





# Training Manual (For Procuring Agency)

# e-Sourcing to e-Contracting (Pre-Qualification, Expression of Interest EOI, Bidding)

**Requisition Module** 

**Workflow Module** 

**Public Procurement Regulatory Authority** 



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# **ACRONYMS AND ABBREVIATIONS**

Term	Description
2FA	Two Factor Authentication
ADP	Annual Development Programmed
AES	Advanced Encryption Standard
AGPR	Accountant General Pakistan Revenues
AJ&K PPRA	Azad Jammu & Kashmir Public Procurement Regulatory Authority
API	Application Programming Interface
BPPRA	Baluchistan Public Procurement Regulatory Authority
CI/CD	Continuous Integration / Continuous Delivery
CSRF	Cross-Site Request Forgery
DD	Deputy Director
DDOS	Distributed Denial of Service
DFD	Data Flow Diagram
DevOps	Development And Operations
DRAP	Drug Regulatory Authority of Pakistan
e-PADS	e-Pak Acquisition & Disposal System
FATA	Federally Administered Tribal Areas
FBR	Federal Board of Revenue
FPPRA	Federal Public Procurement Regulatory Authority
GIF	Graphics Interchange Format
GUI	Graphical User Interface
HEC	Higher Education Commission
HTTPS	Hypertext Transfer Protocol Secure
KP	Khyber Pakhtunkhwa
KPPRA	Khyber Pakhtunkhwa Public Procurement Regulatory Authority
JPG	Joint Photographic Experts Group
MIS	Management Information System
МОМ	Minutes Of Meetings
MQ	Messaging Queue
NTP	Network Time Protocol
NTN	National Tax Number
NADRA	National Database and Registration Authority
OCR	Optical Character Recognition
OTP	One-Time Password
PDF	Portable Document Format
PHE	Public Health Engineering
Pⅅ	Planning And Development Department
PPT	PowerPoint presentation
PPRA	Public Procurement Regulatory Authority
QA	Quality Assurance
Rs.	Rupees
SBP	State Bank of Pakistan
SECP	Securities And Exchange Commission of Pakistan
SIEM	Security Information And Event Management
SPPRA	Sindh Public Procurement Regulatory Authority



Term	Description
SRS	Software Requirement Specification
STN	Switched Telephone Network
SSL	Secure Sockets Layer
SQL	Structured Query Language
TLS	Transport Layer Security
VM	Virtual Machine
WSO2	Web Services Oxygenated
WAF	Web Application Firewall
PA	Procurement Agency
SME	Escalation to subject Matter
IVR	Interactive Voice Response
ETS	Electronic Tendering Services
XSS	Cross-Site Scripting
OU	Organization unit is one component of organization hierarchy. Like FPPRA, MoIT, MoNHSR&C, PIMS are all Organization units.



# **AMENDMENT HISTORY**

Version	Date	by	Remarks
1.0	16 June, 2023	Waseem Shahzad	Developed
1.5	17 June, 2023	ljaz Haider Malik	Reviewed

# **DISTRIBUTION**

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PPRA Team	
Mr. Maqbool Ahmad Gondal	Managing Director
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# **ASSOCIATED DOCUMENTS**

Sr. No.	Document Name



### Assumptions

This User Manual assumes that you already have e-Pak Acquisition and Disposal System (e-PADS) user accounts according to your Geographical/Ministerial/Departmental level and role. This user manual also assumes that you are familiar with basic computer skills and basic web-application operations.

## **User's Qualification Requirements**

- 1. Public procurement domain expertise.
- 2. Must be BPS-17 or above official.
- 3. Good communication skills.
- 4. Good computer and software operation skills.

### **System Requirements**

The e-PADS is accessible from any Personal Computer (Desktop, Laptop) with Internet access and a supported Web-browser.

Latest versions of the following browsers fully support e-PADS standard view:

- 1. Mozilla Firefox (Windows, Mac, Linux)
- 2. Google Chrome (Windows, Mac, Linux)
- 3. Netscape (Windows, Mac, Linux)
- 4. Safari (Mac)
- 5. Internet Explorer 9 and above (Windows)

# **PRE-QUALIFICATION**



# on e-Pak Acquisition and Disposal System

Pre-qualification is a formal method of assessing suppliers against predetermined criteria. Only suppliers who meet established criteria are invited to next logical step of procurement.

### PA user can create a new Procurement Activity under the Plan filling the all required field.

* Name of Procurement 🛈		* Procurement Need ()		*Statement of Requirement ①		
Procurement of Equipment		for office		Computers etc		
* Market Analysis 🛈						
Yes	No					
* Estimated Cost ①		Concept Note/PC1 ①		* Budget(Pink Book) 🛈		
2,800,000		No file chosen	£	Development	Non-Development	
Funding Type 🛈		* Funding Source 🛈		* As a Whole or Package / Lot	D	
Local	~	Federal Government	~	Whole	Package / Lot	

After creating a new activity; the system allows to selection an appropriate category of procurement, procurement method, and appropriate procedures e.g. Single Stage Single Envelop, Single Stage Two Envelop or Two Stage Bidding Procedures or Two Envelopes etc. for Goods Through Pre-Qualification.

	METHOD / PROC	EDURE)				Link Requisition
Name of Procurement: Procurement of I * Mode of Procurement ①	Equipment   Estimated	Cost: PKR. 2,800,000	0.00			
National	Internation	nal				ε
* Category of Procurement ①		* Procurement Metho	od ①		* Procedure ①	
Goods	~	Open Competitive E	Bidding	~	Single Stage Two Envelope	~
* Pre-Qualification / EOI ①		* Pre-Qualification No	otice Date 🛈		* Pre-Qualification Closing Date 🛈	
Pre Qualification Required	~ ]	03-07-2023		8	18-07-2023	8
* Tentative Notice Date 🛈		* Tentative Date of Co	ontract ①		* Tentative Date of Completion ①	
01-07-2023		31-08-2023		8	30-09-2023	<b>e</b>
Remarks(if any) 🛈						
	li					
					CANCEL	© Enhance Fields



# The system requires to attached or associate two committee 1) Procurement Committee and 2) GRC Committee

← Bao	← Back ASSOCIATE COMMITTEE + Add Committee							
						Procurement Activity:	Procurement of Equipment	
*Committee Title ①								
PRC Co	ommittee	~					49	
							CANCEL	
🛛 🕅 Clea	ar					Q s	earch keyword	
Actions	Committee Title $\checkmark$ $\forall$	Committee Type 🖌 🏹	Internal Member(s) ∽ ∏	External Member(s) ∽ ∏	Total Member(s)	Committee Status →	Reason ~	
<b>i</b>   ©	PRC Committee	Procuring Committee	1	0	1	Completed	Every rule is followed	
1	GRC Committee	Grievance Redressal Committee	3	0	3	Completed	Every rule is followed	
			« « 1	> >> 5 ~				

# Selection of of Pre Qualification Document Template for Publication

← Back PRE QUALIFICATION DOCUMENT TEMPLATE

Clear Q Search keyword						
Actions	Template Name 🖌 🏹	Category ~ 7	Method ∽ ∀	Procedure v 7	Template of $\checkmark \nabla$	¢
◎   🗇   +   ◎   🖪	Template for PQ SSTE	Goods	Open Competitive Bidding	Single Stage Two Envelope	PQ	
		« < 1	> >> 10 🗸			

## Procurement Plan showing Publish PQ

← Back PROCUREMENT PLAN

Actions	Procurement Documents	Name of Procurement $\checkmark \forall$	Category ~ 🍸	Method 🗸 🏹
&   ∕   💼   昌   器   Ø	(PQ) (Publish PQ)	Procurement of Equipment	Goods	Open Competitive Bidding

# **Publication of Pre Qualification for Goods/Equipment**

Publish Document(Pre Qualification)		×
* Name of Procurement ①		
Procurement of Equipment		
International Procurement?		
• Publish Date ()		
	+ Olazina Tima ()	
30-06-2023	14:13	
* Opening Date 🛈	* Opening Time ${\rm O}$	
30-06-2023	14:43	
	Opening Time should be greater than closing time + 30 minutes and less than 23-59	
Security Deposit Options ①     Bid Security Bid Declaration	Is budget available for advertisement?	

+ Requistion Items + Add Committee + Procurement



 $\times$ 

Retrieving the activity from Pre Qualification Process by selection of drop down arrow and by pressing Greet Show Button. The below screenshot shows the Applicant's list, E-Contract, bid validity and clarifications buttons for the PAs.

