurement package at sub-project level shall be uploaded into STEP only for the package require bank prior review

Components 1 and 2 fund Sub-projects that are implemented by Sub-project Delivery Agencies (SDAs). Sub-project procurement is carried out by EPFO. EPFO will attempt to consolidate packages from various sub-projects whenever possible. Some procurement, including the drafting of Sub-project procurement plan, can be delegated by EPFO to SDAs depending on their complexity and on the capacity of the SDA. This will be determined during the evaluation of Sub-project proposals. EPFO can delegate shopping procedures up to US\$ 50,000 to SDA. To delegate procurement above US\$50,000 shopping or any other procedure, EPFO must request World Bank approval and show its assessment of the SDA procurement capacity. Each Sub-project's Procurement Plan will show which transactions are under EPFO's responsibility and which are under SDA's responsibility. For procurement delegated to SDA, EPFO will carry out prior and post review as agreed in the Sub-project procurement plan (see sections on prior/post reviews and on procurement planning). When all or part of the procurement is delegated, SDA procurement staff are eligible for training in WB procedures.

### **1.3 Prior and Post Review at Project Level**

Prior review is the process where the EPFO requests approval from the World Bank before procuring goods, works or services. This requires that the EPFO submits its procurement plan to the World Bank for review and approval. Details on the procurement plan are provided in the next section. The EPFO will have to submit the necessary documentation, depending on the amount to be purchased and the method to be used. Tables 1-2 below show the Prior Review Threshold for goods/works and Selection of Consultants to be carried out under the Project.

Post review is the process where the World Bank may inspect the procedures applied in procuring certain works, goods or services. The EPFO shall retain all documentations with respect to each procurement transaction during the Project implementation for up to two years after the closing date of the Project.

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<sup>1</sup>Project: This refers to WB funded projects and Sub-projects including the PAW project and future LENS2 project.

**Table 1 WB Prior Review Thresholds for Goods and Works**

	Procurement Method	Procurement Method Threshold (US\$'000)	Prior Review Threshold (US\$'million)
1.	ICB (Goods)	>= 600	All contracts above 2
2.	NCB (Goods)	100-<600	None
3.	ICB (Works)	>= 2,000	All contracts above 10
4.	NCB (Works)	200-<2,000	None
5.	Shopping (Goods)	<100	None
6.	Shopping (Works)	<200	None
7.	Community procurement (Goods and Works)	<10	None
8	Direct contracting (Goods and Works)	-	All contracts above 2 and 10 for goods and works respectively.

**Table 2 WB Prior Review Thresholds for Selection of Consultants**

	Selection Method	Procurement Method Threshold (US\$'000)	Prior Review Threshold (US\$'000)	Comment
1.	QCBS, QBS (Firms)	>= 300	All contracts above 1000	
2.	LCS, CQS (Firms)	< 300	None	
3.	Single Source (Firms)	-	All contracts above 1000	
4.	Individual	-	All contracts above 300 for entire project duration. All ToRs will require World Bank clearance.	

**Short list comprising entirely of national consultants:** Short list of consultants for services, estimated to cost less than US\$200,000 equivalents per contract, may comprise entirely of national consultants in accordance with the provisions of paragraph 2.7 of the Consultant Guidelines.

#### 1.4 Prior and Post Review at Sub-project Level

Prior review is the process where the SDA requests approval from EPFO before procuring goods, works or services. This requires that SDA submits its procurement plan for review and approval of EPFO. Details on the procurement plan are provided in the next section. The SDA will have to submit the necessary documentation, depending on the amount to be purchased and the method to be used. EPFO will establish criteria for prior review requirement as part of the Sub-project agreement.

Post review is the process where the EPFO may inspect the procedures applied in procuring certain goods, works or services. Basically, this applies to all of the procurement. The SDA shall retain all documentation with respect to each procurement transaction during Sub-project implementation for up to two years after the closing date of the Sub-project.

#### 1.5 Procurement Planning

All procurements must be specified in a Procurement Plan. The first Procurement Plan shall be covered at least 18-months period of the overall Project and the Sub-projects. The procurement plan provides the details of the description of the goods/works /consulting services to be procured, estimated costs, procurement/selection methods, review by World Bank (prior/post), expected proposal/bid submission date, and expected signing contract date. A procurement plan form is given in [Annex 1](#).