PRE QUALIFICATION PROCESS		PQ
Procurement Activity ①	Committee	
Procurement of Equipment	PRC Committee	Q Show
Name of Procurement: Procurement of Equipment	Category: Goods	Method: Open Competitive Bidding   Procurement Procedure: Single Stage Two Envelope   Estimated Cos PKR.2,800,000.00
Publish Date: 16/06/2023   Bid Opening Date & Time: 30/	06/2023 , 02:43 PM	M   Validity Date: 30/07/2023   Tentative Notice Date: 01/07/2023 Tentative Contract Award Date: 31/08/2023   Tentative Closing Date: 30/09/2023
		Subscription Section (S) Applicant's List E-Contract Bid Validity Request Q Show Clarification(S)

# The PA can see the list of Applications by clicking the Applicant's list.

Bidder's List

All Bidder's Bid Downloade	s Bid Downloaded Supplier's								
S.No	Supplier Name 🖌 🍸	Mobile 🗸 🏹	Email 🗸 🏹	Address 🗸 🏹					
1	devtraders	+926564464476	dhbwclc@exelica.com	F/5 islamabad					

# PA's/Suppliers both can get the Clarifications optional

1		2	3	4	
	Clarification(s)	Opening Of Application(s)	Evaluation	Pre-Qualification Se	lection 🤅
CLARI	FICATIONS				
₿ C	Clear			Q Search keyword	ł
S.No	Activity Name $\checkmark \forall$				Actions
1	Clarification(s)				© Ø
		Showing 1 to 1 of 1 entries << <	: 1 > »	5 🗸	
					Next $\rightarrow$

Committee Members Attendance, Suppliers and Opening of Applications

#### **OPENING OF APPLICATION(S)**

**Committee Members Attendance** 

<i>\\\\\\\\\\\\\</i>	lear		Q Search keyword			
S.No	Activity Name $\checkmark \forall$			Actio	ons	
1	Committee Members Attendance			C	0	3
2	Suppliers Attendance			21	0	3
3	Opening Of Application (Download)		Ø	0	0	3
	Showing 1 to 3 of 3 entries << < 1 > >>	5 🗸				
← Pre	vious			N	lext	÷

All Committee Members Attendance mark the attendance receiing the OTP by their mobile phones entering the system and mark present. See below screenshot.

(	V Clear       Q Search keyword								
	Email 🗸 🏹	Committee Convener $\checkmark \forall$	Attendance Date $\checkmark \forall$	Availability 🗸 🏹	Actions				
5	siyariw380@introace.com	Yes	16/06/2023 , 01:08 PM	Present	X Mark Absent OTP				
		Showing 1 to 1 of 1 entrie	s « < 1 >	» 5 v					

Close

×

Suppliers Attendance (Optional) field, if any supplier/bidders come to the PA for attending application opening, bids opening or financial opening; the PA can get the attendance and upload in the system.



Close

#### Suppliers Attendance

						亡 Upload Attachment
S.No	Description $\vee \nabla$		Date 🗸 🍸			Actions
No rec	ord found					
		Showing 0 to 0 of 0 entrie	es «< <	> >>	5 ~	

The user shall download the application by clicking the tick button, upon clicking the button the system allows to download the application.

Opening Of Applicati	on (Download)				×
Supplier Name 👻 🍸	Mobile 🗸 🏹	Email ~ 🕅	Download Submission	Download Date	Accept
devtraders	+926564464476	dhbwclc@exelica.com	达 Download	16/06/2023 , 01:11 PM	<ul> <li>Image: Image: Ima</li></ul>
		« ‹ 1	> >> <b>5</b> ~		

The PA will upload PQ Evaluation Report and Publish.

Close



 $\times$ 

#### **Upload and Publish Evaluation Report**

S.No	Description $\checkmark$ $\forall$	Published $\vee \overline{V}$	Date ~ 7	Actions				
1	PQ Application Report	Yes	16/06/2023 , 02:35 PM	🕁 Download				
	Showing 1 to 1 of 1 entries << < 1 > >> 5 ~							

# After due procedure PA upload the report for the qualification and disqualification of the bidders/suppliers.

Suppliers Selection

Supplier Name 🖌 🏹	Mobile ~ 7	Email ~ 🏹	Reason	
devtraders	+926564464476	dhbwclc@exelica.com	Qualify for Bidding	Accepted
		« < 1	> >> 5 ~ V	

# EXPRESSION OF INTEREST EOI

on e-Pak Acquisition and Disposal System

# The Procuring Agency may adapt any appropriate Procurement Method for Selection of Consulting Firms as per the PPRA Regulation 2010.

- a) Quality Based Selection; for Complex Assignment
- b) Quality and Cost Based Selection; when the high quality is the prime consideration while cost is a secondary consideration
- c) Least Cost; for routine nature assignment
- d) Single Source or Direct Selection
- e) Fixed Budget; for simple assignment which can be precisely defined and budget is fixed

### The PA will create an activity in the Procurement Plan by entering the following fields.

* Name of Procurement 🤅	)	* Procurement Need 🛈		*Statement of Requirement 🛈		
Hiring of Consulting Firm	n	Technical, Scope of Work		Field base study or task assign		
* Market Analysis 🛈						
Yes	No					
Estimated Cost 🛈		Concept Note/PC1 🛈		* Budget(Pink Book) 🛈		
2,500,000		No file chosen	1 Development		Non-Development	
* Funding Type 🛈		* Funding Source 🛈		* As a Whole or Package / Lot 🛈		
Local	$\sim$	Federal Government	~	Whole	Package / Lot	

The PA shall select the Category of Procurement by dropdown fields, select procurement method by dropdown field, Procurement Technique e.g." QCBS" Procedures, Single Stage Two Envelopes Through EOI process.

# 2

	ETHOD / PROC	CEDURE)		Link	Requisition
Name of Procurement: Hiring of Consulting Mode of Procurement ①	Firm   Estimated (	Cost: PKR. 2,500,000.00		_	
National	Internation	nal			
* Category of Procurement ①		* Procurement Method ①		* Technique 🛈	63
Consulting Services	~	Open Competitive Bidding	~	Quality and Cost Based	~
* Procedure ①		* Pre-Qualification / EOI ①		* Expression of Interest Notice Date ①	
Single Stage Two Envelope	~	Expression Of Interest Required	~	03-07-2023	e
* Expression of Interest Closing Date ①		* Tentative Notice Date ①		* Tentative Date of Contract ①	
18-07-2023	Ö	03-07-2023	e	02-08-2023	e
* Tentative Date of Completion ①		Remarks(if any) ①			
01-10-2023	Ü				
			//		
				CANCEL SAVE © Enha	ance Fields

Below screenshot shows the requirement to attached/associate Procurement Committees by clicking the dropdown link.

← Bao	ASSOCIATE CON	MITTEE				(	+ Add Committee
					Pro	curement Activity: Hir	ing of Consulting Firm
*Commit	tee Title ()						
GRC Co	mmittee						CANCEL
🕅 Clea	ar					Q Search	n keyword
Actions	Committee Title 🗸 🍸	Committee Type ✓ ▽	Internal Member(s) ∽ ♡	External Member(s) ∽ ▽	Total Member(s)	Committee Status ∽ ∑	Reason ∽ ▽
<b>1</b> 0	GRC Committee	Grievance Redressal Committee	3	0	3	Completed	Every rule is followed
10	PRC Committee	Procuring Committee	1	0	1	Completed	Every rule is followed
			« < 1	> >> 5 V			

Expressions of Interest (EOI) button appears, by clicking the EOI button the system adapt the EOI template and also shows the Publish EOI button for publishing the Document

		+ Requistion Items	+ Add Committee	+ Procurement
Green button = P		Q Search keyw	ord	
Actions	Procurement Documents	N	ame of Procurement	7 Category ~
\$\$   \$\$   \$\$   \$\$   \$\$	EOI Publish EOI	Hi	iring of Consulting Firm	Consulting Services

**Publication of Expressions of Interest** 

	and the second sec
Publish Document(Expression of Interest)	×
* Name of Procurement ①	
Hiring of Consulting Firm	
International Procurement?	
* Publish Date ①	
16-06-2023	
Closing Date ①	* Closing Time ①
30-06-2023	12:34
* Opening Date ①	* Opening Time ①
30-06-2023	13:04
	Opening Time should be greater than closing time + 30 minutes and less than 23:59
Security Deposit Options      Bid Security     Bid Declaration	Is budget available for advertisement?
	Cancel Request to PID Publish

# Retrieving the activity from Pre Qualification Process by selection of drop down arrow and press show button.

RE QUALITIOAT	ON PROCESS				EOI
rocurement Activity 🛈		Committee			
Hiring of Consulting Firm	~	PRC Committee	Q Show		
Name of Procuren	nent: Hiring of Consultin	g Firm   Category: Con Proce	sulting Services	Method: Open Com ge Two Envelope   Es	npetitive Bidding Procurement timated Cost: PKR.2,500,000.0
Publish Da	te: <b>16/06/2023</b>   Bid Op	pening Date & Time: 30/0 03/07/2023 Tentative	<b>6/2023 , 01:07 P</b> Contract Award E	M   Validity Date: <b>30/0</b> Date: <b>02/08/2023</b>   Te	07/2023   Tentative Notice Date entative Closing Date: 01/10/202
	@ App	olicant's List 🖉 🐵 E-0	Contract ©	Bid Validity Request	Q Show Clarification(s)
	Θ Αρρ	olicant's List 💿 E-C	Contract	Bid Validity Request	Q Show Clarification(s)
oplications List	© App	olicant's List 💿 E-C	Contract ©	Bid Validity Request	Q Show Clarification(s)
oplications List	S App	olicant's List	Contract	Bid Validity Request	Q Show Clarification(s)
oplications List idder's List All Bidder's Bid Downloa		olicant's List 💿 E-(	Contract	Bid Validity Request	Q Show Clarification(s)
oplications List idder's List All Bidder's Bid Downloa S.No	© App ded Supplier's Supplier Name ∽ ♡	olicant's List	Contract	Bid Validity Request	Q Show Clarification(s)

Clarifications (if any) optional

	1 Clarification(s)	2 Opening Of Application(s)	3) Evaluation	F	4 re-Qualification Selection	A CONTRACTOR OF
CLARI	FICATIONS				Q Search keyword	
S.No	Activity Name 🗸 🏹				Actions	
1	Clarification(s)				© ©	
		Showing 1 to 1 of 1 entries << <	1 > >>	5 ~		
					Next →	

#### Committee Members Attendance, Suppliers and Opening of Applications ž **OPENING OF APPLICATION(S)** 🕅 Clear Q Search keyword Activity Name ↓ ♡ S.No Actions 1 Committee Members Attendance 2 Suppliers Attendance 2 0 0 3 Opening Of Application (Download) 0000 Showing 1 to 3 of 3 entries << < 1 > > 5 $\checkmark$ ← Previous Next $\rightarrow$

# **Committee Members Attendance**

**Committee Members Attendance** 

(	Clear Q Search keyword					
	Email 🗸 🏹	Committee Convener 🗸 🏹	Attendance Date 🗸 🍸	Availability 🗸 🏹	Actions	
5	siyariw380@introace.com	Yes	16/06/2023 , 01:08 PM	Present	X Mark Absent OTP	
	Showing 1 to 1 of 1 entries << < 1 > >> 5 ~					

Close

16

×



# Suppliers Attendance (Optional)

×

Suppliers Attendance

					1 Upload Attachment
S.No	Description $\checkmark$ $\gamma$		Date 🗸 🏹		Actions
No reco	ord found				
		Showing 0 to 0 of 0 entrie	es «< < >	» 5 ~	

Opening of Applications Opening Of Application (Download)					
Supplier Name 👻 🍸	Mobile ~ 7	Email 🗸 🏹	Download Submission	Download Date	Accept
devtraders	+926564464476	dhbwclc@exelica.com	达 Download	16/06/2023 , 01:11 PM	<ul> <li>Image: Image: Ima</li></ul>
		« < 1	> >> 5 V		

	Close



Evaluation Process; the PA will upload and publish the Application Evaluation Report and completing the task by clicking the Red Action button

Clarification(s)	Opening Of Application(s)	Evaluation	Pre-Qualification Selection
LUATION			
۲ Clear			Q Search keyword
o Activity Name ∽ ∀			Actions
Upload and Publish Evaluation Repo	prt		b 💿 🤗
	Showing 1 to 1 of 1 entries << <	1 > » 5 v	
Previous			Next +
load Application (EO	I Evaluation Report) and P	ublish	
pload Attachment(s)			
(-,			
LECT FILE			
LECT FILE			
LECT FILE Attachment ①			ć
LECT FILE Attachment ①			2
LECT FILE Attachment ① ivaluation.pdf Description ①			
LECT FILE Attachment ① valuation.pdf Description ① upplication Evaluation			
LECT FILE ttachment ① valuation.pdf rescription ① pplication Evaluation			
LECT FILE Attachment ① Evaluation.pdf Description ①			

After completion of the Evaluation of process the system allows to shortlist Suppliers for next process

	1	2	3	4
	Clarification(s)	Opening Of Application(s)	Evaluation	Pre-Qualification Selection
SHOR	TLISTED APPLICANT(S)			
¶∦ c	lear			Q Search keyword
S.No	Activity Name 🖌 🏹			Actions
1	Suppliers Selection			V 🗅 💿 🚫
		Showing 1 to 1 of 1 entries	1 → ≫ 5 ∨	
← Pre	vious			

The PA will prepare the RFP and Bidding Document and publish

	ENT PLAN + Requistion Items	+ Add Committee + Procurement
Green button = Pro	rocurement completed (PO Generated) curement in progress	Q Search keyword
Actions	Procurement Documents	Name of Procurement ~
‱   ∥   💼   🔠   🕲	(Bidding Document)	Procurement of Goods
	View Published Bidding Document) Bidding Document (+ Corrigendum) (V1) View PQ Published Document) View PD	View PD Procurement of Equipment
	(View EOI Published Document) (View PD) (RFP (+ Corrigendum) (V1)) (View RFP Published Document) (View PD)	Hiring of Consulting Firm

The PA will submit the publication of Request for Proposal (RFP) through the system by clicking the Publish button. Since the procurement is less than 3 million it doesnot requires to publish in two newspapers through Press Information Department (PID).

Publish Document(Request for Proposal)	×
* Name of Procurement ① Hiring of Consulting Firm	
International Procurement?	
* Publish Date 🛈	
16-06-2023	
* Closing Date ①	* Closing Time ①
30-06-2023	13:30
* Opening Date 🛈	* Opening Time ①
30-06-2023	14:00
	Opening Time should be greater than closing time + 30 minutes and less than 23:59
* Bid Validity ①	• Submission Type ①
30-07-2023	Manual

Cancel Request to PID Publish

After the deadline the PA can see supplier's/bidder's list by clicking the Bidding Process getting the procurement activity from the dropdown and pressing show button.

BIDDING PROCESS				
Procurement Activity ①	Committee			
Hiring of Consulting Firm	PRC Committee	Q Show		
Name of Procurement: Hiring of Consulting Firm   C	ategory: Consulting Service	es   Method: Open Con	npetitive Bidding   Procureme Envelope   Esti	nt Procedure: Single Stage Tw mated Cost: PKR.2,500,000.00
Publish Date: 16/06/2023   Bid Opening Date & T	ime: 30/06/2023 , 02:00 Pl	M   Validity Date: 30/07/	/2023   Tentative Notice Date: 0 Award Date: 31/08/2023   Tenta	01/08/2023 Tentative Contract ative Closing Date: 30/09/2023
Financial Bid Opening Date: 16/06/2023   Financial Bid	Opening Time: 01:44 PM			
Sidder's List E-Contract Bid	I Validity Request 🛛 💿	Contract Specimen#1	Contract Specimen#2	Q Show Clarification(s)



#### Bidder's List

All Bidder's	Bid Downloaded Suppli	ier's			
S.No		Supplier Name $$	Mobile ~ 7	Email 🗸 🏹	Address $\checkmark$ $\mathbb{Y}$
1		devtraders	+926564464476	dhbwclc@exelica.com	F/5 islamabad
			« < 1 > » 25	~	

#### PA will start the evaluation process with actions/completions

	1	2	3	4	5	6
(	Clarification(s)	Bid Opening	Technical Evaluation	Financial Bid Opening	Final Evaluation	Award of Contract
LARI	FICATIONS					
¶∦ c	lear					Q Search keyword
S.No	Activity Name 🗸 🍸					Actions
1	Clarification(s)					D 🔍 🥝
			Showing 1 to 1 of 1 entries 🤍	< 1 > » 5 v		
						$Next \rightarrow$

### **Committee Members Attendance**

Committee Members Attendance  $\sim$ 🌾 Clear Q Search keyword Mobile 👻 🍸 Email 👻 🍸 Committee Convener 👻 🍸 Attendance Date 👻 🍸 Member Name ~ 7 Availability 🗸 🍸 Actions +923043898545 Mark Present Admin Zaryab siyariw380@introace.com Yes Absent Showing 1 to 1 of 1 entries 《 ( 1 ) 》 5 🗸

Close

Technical Bid/Proposal Downloading



# Technical Evaluation Section " Uploading and Publishing Technical Evalaution Report"

C	1 larification(s)	2 Bid Opening	3 Technical Evaluation		Financia	4 I Bid Ope	ning	5 Final Evaluation	6 Award of Contract
TECH	NICAL EVALUATIO	DN							
₿ C	lear								Q Search keyword
S.No	Activity Name 🖌 🏹								Actions
1	Upload and Publish Tech	nical Evaluation Report							2 0 b 0 0
			Showing 1 to 1 of 1 entries	<< <	1	> >	» 5 V		
← Pre	vious								Next $\rightarrow$

# Upload and Publish Technical Evaluation Report

Upload and Publish Technical Evaluation Report

1 Upload Attachment S.No Description ~ 7 Published ~ 7 Date 🗸 🍸 Actions 16/06/2023, 01:45 PM 🛃 Download View Publish Details 1 TER Yes 5 Showing 1 to 1 of 1 entries << < 1 > >>  $\sim$ 

	Close
Financial Bid Opening Section	

×

Clar	rification(s)	2 Bid Opening	3 Technical Evaluation	4 Financial Bid Ope	ening	5 Final Evaluation	6 Award of Contract	
				•	-			
NC		G						
Cle	ar					٩	Search keyword	
	Activity Name 🗸 🗸	γ					Actions	
	Committee Membe	rs Attendance					1) © L ©	ø
	Supplier Attendanc	e					20	ø
	Financial Bid Down	loading					6 0	ø
			Showing 1 to 3 of 3 entries		» 5 v			

The Procurement Committee Members will mark the attendance by obtaining the OTP from their mobile phones and mark the attendance present.

# **BIDDING PROCESS**



# on e-Pak Acquisition and Disposal System

The Standard Document module in the e-PADS will allow its users to generate electronic Bidding / Procurement Documentation by either adapting Authority's approved template, or if template is not available by creating document electronically in the EPADS system. i.e., Standard Bidding/Procurement Document, Pre-Qualification, Expression of Interest (EOI) for Request for Proposal (RFP) which will be used by Procuring Agencies for standard bidding procedure. The intended Users of this module are PAs Users.