The Procurement Plan is an integral part of the Annual Work Program and Budget (AWPB) and must be submitted along the other elements of the AWPB provided in the Project Implementation Manual (PIM).

At overall Project level, EPFO will consolidate the Project's procurement plan, which will be reviewed by the Technical Committee (TC) and also the World Bank. The World Bank may seek clarifications from the EPFO until the procurement plan meets the World Bank standards at which stage the procurement plan will be approved.

At the Sub-project level, SDAs are required to submit an AWPB, including the procurement plan, to EPFO as part of their Sub-project proposal. Each Sub-project's procurement plan needs to show which transactions are under EPF's responsibility and which are under the SDA responsibility.

The EPFO may seek clarifications from the SDA until the procurement plan meets EPFO standards at which stage the procurement plan will be approved. Goods, works, and consulting services which are not included in the approved procurement plan will not be allowed, and not accepted for payment from the Project. All approved procurement plans have to be posted in the EPF/Ministry's website.

## **2. Procedures per Procurement Categories**

There are four types of procurement categories: (1) works, (2) equipment /goods, (3) consulting services, and (4) other services and they are discussed in this section. When procurement is delegated to SDA, for all the four types of procurement mentioned below, the SDA shall file and submit to EPFO as supporting documents.

### **2.1 Works**

*International Competitive Bidding (ICB):* Works estimated to cost above or equal to US\$2 million will be contracted through the ICB procedure following the World Bank's "Guidelines: Procurement of Goods, Works, and Non-consulting Services under IBRD Loans and IDA Credits and Grants by World Bank Borrowers, dated January 2011, revised July 2014". The Bank's standard bidding documents for works - April 2015, updated January and October 2017 shall be used for this method. This method is not expected to be conducted under the project.

*National Competitive Bidding (NCB):* Works estimated to cost between US\$200,000 and below US\$2 million. The harmonized bidding document for procurement of Works issued by the Ministry of Finance dated September 2015, shall be applied, Prime Minister Decree No.03/PM dated January 9, 2004, on "Government procurement of Goods, Construction, Maintenance and Service" and its implementing rules and regulations issued by the Ministry of Finance No.0063/MOF dated March 12, 2004 as well as the amendment No.0861/MOF dated May 5, 2009, subject to the conditions (NCB Annex) specified in the procurement plan. The evaluation and award of contract shall implement in accordance with standard bid evaluation form for goods and works. Award of Contract is based on the lowest evaluated bid.

*Shopping:* Works estimated to cost less than US\$200,000 each will be contracted through shopping method. The RFQ for Civil works should be the standard Form of the Ministry of Finance (Harmonized, April 2014.) following for request for quotation established in the Prime Minister Decree No.03/PM dated January 9, 2004, on "Government procurement of Goods, Construction, Maintenance and Service" and its implementing rules and regulations issued by the Ministry of Finance No.0063/MOF dated March 12, 2004 as well as the amendment No.0861/MOF dated May 5, 2009.

## **2.2 Procurement of Goods/Equipment**

*International Competitive Bidding (ICB):* Procurement of goods estimated to cost above or equal to US\$0.6 million each will be contracted through ICB following the World Bank's "Guidelines: Procurement of Goods, Works, and Non-consulting Services under IBRD Loans and IDA Credits and Grants by World Bank Borrowers, dated January 2011, revised July 2014". The Bank's standard bidding documents for goods – April 2015 shall be used for this method.

*National Competitive Bidding (NCB):* Procurement of goods estimated to cost between US\$100,000 and lower than US\$0.6 million. The harmonized bidding document for procurement of Goods issued by the Ministry of Finance dated September 2015 shall be applied, Prime Minister Decree No.03/PM dated January 9, 2004, on "Government procurement of Goods, Construction, Maintenance and Service" and its implementing rules and regulations issued by the Ministry of Finance No.0063/MOF dated March 12, 2004 as well as the amendment No.0861/MOF dated May 5, 2009, subject to the conditions (NCB Annex) specified in the procurement plan. The evaluation and award of contract shall implement in accordance with standard bid evaluation form for goods and works. Award of Contract is based on the lowest evaluated bid.