This section provides step-by-step instructions for users to perform the following actions within the e-PADS:

# Contraction of the second

## **Session Objectives**

By the end of this session the user should be able to:

- Create Committee for Procurement
- Create Committee for GRC
- Assign Committees to the Procurement Activity
- Review Bid Document (if required add section in the existing bidding document)
- Publish Standard Bidding Documents

# **CREATE AND PUBLISH STANDARD BIDDING / PROCUREMENT DOCUMENT**

For any procurement activity, creation of a plan is mandatory. In Plan, user can create planned activities and after formal approval of plan, associated committees can execute the procurement activities as per PPRA rules and regulations:

a. Click on Procurement Plan give on the dashboard menu.



b. After clicking on Procurement Plan the following screen will appear to the users:

Procurement Plan Name 🛈		* Year ()				
Plan Name		2023-2024		~	Save Reset	
🕅 Clear						Q Search keyword
Actions	ID v V	Procurement Plan Name $\checkmark \ensuremath{\mathbb{V}}$	Year ∽ 🕅	Version $\checkmark$ $\forall$	Status ∽ 🝸	
◎   ⁄   🖶   b   ð	FP1077	Procurement Plan for FPPRA	2023-2024	2	Open	Submit For Approval Submitted for approval.
200		~~	< 1 > » 5	~		

c. Click on eye icon to view procurement activities. After clicking on eye icon, the following screen will appear to the users:

Actions	Procurement Documents	Name of Procurement $$	Category 🗸 🍸	Method ∽ ∀	Procedure ~	Est. Cost 🗸 🍸
& 🖉 💼 🛤 🕺	Bid	Procurement of Heating invertors TSTE	Goods	Open Competitive Bidding	Two Stage Two Envelope	PKR. 800,000.00
*   🖉   💼   🖴   88	Bid Publish Bid	Purchases of Generators TSBP	Goods	Open Competitive Bidding	Two Stage Bidding Procedure	PKR. 2,000,000.00
& 🖉 💼 🖶 🔀	Bid (Corrigendum) (V1) View PD	Procurement of General Goods SSTE	Goods	Open Competitive Bidding	Single Stage Two Envelope	PKR. 1,400,000.00
\$   🖉   🗰   😫   88	Bid (Corrigendum) (V1) View PD	Procurement of Health Equipment SSSE	Goods	Open Competitive Bidding	Single Stage Single Envelope	PKR. 1,700,000.00
&   🖉   💼   🖴   🔀	Bid (Corrigendum) (V2) View PD	SSTE	Goods	Open Competitive Bidding	Single Stage Two Envelope	PKR. 1,000,000.00
		« < 3 4 <b>5</b>	6 7 > >>	5 🗸		

d. Click on the icon with four squares to assign committee to the procurement activity.

	Name of Procurement V	Category ~	Method 🗸 🍸	Procedure V	Est. Cost 🗸 🍸
Bid	Procurement of Heating invertors TSTE	Goods	Open Competitive Bidding	Two Stage Two Envelope	PKR. 800,000.00
Bid Publish Bid	Purchases of Generators TSBP	Goods	Open Competitive Bidding	Two Stage Bidding Procedure	PKR. 2,000,000.00
Bid (Corrigendum) (V1) View PD	Procurement of General Goods SSTE	Goods	Open Competitive Bidding	Single Stage Two Envelope	PKR. 1,400,000.00
Bid (Corrigendum) (V1) View PD	Procurement of Health Equipment SSSE	Goods	Open Competitive Bidding	Single Stage Single Envelope	PKR. 1,700,000.00
Bid (Corrigendum) (V2) View PD	SSTE	Goods	Open Competitive Bidding	Single Stage Two Envelope	PKR. 1,000,000.00
	« < 3 4 <u>5</u>	6 7 > >>	5 🗸		
	Bid Bid Publish Bid Bid Publish Bid (Bid (Corrigendum) (V1) View PD Bid (Corrigendum) (V1) View PD Bid (Corrigendum) (V2) View PD	Bid     Procurement of Heating invertors TSTE       Bid     Purchases of Generators TSBP       Bid (Publish Bid     Purchases of Generators TSBP       Bid (Corrigendum) (V1)     View PD       Procurement of Heatin Equipment SSSE       Bid (Corrigendum) (V2)     View PD       SSTE	Bid       Procurement of Heating invertors TSTE       Goods         Bid       Publish Bid       Purchases of Generators TSBP       Goods         Bid (Corrigendum) (V1)       View PD       Procurement of General Goods SSTE       Goods         Bid (Corrigendum) (V1)       View PD       Procurement of Health Equipment SSSE       Goods         Bid (Corrigendum) (V2)       View PD       SSTE       Goods	Bid       Procurement of Heating invertors TSTE       Goods       Open Competitive Bidding         Bid       Publish Bid       Purchases of Generators TSBP       Goods       Open Competitive Bidding         Bid (Corrigendum) (V1)       View PD       Procurement of General Goods SSTE       Goods       Open Competitive Bidding         Bid (Corrigendum) (V1)       View PD       Procurement of Health Equipment SSSE       Goods       Open Competitive Bidding         Bid (Corrigendum) (V2)       View PD       SSTE       Goods       Open Competitive Bidding         C       S       S       6       7       >       5	Bid       Procurement of Heating invertors TSTE       Goods       Open Competitive Bidding       Two Stage Two Envelope         Bid       Publish Bid       Purchases of Generators TSBP       Goods       Open Competitive Bidding       Two Stage Eidding Procedure         Bid (Corrigendum) (V1)       View PD       Procurement of General Goods SSTE       Goods       Open Competitive Bidding       Single Stage Two Envelope         Bid (Corrigendum) (V1)       View PD       Procurement of Heatin Equipment SSSE       Goods       Open Competitive Bidding       Single Stage Two Envelope         Bid (Corrigendum) (V2)       View PD       SSTE       Goods       Open Competitive Bidding       Single Stage Two Envelope         Stage Two Envelope       SSTE       Goods       Open Competitive Bidding       Single Stage Two Envelope         Stage Two Envelope       SSTE       Goods       Open Competitive Bidding       Single Stage Two Envelope

e. After clicking the icon, the following screen will appear:

<ul> <li>← Back</li> <li>Committee</li> </ul>	ASSOCIATE COMM	ITTEE			Procurement Activity:	Purchases of Generators TSBP
		~			CANCEL	SAVE ADD COMMITTEE
Clear Actions	Committee Title v V	Committee Type 🗸 🗑	Internal Member(s) 🗸 🗑	External Member(s) 🗸 🗑	C Total Member(s)	Committee Status
			« < > » !	5 ~		



	Procurement Activity: Pu	rchases of Gene	erators TSBP	
Click on this button to cancel task.	CANCEL SAV	E ADD C		\$
V	Click on this button to save selected committee.	earch keyword Committee	Click on button add a n committ	this to ew ee.

f. Click on Committee Title to view list of committees and select the desired committee from the list:

*	Committee Title ①	
		~
	Procuring Committee Non Consultative	
	Grievance Committee	
	Procurement Committee consultative	
-	GRC Committee	
-	Grievance Committee 1	

g. After selecting the desired committee click on Save to proceed: h.

	TTEE		+ Add Committee
		Procuremen	nt Activity: procurement SSTE QA
*Committee Title 🛈			
PRC Committee	·		
			CANCEL
Committee Title 0  Procuring Committee Non Consultation			Procurement Activity: Purchases of Generators TSBP
			CANCEL SAVE ADD COMMITTEE
译 Clear			Q Search keyword
Actions Committee Title ~ 7 Committee Type	→ $\forall$ Internal Member(s) → $\forall$	External Member(s) 🗸 🕅	Total Member(s) Committee Status
	« <	5 ~	





i. After clicking on Save button, the committee will be listed on the bottom of the screen:

*Committee	e Title ①				Procurement Activity: Pure	chases of Generators TSI
Procuring	Committee Non Consultative	~			CANCEL	
🕅 Clear					Q Se	arch keyword
Actions	Committee Title 🗸 🍸	Committee Type 🖌 🗑	Internal Member(s) 🗸 🕅	External Member(s) 🗸	Total Member(s)	Committee Status
1	Procuring Committee Non Consultative	Procuring Committee - Non Consultative	0	0	0	Pending

j. To adapt template please see the below steps.



k. After clicking on Procurement Plan the following screen will appear to the users:

					Page 1	
Plan Name		2023-2024		~	Save	
下 Clear						Q Search keyword
Actions	ID ~ 7	Procurement Plan Name $$	Year ∽ 🕅	Version $\checkmark$ $\forall$	Status ∽ ∏	
◎   ⁄   @   <u>▷</u>   ♂ \	FP1077	Procurement Plan for FPPRA	2023-2024	2	Open	Submit For Approval Submitted for approval.
2m		« «	1 > » 5	~		

 Click on eye icon to view procurement activities. After clicking on eye icon, the following screen will appear to the users:

Actions	Procurement Documents	Name of Procurement $$	Category 🗸 🍸	Method ~	Procedure ~ 7	Est. Cost 🖌 🍸
i 🖉 💼 🖪 88	Bid	Procurement of Heating invertors TSTE	Goods	Open Competitive Bidding	Two Stage Two Envelope	PKR. 800,000.00
\$ 2 💼 🖴 88	Bid Publish Bid	Purchases of Generators TSBP	Goods	Open Competitive Bidding	Two Stage Bidding Procedure	PKR. 2,000,000.00
k / 🖉   💼   🔀	Bid (Corrigendum) (V1) View PD	Procurement of General Goods SSTE	Goods	Open Competitive Bidding	Single Stage Two Envelope	PKR. 1,400,000.00
&   🖉   💼   🖴   🍀	Bid (Corrigendum) (V1) View PD	Procurement of Health Equipment SSSE	Goods	Open Competitive Bidding	Single Stage Single Envelope	PKR. 1,700,000.00
\$ / 🗇 🗮 🔀	Bid (Corrigendum) (V2) View PD	SSTE	Goods	Open Competitive Bidding	Single Stage Two Envelope	PKR. 1,000,000.00
		« < 3 4 <b>5</b>	6 7 > >>	5 🗸		

m. To adapt a PPRA template for the procurement activity, click on the PQ/EOI/Bid button as shown below:

	ENT PLAN	+ Add Committee	+ Procurement	
Green button = P Blue button = Pro	rocurement completed (PO Generated) curement in progress	Q Search k	eyword	
Actions	Procurement Documents	N	ame of Procurement 🗸	¢
	(Bidding Document)	Ρ	rocurement of Goods	

n. After clicking on button, the following screen will appear:

ocument Templates		>
	Please select standard bidding document	
Actions	Document Template	
Adopt Document Template	Procurement of Therapeutic Goods (Pharmaceuticals) SSSE	
Adopt Document Template	Procurement of Information Systems SSSE	
Adopt Document Template	Procurement of Goods General SSSE	
Adopt Document Tem	Document for SSSE	
Adopt Document Template	Test Bidding Document	

i. After the user has clicked on the template to be adapted. The system will ask for final confirmation as shown below:





ii. After clicking Yes, the desired document will be adapted for the procurement activity.o. To view the adapted document, click on the Bid button as shown below:

SF Clear					Q Searc	ch keyword
Actions	Template Name 🐱 🕅	Category ~ 7	Method $\checkmark$ $\mathbb{Y}$	Procedure	~ 7 Te	emplate of $\vee \mathbb{Y}$
◎ 🖶 + ◎ 🗋	Procurement of Goods General SSSE	Non-Consulting	Open Competitive Biddin	ig Single Stage	Single Envelope Bi	d
		« < 1 >	» 5 V			
← Back PROCUR	EMENT PLAN				+ Add Commi	ttee + Procuremen
← Back PROCUR	EMENT PLAN ton = Procurement completed (PO Generated) on = Procurement in progress				+ Add Commi	ttee + Procuremen
← Back PROCUR	EMENT PLAN ton = Procurement completed (PO Generated) n = Procurement in progress Procurement Documents	Name of Procurement v V	Category ~ T	Method $\sim$ T	+ Add Commi Q Sear Procedure ~ T	ttee + Procuremen ch keyword Est. Cost ~ 7
← Back PROCUR	EMENT PLAN ton = Procurement completed (PO Generated) on = Procurement in progress Procurement Documents (RFP) (Publish RFP)	Name of Procurement ~ 7 Procurement of tables	Category ~ T Services	Method ∨ ¥ Un-Solicited	+ Add Commi Q Sean Procedure ~ 7 LCB	ttee + Procuremen ch keyword Est. Cost ~ 및 PKR. 1,500,000.00
← Back PROCUR	EMENT PLAN ton = Procurement completed (PO Generated) ton = Procurement in progress Procurement Documents  FPD Publish RIPP  Bit Publish Bit	Name of Procurement         >         Y           Procurement of tables         Food Procurement Plan	Category ~ T Services Goods	Method v T Un-Solicited Open Competitive Bidding	+ Add Commi Q Sean Procedure ∨ 7 LCB Single Stage Single Envelope	ttee + Procuremen ch keyword Est. Cost ~ T PKR. 1,500,000.00 PKR. 1,000,000.00
← Back PROCUR ▼ Clear Green but Buse butte Actions A. 2 G ⊟ 88 A. 2 G ⊟ 88 A. 2 G ⊟ 88	EMENT PLAN ton = Procurement completed (PO Generated) on = Procurement in progress  Procurement Documents  RFP [Publish RFP]  (Bit) Publish Bit  (Corrigendum) V(2) [Publish Bitid (Corrigendum)	Name of Procurement ~ 7       Procurement of tables       Food Procurement Plan       Food Procurement Plan	Category ~ T       Services       Goods	Method ~ 7 Un-Solicited Open Competitive Bidding Open Competitive Bidding	+ Add Commi Q Sear Procedure ~ V LCB Single Stage Single Envelope Single Envelope	ttee + Procuremen ch keyword Est. Cost ~ 7 PKR. 1,500,000.00 PKR. 1,000,000.00 PKR. 9,000,000.00
← Back PROCUR	EMENT PLAN ton = Procurement completed (PO Generated) on = Procurement in progress  Procurement Documents (RFP [Publish RFP] (Bit] Publish Bit (Corrigendum) V(2) [Publish Bitd (Corrigendum (and publish Bitd (Corrigendum) V(2) [Publish Bitd (Corrigendum) (and publish Bitd (Corrigendum) V(2) [Publish Bitd (Corrigendum) (and publish Bitd (Corrigendum)	Name of Procurement ~ 7       Procurement of tables       Food Procurement Plan       IV(2)       Proc       IV(2)       Procurement Test	Category ➤ ♡       Services       Goods       Goods       Goods	Method ~ ¥ Un-Solicited Open Competitive Bidding Open Competitive Bidding	+ Add Commi       Q Sean       Procedure ~ V       LCB       Single Stage Single Envelope       Single Stage Single Envelope       Single Stage Single Envelope	ttee + Procurement ch keyword Est. Cost ~ 7 PKR. 1,500,000.00 PKR. 9,000,000.00 PKR. 9,000,000.00
← Back PROCUR ▼ Clear Green but But butte Actions ▲ 2 @ @ ■ 83 ▲ 2 @ @ @ ■ 83 ▲ 2 @ @ ■ 83 ▲ 2 @ @ ■ 83 ▲ 2 @ @ @ ■ 83 ▲ 3 @ @ @ @ ■ 83 ▲ 3 @ @ @ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	EMENT PLAN ton = Procurement completed (PO Generated) on = Procurement in progress  Procurement Documents (RFP (Publish Bid) (Publish Bid) (Publish Bid) (Corrigendum) V(2) (Publish Bid (Corrigendum) (Bid (Corrigendum) V(2) (Publish Bid (Corrigendum)) (Bid (Corrigendum) V(2) (Publish Bid (Corrigendum))) (Bid (Corrigendum) V(2) (Publish Bid (Corrigendum))) (Bid (Corrigendum) V(2) (Publish Bid (Corrigendum))))	Name of Procurement < T           Procurement of tables           Food Procurement Plan           V(2)         Proc           V(2)         Procurement Test           V(2)         procurement for kitchen items	Category ~ T       Services       Goods       Goods       Goods       Goods       Goods	Method ∨ ♥ Un-Solicited Open Competitive Bidding Open Competitive Bidding Open Competitive Bidding	+ Add Commi Q Sear Procedure ~ 7 LCB Single Stage Single Envelope Single Stage Single Envelope Single Stage Single Envelope	+ Procurement           ch keyword           Est. Cost ~ T           PKR. 1,500,000.00           PKR. 9,000,000.00           PKR. 8,000,000.00           PKR. 8,000,000.00           PKR. 2,000,000.00           PKR. 2,000,000.00

- p. After clicking on Bid button, the following screen will appear:
- q. By using the buttons give on the left side the user can perform the following task:
  - i. To view the document template, click on eye icon.
  - ii. To view the adapted bid document, click on trashcan icon.
  - iii. To add sections in the bid document, click the plus icon.
  - iv. To view the entire sections of the bid document, click on the eye icon.
  - v. To download the bid document, click on PDF icon.
- r. To add sections in the bid document, click on the + icon as shown below:

14 Clear					C Search keyword
tions	Template Name 🗸 🕅	Category ~ ¥	Method $\checkmark$ $\forall$	Procedure $\checkmark$ $\forall$	Template of $\vee \forall$
<b>1</b> +   ⊚   <b>1</b>	Procurement of Goods General SSSE	Non-Consulting	Open Competitive Bidding	Single Stage Single Envelope	Bid
- Am		« « 1	> >> <b>5</b> ¥		

s. Click on +Create to add a new section in the document:

	ARD BIDDING D IREMENT OF G	OCUMENT TE	MPLATE SECTION(S) S (E-SUBMISSION VER JUI	N 9))	View Docume	ent + Create	e Section
🕅 Clear					Q Sea	arch keyword	
Actions	Serial No 🖌 🍸	Section# ∽ ∏	Section Name 🖌 🏹	Section For $\checkmark$ $\forall$	Percentage 🖌 🏹	Туре 🖌 🍸	Swap
∥ ⊚ +	1	1	Title, Acknowledgement, Preface	Bid Submission (Technical & Financial Proposal)		Text	$\downarrow$
⊚ +	2	2	SECTION I: INVITATION TO BIDS	Bid Submission (Technical & Financial Proposal)		Text	$\uparrow\downarrow$
⊚ +	3	3	SECTION II: INSTRUCTION TO BIDDERS (ITBs)	Bid Submission (Technical & Financial Proposal)		Text	$\uparrow\downarrow$
⊚ +	4	4	SECTION III: BID DATA SHEET	Bid Submission (Technical & Financial Proposal)		Text	$\uparrow\downarrow$
⊚ +	5	5	SECTION IV. ELIGIBLE COUNTRIES	Bid Submission (Technical & Financial Proposal)		Text	$\uparrow\downarrow$

t. After clicking on create the following for will appear to the user:

ECTION TEMPLATE				
Section# ①		Parent Section ①		* Section Name ①
		Choose parent section	~	
Туре 🛈		Description ③		
Choose Type	~			
			4	
				Click on Cancel Sav
				Cancel to
				discard task.



* Section# (i)	
1	\$

i. Users are required to enter the Section Number.

Parent Section 🛈	
Choose parent section	~

ii. Users are required to select Parent Section if the previous section number is part of a main section.

* Section Name 🛈	٦
	-

iii. Users are required to enter name of the section.