*Shopping:* Procurement of goods estimated to cost less than US\$100,000 will be contracted through shopping method. The harmonized Request for Quotations for goods issued by the Ministry of Finance dated April 2014 should be applied. following for request for quotation established in the Prime Minister Decree No.03/PM dated January 9, 2004, on "Government procurement of Goods, Construction, Maintenance and Service" and its implementing rules and regulations issued by the Ministry of Finance No.0063/MOF dated March 12, 2004 as well as the amendment No.0861/MOF dated May 5, 2009.

Shopping procedure comprises the following steps:

- a) Advertisement is not mandatory for this method; however, the advantage of the advertisement of RFQ on local newspapers is the opening and evaluation of quotations can be undertaken even less than three quotations are received;
- b) If RFQ are directly sent to selected suppliers, the Project should send invitation for quotations to more than three qualified suppliers (preferably from five to six suppliers); to obtain at least three quotations from qualified suppliers. By the deadline of submission of quotations, if the evaluation committee receives less than three quotations, they should postpone the opening date, secure quotations received in a safe place and send out the invitation for quotations again to known suppliers in order to ensure at least 3 quotations should be received. Another disadvantage of the direct invitation is even more than three quotations are obtained, but less than three qualified quotations are found during evaluation, then the procurement can not be finalized;
- c) Bidders shall submit quotations in sealed envelopes;
- d) Quotations shall be opened in public immediately after the submission deadline in the presence of bidders and project beneficiaries who choose to attend.
- e) Preparation of a quotation evaluation report;

- f) Awarding of the contract (or issuance of a Purchase Order) to the supplier who offers the lowest price and complies with the technical specifications; and
- g) Inform the bidders of the results of the quotes after signing the contract with the winning company.

*Procurement of goods/works using direct contracting:*

- a) Direct Purchase or Direct Contracting (amount not more than or equivalent 3.000.000 Kip). The procuring entity or project owner may conduct of the Direct Purchase at a shop with the receipt invoiced. The purchasing price should be market price. This method is used for day to day expenses only.
- b) Direct Purchase or Direct Contracting (amount more than 3.000.000 Kip). The procuring entity or project owner shall be approved on a case by case basis and consistent with the following cases:
  - i. For reasons connected with the protection of industrial or intellectual property rights and in the absence of an agent, the contract must be awarded to a single supplier/contractor;
  - ii. Goods are required to replace parts of an existing equipment or repair such equipment;
  - iii. In case additional works of similar nature are required to existing works under an ongoing contract, previously procured, and where it is unlikely to obtain lower prices through a further procurement procedure. The value of the additional works shall not exceed 20% of the original contract's value;
  - iv. For emergency operations such as natural disasters, epidemics or for unforeseeable events or due to delay not caused by procuring entity or project owner, the time limitation does not allow to follow the public or limited bidding procedure;
  - v. The project site is in remote/isolated area, has local features or poor access and very limited interested suppliers/contractors.

### **2.3 Procurement of Consulting Services**

Both national and international consultancy services are eligible for Project and Sub-project funding. The following principles will be applied:

- a) Prepare "Terms of Reference" (ToR) for the consultant outlining the work that needs to be done specifying the outputs and methodology for the work, required qualifications of the consultant, duration of consultancy, base location, and other relevant details. ToR of all assignments shall be sent to the Bank for review and no objection letter before processing selection process.
- b) The Guidelines for the selection and employment of consultants by World Bank Borrowers dated January 2011, revised July 2014 will be applied for the justification of selection of consulting services.
- c) If the selection process is conducted by SDA, the SDA shall submit the ToR to EPFO for initial review, EPFO shall then send to the World Bank for review and no objection for important position i.e. FM consultant, procurement consultant etc... before processing selection process. EPFO will not send to the World Bank for review and no objection for supporting staff such as secretary, cashier, etc...
- d) For consulting service of a consulting firm, after the ToR is approved by the World Bank, the Request for Expression of Interest shall be prepared and advertised in the media at least 14 days for responses according to the World Bank Guidelines. the advertisement should clearly state i) required qualifications and experience of the firm, ii) selection method and iii) the deadline and place for the submission of

expression of interest by the consulting firm.