* Туре 🛈	
Choose Type	~
	٩
Text	
Evaluation	
Bid Sheet	

iv. Users are required to select the section type. Generally, we select Text if the section does not belong to Evaluation or Bid Sheet.

Description (i)		
1		
		11

Section# ①	Paren	It Section ①		* Section Name 🛈	
	Cho	ose parent section	~	Preface	
ype 🛈	Descr	iption 🛈			
- ext	~ ]			Mandatory for Procurement Agency	
			h		
K • • • • • • • • • • • • • • • • • • •	-   🍩 🐨 🏴   🏜 🇮 🗮 🔤 Ω   29	?			
v n					

u. Users are required to provide content for the section. The users can simply copy text from any editable document format.

			2
Section# ①	Parent Section ①	* Section Name ①	
1	Choose parent section	∽ Invitation to Bidder	
Туре 🛈	Description ①		
Text	<ul> <li>This section contains invitation for bidders to a specified procurement.</li> </ul>	to submit bids for	
	SUDOR		
			A
		Capec	

Action performed successfully.

v. After clicking on Save, your new section will be added as shown in the screen given below:

Clear							
Actions	Serial No 🖌 🏹	Section# 🖌 🏹	Section Name 👻 🏹	Section For $\checkmark$ $\forall$	Percentage 👻 🍸	Туре 🗸 🏹	Swap
∥⊚∣⊞∣+	1	1	Preface	Technical Bid	0	Text	$\checkmark$
∥ ⊚   🗊   +	2	2	Invitation letter	Technical Bid	0	Text	$\uparrow$
			« < <u>1</u> > »	10 ~			

w. To review the document, click on View Document icon as shown below:

← Back STANDA	Back     STANDARD BIDDING DOCUMENT TEMPLATE SECTION(S) (TEST SBD)     View Document     + Create Section						
V Clear					Q	Search keyword	
Actions	Serial No 🖌 🏹	Section# ~ 7	Section Name 👻 🏹	Section For $\checkmark$ $\forall$	Percentage 🖌 🏹	Туре ~ 🍸	Swap
0   0   🗎   +	1	1	Preface	Technical Bid	0	Text	$\checkmark$
∥ ⊚ 💼 +	2	2	Invitation letter	Technical Bid	0	Text	$\uparrow$
			« < 1 > »	10 🗸			

# a. To Create a section click + button and add fields below

Standard Bidding Document Template			× Section Field M
• Template Name ()			yword
* Category ①	• Method 🛈	* Procedure ①	
Consulting Services ~	Open Competitive Bidding	Fixed Budget	🗸 Approval Histo
* Template for? ①			Approval Histo
EOI			Approval Histo
		Cancel	ve Approval Histo
• III	Showing 1 to 10 of 110 entries << < 1 2 3 4	$5 \rightarrow $ $10 \sim$	

# b. Create dynamic section in the template by selection of type:

SECTION TEMPLATE		>	
Section For (1)	* Section Name ①	• Type (0)	+ Create Section
Technical Bid ~	Dynamic Section	Dynamic Table	syword
Description ()			Swap
	Mandatory for Procuring Agency Editable by Procuring Agency		4
<i>"</i>			$\uparrow \downarrow$
			$\uparrow \downarrow$ $\uparrow \downarrow$
			$\uparrow \downarrow$
			1
т			
		Cancel Save	
			_

c. Users can create dynamic Table in the below field:

				A CONTRACTOR
Dynamic Section			>	Create Section
• Field Label① •Date	a Type ①  Type ①  Type ①  Type ①  Procuring Agency  Supplier  Formula	Save Clear		Swap
Action Sr #	Field Label	Data Type	Туре	
1	Price	Number	Procuring Agency	
	« < 1	> >> 10 v		

d. Users can also add data fields in the Evaluation Section

EVALUATION SHEET	TION			×	+ Create
* Criterion TitleO *Score O 0	Evaluation Heading () Evaluation Heading Add Clear	* TypeO Choose Type	*Weightage ()	Q. Search key	word Swap

e. Add eligibility criteria

<					_	
ligibility Criteria					× + Create Section	on
Description	• Туре①				ayword	
	Yes/No		Add Clear		Swap	ŵ
No file chosen		£			$\checkmark$	
nly PDF, JPG, JPEG, and PNG f	files are allowed and file size should n	ot be greater then 5MB.			$\uparrow\downarrow$	
					$\uparrow \downarrow$	
🕅 Clear				Q Search keywor	rd ↑↓	
Action	Description $\checkmark$ $\overrightarrow{V}$			Туре 🗸 🗑		
0 🗎	Previous experience in bidding	g projects?		Yes/No		
		Showing 1 to 1 of 1 entries	< 1 > » 5 ~			

a. Add eligibility criteria

eckList		×	+ Cr	eate Section
lescription()	* TypeO		ayword	
	Yes/No Add Clear			Swap
o file chosen	٢			$\downarrow$
y PDF, JPG, JPEG, and PNG	3 files are allowed and file size should not be greater then 5MB.			$\uparrow \downarrow$
				<u>↑↓</u>
₩ Clear		Q Search keyword		↑ ↑
Action	Description $\checkmark$ $\forall$	Type ~ 🕅		
/ 🗇	2 years of Working in gov organization?	Yes/No		
	Showing 1 to 1 of 1 entries << < 1 > >> 5 ~			

x. After clicking on View Document button, the following screen will appear:

							C INC PROCU
← Back PREVIEV	N PROCUREMENT DOCUMENT TEMPL	ATE				Download PDF Print/Preview	
Dynamic Section							
							¢
Column Name		Data Type		Туре			
Price		Number		Procuring Agency			
Evaluation Section							
null							
Evaluation Section							
Sr #	Criterion Title	Category	Sub-Category		Туре	Score	
Eligibility Criteria							
null							
Name			Туре				
Check List							

y. To publish bid document, click on procurement plan as shown below:



z. After clicking on Procurement Plan the following screen will appear to the users:

Plan Name		2023-2024	2023-2024			
i lan nume		2010 1014				
The Clear						Q Search keyword
Actions	ID v V	Procurement Plan Name 🖌 🍸	Year ∽ ∀	Version 🗸 🍸	Status ∽ 🕅	
©   2   🗟   👌   🗟	FP1077	Procurement Plan for FPPRA	2023-2024	2	Open	Submit For Approval Submitted for approval.
Sur		«	1 > >> 5	~		


aa. Click on eye icon to view procurement activities. After clicking on eye icon, the following screen will appear to the users:

ctions	Procurement Documents	Name of Procurement $\  \   \lor \   \mathbb{V}$	Category 🗸 🍸	Method ~	Procedure ~ 7	Est. Cost 🤟 🏹
	Bid	Procurement of Heating invertors TSTE	Goods	Open Competitive Bidding	Two Stage Two Envelope	PKR. 800,000.00
	Bid Publish Bid	Purchases of Generators TSBP	Goods	Open Competitive Bidding	Two Stage Bidding Procedure	PKR. 2,000,000.00
.   🖉   💼   🛤   88	Bid (Corrigendum) (V1) View PD	Procurement of General Goods SSTE	Goods	Open Competitive Bidding	Single Stage Two Envelope	PKR. 1,400,000.00
. / 💼 🖴 🍀	Bid (Corrigendum) (V1) View PD	Procurement of Health Equipment SSSE	Goods	Open Competitive Bidding	Single Stage Single Envelope	PKR. 1,700,000.00
. 🖉 🗎 🖶 🛛 🗱	Bid (Corrigendum) (V2) View PD	SSTE	Goods	Open Competitive Bidding	Single Stage Two Envelope	PKR. 1,000,000.00
		« « 3 4 <u>5</u>	6 7 > >>	5 ~		

bb. To publish bid document, click on Publish Bid as shown below:

Actions	Procurement Documents	Name of Procurement $\checkmark \forall$	Category 🗸 🍸	Method ~	Procedure ~ 7	Est. Cost 👻 🍸
& 🖉 💼 🖶 🔛	Bid	Procurement of Heating invertors TSTE	Goods	Open Competitive Bidding	Two Stage Two Envelope	PKR. 800,000.00
å   🖉   💼   🖴   🔀	Bid Publish Bid	Purchases of Generators TSBP	Goods	Open Competitive Bidding	Two Stage Bidding Procedure	PKR. 2,000,000.00
&   🖉   💼   🖴   🔀	Bid (Corrige (V1) View PD	Procurement of General Goods SSTE	Goods	Open Competitive Bidding	Single Stage Two Envelope	PKR. 1,400,000.00
å 🖉 💼 🖶 🔀	Bid (Corrigen (V1) View PD	Procurement of Health Equipment SSSE	Goods	Open Competitive Bidding	Single Stage Single Envelope	PKR. 1,700,000.00
å 🖉 💼 📄 🔛	Bid (Corrigendum) (V2) View PD	SSTE	Goods	Open Competitive Bidding	Single Stage Two Envelope	PKR. 1,000,000.00
		« < 3 4 <b>5</b>	6 7 > >>	5 ~		

cc. After clicking on Publish Bid, the following form will appear:

Regulatory Authority By Abacus QA Team	③ Help Docs Q● Admin ~	1 federaladmin - [-+ Lo
Publish Document(Bidding)		×
* Name of Procurement ①		rement
Procurment SSTE		
International Procurement?		
		By ~ V
* Publish Date ①		tmin
13-06-2023		
Closing Date	* Closing Time ()	min1
27-06-2023	06:09	
* Opening Date ③	Cpening Time	mint
27-06-2023	06:39	mint
	Opening Time should be greater than closing time + 30 minutes and less than 23-50	mint
• Bid Validity ①	* Submission Type ①	
27-07-2023	Manual	× min1
* Security Deposit Options ①		
Bid Security Bid Declaration Either of Both	Would you like to conduct pre-bid meeting? Is budget available for advertisement?	mini
		mint
Description ()		
		finim
		mni
+ Newspaper advertisement    🗄 Download Advertisement Specimen / Template		
	Cancel Request	to PID Publish



#### dd. Select the publishing mode by clicking the submission type E-Submission or Manual:

Publish Document(Bidding)		$\times$	
* Name of Procurement ()			rement
Procurement of tyres			
International Procurement?			
* Publish Date ①		_	,
13-06-2023			Imin
* Closing Date ①	* Closing Time ①		_
27-06-2023	09:56		Imin
* Opening Date ()	* Opening Time ()		Imin
27-06-2023	10:26		
	Opening Time should be greater than closing time + 30 minutes and less than 23-59	_	tmin
* Bid Validity ①	* Submission Type 🛈	_	
27-07-2023	ESubmission	~	min1
* Security Deposit Options ()	Manual		min1
Bid Security Bid Declaration Either of Both	ESubmission		
			mini
Description ①			min1
		<b>'</b>	
		Ð	min1
		11	min1
+ Newspaper advertisement L & Download Advertisement Specimen / Template			
	Cancel Request to PID Pub	lish	

i. This field is auto filled however the user can still edit.

Internat	ional Procurement?	
$\frown$		

ii. Users may click the above box if they want to procure from international source.



iii. This field is auto filled however the user can still edit.

losing Date 🛈		
1/19/2022		

iv. This field is auto filled however the user can still edit.

l	* Closing Time ①
l	05:35 PM

v. This field is auto filled however the user can still edit.



* Bid Opening Date 🛈	
11/19/2022 06:05 PM	

vi. This field is auto filled however the user can still edit.

* Bid Validity Date 🛈		
12/19/2022		

vii. This field is auto filled however the user can still edit.

Clarification Date		
11/04/2022		
11/04/2022		

viii. This field is auto filled however the user can still edit.

$\bigcirc$

ix. User may want to tick the above option if he/she requires to conduct a pre-bid meeting by clicking the tick box.

<		Ν	lovember 202	22		>
Su	Мо	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
11/04/2022						

x. The user will be required to select date for pre-bid meeting.

Description ()			
			- 11

- xi. Users may provide any description if deems necessary.
- ee. Click on Publish to make the document available for registered suppliers to view and bid against the document.

Publish Document(Request for Proposal)	×
• Name of Procurement ①	
Hiring of Consulting Firm	
International Procurement?	
* Publish Date ①	
16-06-2023	
* Closing Date ①	* Closing Time ①
30-06-2023	13:30
* Opening Date ①	* Opening Time ①
30-06-2023	14:00
	Opening Time should be greater than closing time + 30 minutes and less than 23:59
* Bid Validity ①	* Submission Type ${igodot}$
30-07-2023	Manual
_	



ff. For procurements that are equal to and above PKR 3,000,000 the system will require users to attach newspaper advertisement. The following form will appear for such procurements.

12/07/2022	05:39 PM
* Bid Opening Date ${\mathbb O}$	• Bid Validity ()
12/07/2022 06:09 PM	01/06/2023
* Clarification Date ()	Would you like to conduct pre-bid meeting?
11/07/2022	
Pre-Bid meeting date	
11/07/2022	
Description ①	
	6
Add News paper attachment	
译 Clear	Q. Search keyword
Actions         Title $\bigtriangledown$ Date Of Ad $\lor$ Page # $\lor$ Type of News Paper	$\checkmark \ensuremath{\overline{\vee}} \ensurem$
No records found.	
	Click on Cancel to discard task
	Click on this button to publish bid document
* Name of Procurement ③	
Purchases of Generators TSBP	

i. This field is auto filled however the user can still edit.

ii. Users may click the above box if they want to procure from international source.



*	Publish Date 🛈
	11/04/2022

iii. This field is auto filled however the user can still edit.

Closing Date 🛈	
11/19/2022	

iv. This field is auto filled however the user can still edit.

* Closing Time 🛈	
05:35 PM	

v. This field is auto filled however the user can still edit.

* Bid Opening Date 🛈	
11/19/2022 06:05 PM	

vi. This field is auto filled however the user can still edit.

te 🛈	* Bid Validity Date 🛈
	12/19/2022

vii. This field is auto filled however the user can still edit.

* Clarification Date		
11/04/2022		

viii. This field is auto filled however the user can still edit.



ix. User may want to tick the above option if he/she requires to conduct a pre-bid meeting.



<		N	lovember 202	22		2
Su	Мо	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	з

x. They user will be required to select date for pre-bid meeting.

Description 🛈	
	<i>k</i>

xi. Users may provide any description if deems necessary.

(+)	
Add News paper attachment	_

xii. Users are required to upload the newspaper attachment. To attach newspaper advertisement, click on + button and the following form will appear:

Add News Paper Advertisement	х
• Title ①	• Date of Ad ①
	11/07/2022
* Page # ①	* Type of newspaper ①
1	Choose Newspaper Type
Language ①	* Stations ①
Choose Newspaper Language	Choose Stations V
Regional language ①	• Size ①
Choose Regional Language	Choose Newspaper Size V
Status ①	
Choose Publish Status	
No file chosen	Ĵ
	Click on Cancel to discard task.
	Click on th button to up news pape attachmer
* Title ①	



i. Users are required to enter the title of advertisement in newspaper.

Date of Ad	0					
<		No	vember 20	022		>
Su	Мо	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
						_

ii. Users are required to select date for advertisement in the newspaper.

* Page # 🛈		
1		

iii. Users are required to enter the page number of advertisement in the newspaper.

* Type of newspaper ①	
Choose Newspaper Type	$\checkmark$
	۵
English	
Urdu	

iv. Users are required to select the type of newspaper from the dropdown list.

* Language 🛈	
Choose Newspaper Language	~
	Q
English	
Urdu	

v. Users are required to select the language of the newspaper from the dropdown list.

* Stations 🛈	
islamabad-islamabad	~
isla	Q
islamkot-islamkot-Tharparkar	
islamabad-islamabad	

vi. Users are required to select stations from the dropdown list.



* Regional language 🛈	
Urdu	~
	٩
Urdu	
Punjabi	

vii. Users are required to select regional language from the dropdown list.

* Size 🛈	
2 X 5	~
I	Q
2 X 5	
5 X 9	

viii. Users are required to select size of the advertisement in the newspaper from the dropdown list.

* Status 🛈	
Pending	~
	Q
Pending	
Rejected	

ix. Users are required to select the status of the advertisement from the dropdown list.

		٦
305.png	£	

x. Users are required to upload the advertisement as an attachment.

Add News Paper Advertisement			>
Title ①		* Date of Ad ①	
ABC		11/07/2022	
Page # 🛈		* Type of newspaper 🛈	
1		English	~
Language 🛈		* Stations 🛈	
English	~	islamabad-islamabad-islamabad	~
Regional language 🛈		* Size ①	
Urdu	~	2 X 5	~
Status 🛈			
Pending	~		
305.png			٢
			Cancel Save

- Action performed successfully.
- gg. After user has provided all the mandatory information, click on Save and the advertisement will be listed at the bottom of the screen as shown below:

🕅 Clear								Q Search ke	eyword
Actions	Title 🗸 🍸	Date Of Ad $\checkmark \forall$	Page # 🗸 🍸	Type of News Paper $$	Language $\checkmark$ $\mathbb{Y}$	Stations $\checkmark$ $\forall$	Regional Language 🗸 🍸	Size 🗸 🏹	Status 🗸 🍸
ð	ABC	11/07/2022	1	English	English	715	Urdu	2 X 5	Pending

hh. After all the fields have been filled along with newspaper attachment. To publish bid document, click on Publish button as shown below.

Publish Document								
Bid Opening Date ①				* Bid Validity 🛈				
11/22/2022 06:34 PM				12/22/2022				
Clarification Date 🛈				Would you like to co	onduct pre-bid meeting?			
11/07/2022								
re-Bid meeting date								
11/07/2022								
Description ①								
ABODERE								
ABOBER								
ADODEIN								
+)								
+) kdd News paper attachment								
+) dd News paper attachment							Q Search ke	ayword
+) ddd News paper attachment Clear Actions Title ~ V	Date Of Ad 🖌 🖓	Page # ∨ ∑	Type of News Paper ~ 7	Language v V	Stations v 🗑	Regional Language 🖌 🖓	Q Search ko Size २ ४	eyword Status 🗸 🏹
+) dd News paper attachment V Clear Actions Title ~ V ABC	Date Of Ad v 7 11/07/2022	Page # ∽ ♡	Type of News Paper → ♡ English	Language v V English	Stations v V 715	Regional Language 🗸 🗑 Urdu	Q Search ko Size v V 2 X 5	syword Status ~ 7 Pending
+) dd News paper attachment V Clear Actions Title ~ V ABC	Date Of Ad → ¥ 11/07/2022	Page # ∨ ∑ 1	Type of News Paper → ♥ English	Language v V English	Stations v T 715	Regional Language 🖌 🗑 Urdu	Q Search ke Size ~ 7 2 X 5	eyword Status ∽ ∑ Pending
+) Here attachment Clear Actions Title ~ V ABC	Date Of Ad v 7 11/07/2022	Page# ∨ ∑ 1	Type of News Paper 👻 ত English	Language v V English	Stations ~ ¥ 715	Regional Language 🖌 🍸 Urdu Can	Q Search ko Size v V 2 X 5 Publish	ayword Status ∽ ∑ Pending

ii. After the document has been published it can be viewed in Tenders given in Supplier Management section as shown below:

Action performed successfully.



jj. After clicking on Published Tenders, the following screen will appear on the right side where your published tender will be listed:

V Clear																								Q	Search ke	eyword	
Actions	Name ∨ ∀							Р	ublish	Date	<b>·</b> 7				Last	t Submi	ssion D	ate	• 7					Descrip	otion 🗸 '	7	
۵	Purchases of G	enerat	ors TSB	P				1	9/11/20	22					04/1	1/2022											
۵	Purchase of IT	Equipm	ent					1	8/11/20	22					04/1	1/2022											
۵	Purchases of M	1ACs						1	9/11/20	22					04/1	1/2022											
۵	Purchases of T	elepho	nes					1	9/11/20	22					04/1	1/2022											
۵	Purchases of P	ens						1	9/11/20	22					04/1	1/2022											
	~~	<	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	>	>>	5 ~	/		



T

The e-PADS allows Procuring Agencies to electronically carry out all bidding processes regarding the procurement. Based on the bids submitted by the supplier against the published bidding documents, there must be at least one bid from the supplier to initiate the bidding process. The PA users can carry out the all the procedures of open competitive bidding in e-PADS.