- e) For individual consultant (IC), Individual consultants are selected based on their qualifications for the assignment. They shall be selected through comparison of qualifications of at least three qualified candidates among those who have expressed interest in the assignment or have been approached directly by the SDA. Individuals employed by the SDA shall meet all relevant qualifications and shall be fully capable of carrying out the assignment. Capability is judged on the basis of academic background, experience, and, as appropriate, knowledge of local conditions, such as local language, culture, administrative system, and government organization

Individual consultants may be selected on a single-source basis with due justification in exceptional cases such as: (a) tasks that are a continuation of previous work that the consultant has carried out and for which the consultant was selected competitively; (b) assignments with a total expected duration of less than 6 (six) months; (c) in response to natural disaster and for urgent situations; and (d) when the individual is the only qualified consultant for the assignment.

- f) The SDA may request EPFO to assist and/or carry out procurement services especially those for international consultants or those require specific technical expertise.

## **2.4 Procurement of Other Services**

*Training and Workshop:* Any training/workshop approved and budgeted for in the sub-project proposal will be funded under the SDA. All training/workshop related procurement and expenditures must comply with the MoF Guideline No. 2066/FM issued on 25<sup>th</sup> June 2015. Training/workshops conducted by the EPF will be made according to EPF guidelines.

*Incremental Operating Costs (IOC):* Procurement of office supplies and other activities approved under the IOC disbursement category shall be procured with due consideration to quality, efficiency and cost-effectiveness, and should be consistent with MoF Guideline No. 2066/FM issued on 25<sup>th</sup> June 2015, when applicable.

EPF standard unit prices will be surveyed annually based on a market price of three quotations. Exemptions from these unit prices will have to be justified and need prior approval from EPF such as: rate of renting vehicle, printing work or unit price of the material in each region set up by EPF/PAW project.

## **3. Specific Considerations for Community Grant**

### **3.1 Background**

This Project has been designed to support the implementation of the Community Action Plan (CAP) in line with the Community Engagement Framework (CEF), which will apply to subprojects supporting protected areas. The CEF provide guidelines to the SDA PA Sub-projects on how to engage, consult, support and monitor communities targeted in such a way that their livelihood is improved, and their role and benefits in PA conservation is enhanced. The CEF proposes a process whereby communities are consulted on, and can meaningfully participate in, their land and the protected area planning and the implementation of such plans. Through the CEF process specific plans such as the Participatory Land Use Plan (PLUP), and the Community Action Plan (CAP) will be developed including signing of the Conservation Agreement (CA) between the SDA and the Village Development Committee (VDC) who is responsible for implementation of the CAP.



### 3.2 Procurement responsibility

The implementation of the CAP will be supported with financial and technical assistance only after the signing of the CA between village (VDC) and SDAs through the provision of funds, procurement of works, goods or services to the village. According to the CEF design (see [Box 1](#)), for the first allocation to the VDF, the SDA will handle procurement and payment transactions to suppliers of works, goods and services according to the procedures described in Sections 1 and 2 of this manual (see above) or other specific agreement with EPF and the World Bank.

For the following allocation, given the objective and small amount of fund, procurement of works, goods, and other services of the VDF could be made according to “good practices” that are acceptable to the local agencies and the VDC that are responsible for management of the VDF. The SDA technical team however will give advice on how to best use of the VDF fund including good practices on procurement that is cost effective and transparent. Section 3.3 below provides some guidelines on procurement good practices for a community sub grant, which is applied for CBI window of the EPF.

#### Box 1: Implementation of the CAP

- Immediately after adoption of the PLUP, CAP and signature of the CA, the SDA will make available to the VDC two budget lines for their Village Development Fund (VDF): (1) a development and livelihood budget line, and (2) a conservation budget line.
- The Technical team will provide continuous and hands-on technical advice to VDC and villagers with regard to the wise utilization of their budget lines. Once a year, a sample of VDF will be audited.
- The development and livelihood budget line will fund the implementation of the main priorities identified in the CAP taken into account the “negative and the “preference” list identified for the Project which is not exhaustive. In essence, these funds cannot be used for activities that are harmful to people or to the environment.
- The conservation budget line will help strengthen the villager’s capacity to manage and support the conservation of biodiversity in their land and in the PAs. Specifically, focus will be on activities that enable the communities to meet the terms of the CA. This may include surveillance of villager’s adherence to the PLUP, contribution to law enforcement in the PA, resource monitoring, etc.
- Based on the monitoring of the CAP implementation, and compliance to the CA, in subsequent years, the two budget lines will be replenished according to the terms of the CAs.
- For the first allocation to the VDF, the SDA will handle procurement and payment transactions to suppliers of work, good and services. A portion will be deposited in the VDF when the VDC has opened an account in a commercial Bank.
- Based, on the performance of the past years, on good governance and mostly on compliance with the CAs, an increasing portion of the budget line will be credited to the VDF bank account.

### 3.3.1 Community Force Account

Under a community force account, the community implements the Sub-project using its own resources (skilled and unskilled labor, materials, equipment), and may use Sub-project funds to subcontract part of the Sub-project. The community will act as the implementing agency with a small Implementation Team to oversee all Community activities. In addition, sub-committees accountable for various aspects of the Sub-project implementation may be established to monitor such activities such as the procurement of goods and services, inspection of goods and

services procured, and review of accounting. The Implementation Team is responsible for all payments for the labor, goods and sub-contractor (if any).

### **3.3.2 Procurement of Small Works under Shopping method by Community**

This is a mandatory method for procurement of works over KIP 100 million (or US\$12,500) (case of a joint Sub-project carried out by more than one community implementation team). In this process, the works will be procured on the basis of comparing quotations obtained from at least three (3) independent constructors/individuals. If the Community Implementation Team has been unable to obtain at least three quotations, it shall provide the EPFO with the reasons and justification why no other competitive method could be considered and obtain a no objection before proceeding on the basis of the only responses already received. The Community Implementation Team will may be required to make information available to all local contractors/individuals at the district level and, if necessary at the province level. This will be done through the posting of public announcements. These announcements will include relevant information to enable interested parties to submit proposals. EPFO Staff will provide guidance for each step. The detailed steps to be followed and documentation to be maintained in this procurement process are as follows:

1. After a simple procurement plan has been made and the implementation stage has started, the community will establish an *Evaluation Committee (EC)*, consisting of not less than five local representatives to serve as members, women are strongly encouraged to participate. The memorandum on establishment of such EC must be maintained in the file.
2. The EC must (a) send request for quotation to more than three qualified local contractors, in order to ensure to receive at least three quotations, and in addition, (b) make a public announcement inviting any other interested contractors to submit quotations. This public announcement will be posted in at least three prominent places, in the community, district and province to ensure that request for quotation is widely disseminated. Where this is not expensive, the EC can also advertise in other media available in the province. The evaluation report should include the details on places where the announcement was posted.
3. The same information must be available to every interested contractor, including but not limited to, the design, specification, bill of quantities, estimated cost, conditions of contract and schedule of work. A declaration form must be given to potential contractors and this will be used to record their offers. The EC must be careful to ensure that the contractors/individuals invited for bid are reputable, well established, and have provided similar services on previous occasions, as part of their normal business. Local opportunities may also be fostered as to encourage small entrepreneurs not so well established. If the EC receive quotations from unsolicited contractors/individuals, these may be accepted after the EC verify the nature and reputation of the contractors/individuals.
4. At least ten (10) working days will have to be allowed after the notice has been put in public places for the interested/eligible contractors to prepare and submit their complete offers.
5. The EC shall indicate the date, time and place for the submission of quotations in the invitation letter.

6. The list of names and address of the contractors to whom the invitation for quotation were sent and/or to whom the invitation for quotation were received shall be recorded and attached to the evaluation report.
7. Quotation shall be submitted in sealed envelopes and will be opened in the presence of the Bidding Committee and the bidders' representatives who choose to attend. No bids shall be rejected at the bid Opening, except for late quotations. A meeting attendance list must be recorded and attached to the evaluation report.
8. Submitted quotations shall be recorded in the registry of quotation received form and it shall be attached to the evaluation report.
9. The EC shall evaluate all bids received and shall award the contract to the Bidder whose quotation has been determined to be substantially responsive to the Request for Quotations and who has offered the lowest evaluated price. The original of quotations received and documents specified above must be kept at EPFO for post review by the World Bank. Copy will be kept at the Community level. The district office shall keep record of all Subprojects implemented in the district; data must be available from procurement stage, supervision stage and until payment.
10. The village representative signs the contract with the recommended contractor. A copy of the signed contract must be available in the file at the community level.

### **3.3.3 Procurement of Goods under Shopping method**

The Shopping method available for procurement of goods below is also customized from MOF procurement Manual for this specific Project environment. Goods will be procured on the basis of comparing price quotations obtained from *at least three* (3) suppliers. The detailed steps to be followed and documentation to be maintained in this procurement process are:

- 1) After simple procurement plan has been made and the implementation stage has started, the community will establish an *Evaluation Committee (EC)*, consisting of not less than five local representatives to serve as members, women are strongly encouraged to participate. The memorandum on establishment of such EC must be maintained in the file.
- 2) Thereafter, the EC is expected to (a) prepare a clear list of goods, materials, tools or equipment required including the type of item, number required and notes regarding quality and preferred delivery schedules (b) locate at least three (preferably more) reputable sources of the required items and obtain quotations from these suppliers. If the order is large (estimated to be more than \$5,000) then the EC must also, (c) make a public announcement inviting interested suppliers to participate and submit quotations. This public announcement will be posted in at least three prominent places, in the community, district and province to ensure that information inviting qualified suppliers is widely disseminated. The evaluation report should include the details on places where announcement was posted.
- 3) All potential suppliers must be provided with the same information required for preparing a substantially responsive to the Quotation Document, including but not limited to, specification, quantities, estimated cost, conditions of contract and schedule of delivery. Each interested supplier must complete a supplier declaration form. The EC must ensure that the suppliers invited for the comparing price

quotation are reputable, well established, and can provide the required goods as part of their normal business.

- 4) In the case of large or complicated orders, at least ten (10) working days must be allowed for the interested/eligible suppliers to prepare and submit their offers. For small (less than KIP 50million or \$5,000) a shorter period can be allowed. In some instances, where the requirements are small and simple to fulfil, eligible suppliers may be able to give an accurate quotation on the same day.
- 5) The list of names and address of the suppliers from whom the EC invited to participate and from whom the EC received quotations shall be recorded and attached to the evaluation report.
- 6) The quotations from all of the suppliers shall be recorded and attached to the evaluation report.
- 7) The EC shall evaluate all quotations received and provide an award decision. The award decision would normally be made to the lowest priced and qualified supplier. If there are specific reasons why a more expensive quote has been considered of award then these reasons must be made in the evaluation report. The EC will submit evaluation report to EPF procurement staff to review and has no objection of award. A detailed evaluation report, the original quotations received as well as the documents specified above, shall be kept at EPFO for post-review by the World Bank. One copy will be kept at SDA and another copy of these documents must be kept at the community level. The provincial office shall keep record of all subprojects implemented in the district; data must be available from the procurement stage, the supervision stage and of payments made.
- 8) The village representative signs the contract with the recommended supplier. A copy of signed contract must be available in the file.

### **3.3.4 Direct Contracting**

Direct contracting may only be used when the estimated cost for procurement of goods is less than KIP 10million (or US\$1,000) or only one supplier is available (which should be justified with supporting documents). A supplier may be chosen without going through the shopping procedure outlined above, provided that the costs are in line with local market rates (or where relevant, the Unit Cost Database). This method shall only be used when it is justified that there is only a supplier available in the area. Documents available for post-review should include but not limited to, a purchase order, an invoice and evidence of payment.

### **3.3.5 Training**

Almost any type of training can be funded under the subproject. Civil servant or government-subsidized bodies cannot be paid using Project funds. Training will be delivered with community participation. This community participation subproject will be monitored so as to ensure an efficient costing and productive activity.

## **ANNEX**

ANNEX 1: PROCUREMENT PLAN

ANNEX 2: STANDARD BIDDING DOCUMENT FOR REQUEST FOR QUOTATIONS OR LIMITED BIDDING FOR SMALL WORKS (HARMONIZED, APRIL 2014) ENGLISH VERSION.

ANNEX 3: STANDARD BIDDING DOCUMENT FOR REQUEST FOR QUOTATIONS OR LIMITED BIDDING FOR GOODS (HARMONIZED, APRIL 2014) ENGLISH VERSION.

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### **Community Grant**

ANNEX 7: FORM A, COMMUNITY PROCUREMENT PLAN

ANNEX 8: FORM B, QUOTATION (GOODS).

ANNEX 9: FORM C, EVALUATION (GOODS, WORKS).

ANNEX 10: FORM D, CONTRACT (WORKS).

ANNEX 11: FORM E, FORCE ACCOUNT EXPENDITURE

ANNEX 12: FORM F, COMMUNITY GRANT COMPLETION FORM