# The new feature of the e-procurement system allows the functionality of e-submission of bids from all eligible suppliers for all open competitive bidding (Rule-36).

### a) Procedure and Method

a. To initiate bidding procedure, click on Procurement Plan and add procurement activities and select the category of procurement, procurement methods and select Single Stage Single Envelope (SSSE or other appropriate method for the procurement activities) given below under chose procedure menu on the right side of the screen.

	ENT (METHO	OD / PROCEDURE)		Single Stage Single Envelope	
Name of Procurement: <b>Procure</b> * Mode of Procurement ①	ment of Goods	Estimated Cost: PKR. 600,000.00		Single Stage Two Envelope Two Stage Bidding Procedure	
National	Internationa	al		Two Stage Two Envelope	
* Category of Procurement 🛈	ŕ	* Procurement Method ①		Framework Agreement - Closed	
Goods	~	Open Competitive Bidding	~	Choose Procedure	~
* Tentative Notice Date 🛈	1	* Tentative Date of Contract 🛈		* Tentative Date of Completion ①	
01-07-2023	Ë	31-07-2023	e	30-08-2023	e
* Tentative Notice Date ① 01-07-2023	Ë	* Tentative Date of Contract ① 31-07-2023	Ë	Tentative Date of Completion ①     30-08-2023	

Remarks(if any) 🛈

b. After creation of the procurement plan, click the view icon or adding a procurement activity by pressing the +procurement green button, the following screen will appear to the users:

#### ← Back PLANNED PROCUREMENT ACTIVITY

* Name of Procurement ()		* Procurement Need 🛈		*Statement of Requirem	nent 🛈
Procurement of Goods		For Office		Equpments	
* Market Analysis 🛈					
Yes	No		le le		
* Estimated Cost 🛈		Concept Note/PC1		* Budget(Pink Book) 🛈	
600,000		No file chosen	Ĵ	Development	Non-Development
* Funding Type 🛈		* Funding Source 🛈		* As a Whole or Packag	e / Lot 🛈
Local	$\sim$	Federal Government	~	Whole	Package / Lot

i. Users are required to fill field of Name of Procurement and provide information the procurement activity name, procurement need, statement of requirement, market analysis conducted if any, estimated cost, budget (pink book), funding type, funding source and package/lot of as a whole etc (see above screenshot) for procurement process.

Committee 🛈	
procuring commiitte	~
1	Q
procuring commiitte	

ii. Users are required to select for the procurement committee.

c. After selecting the committee, click on Show button and your bidding process will be initiated.

BIDDING PROCESS			
Procurement Activity ①	Committee ①		
Please select value from list	✓ Please select value from list	✓ Q show	
Name of Procurement:   Method:   Category:   E	timated Cost:	The	¢

d. After clicking the Show button, the following will appear on the bottom of the screen:

BIDDING PROCESS  Procurement Activity ① Committee Procurement of Equipment PRC Committee C Show
Procurement Activity ① Committee Procurement of Equipment  PRC Committee Q Show
Procurement of Equipment V PRC Committee
(B)
Name of Procurement: Procurement of Equipment   Category: Goods   Method: Open Competitive Bidding   Procurement Procedure: Single Stage Two Envelope   Estimated Cos PKR.2,800,000.00
Publish Date: 16/06/2023   Bid Opening Date & Time: 30/06/2023, 03:16 PM   Validity Date: 30/07/2023   Tentative Notice Date: 01/07/2023 Tentative Contract Award Date: 31/08/2023   Tentative Closing Date: 30/09/2023
Financial Bid Opening Date:   Financial Bid Opening Time:
Bidder's List X Rule 33: Rejection of Bids     S E-Contract     S Bid Validity Request     Contract Specimen#1     Contract Specimen#2
Q Show Clarification(s)

e. To add grievances, click on +Grievances. **Note:** Grievances can be added at any stage of the bidding process.

BIDDING PROCESS				
Procurement Activity ①	Committee			
Procurement of Equipment	PRC Committee	Q Show		_
Name of Procurement: Procurement of Equipment	Category: Goods   Method: Open	Competitive Bidding   Procure	ement Procedure: Single Stage T	wo Envelope   Estimated Cos PKR.2,800,000.00
Publish Date: 16/06/2023   Bid Opening Date & Time: 3	0/06/2023 , 03:16 PM   Validity Date:	30/07/2023   Tentative Notice	Date: 01/07/2023 Tentative Cor Tent	ntract Award Date: 31/08/2023   ative Closing Date: 30/09/2023
Financial Bid Opening Date:   Financial Bid Opening Time:				
Bidder's List      X Rule 33:	Rejection of Bids	Bid Validity Request	Contract Specimen#1	Contract Specimen#2
				Q Show Clarification(s)

f. The following screen will appear after clicking +Grievance:

evance (A	fter Advertisement)						
							+ Add Grievan
							R Search keyword
ctions	Grievance 🗸 🏹	Date 🗸 🍸	Channel 🗸 🍸	Supplier's Type 🐱 🍸	Supplier 🗸 🍸	Attachment 🤟 🍸	Status 🗸 🍸
o records fou	nd.						
				« < > » 5 ~			
							Cance

g. Click on +Add Grievance the following form will appear to the users:

dd Grievance		
Grievance ①		
Grievance Date ①	* Received Via Channel ①	Committee Name
JD-MM-YYYY	Select	✓ procuring committe
tach Email / Letter		
No file chosen	±	
upplier ()		
Registered		
Un-Registered		
Registered Supplier ①	Supplier's Business Name ①	* Email ①
Select	~	e.g someone@email.com
Mahila Na 🔘		
E +02 V VVVVVVVVV		
C +92 V XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
≤ +92 ✓ ⊥000000000		
Y+92 ✓ xxxxxxxxxxx		Cancel Submit
S +92 √ xxxxxxxxxx		Click on
<b>S</b> +92 V XXXXXXXXXX		Click on Cancel to discard Tack
<b>S</b> +92 V XXXXXXXXX		Click on Cancel to discard Task.
<b>S</b> +92 V XXXXXXXXX		Click on Cancel to discard Task.
<b>1</b> +92 V XXXXXXXXX		Click on Cancel to discard Task. Click on submit to proceed.
S +92 ✓ xxxxxxxxxx		Click on Cancel to discard Task. Click on submit to proceed.

i. Users are required to type in the grievance sent by the supplier.

•	Grieva	nce Dat	te 🛈					
	DD-MI	M-YYYY						ë
ſ	<		Nove	mber	2022		>	Г
Ľ	Su	Мо	Tu	We	Th	Fr	Sa	£
L	30	31	1	2	3	4	5	
L	6	7	8	9	10	11	12	
L	13	14	15	16	17	18	19	
L	20	21	22	23	24	25	26	
	27	28	29	30	1	2	3	~
٢.,								

ii. Users are required to select the date of grievance.



Received Via Channel 🛈		
Select	~	
	٩	
Email		
Fax		
Letter		

iii. Users are required to select from the dropdown list, the channel from which the grievance was received.

Committee Name		
procuring commiitte		

iv. This field is auto pulled from the system.

Attach Email / Letter	
No file chosen	£

v. Users are required to attach grievance received from the supplier in soft copy.

Sup	oplier (i)	
0	Registered	
0	Un-Registered	

vi. Users are required to select whether the grievance received is from a registered/un-registered supplier.



## In case of Registered Supplier:

* Registered Supplier (i)	* Supplier's Business Name 🛈 🔹 *
Select ~	
1	٩
333 Consulting SSS qqqq@gmail.co +92-12345678	90
333 Consulting SSS christina@azamtelesources.com	+92-3212220132
362    362@gmail.com    +92-5651544158	
Abacus Consulting ISL   fyvilu@teleg.eu  +92-65498	74536
Abacus Consulting ISL    head.info@gmail.com    +92-3	3233444556

vii. Users are required to select the supplier from the drop-down list.

* Supplier's Business Name 🛈	
333 Consulting	

viii. This field is auto pulled from the system.

* Email 🛈		
qqqq@gmail.co		

ix. This field is auto pulled from the system.

Mobile No	(i)	
c +92	~	1234567890

x. This field is auto pulled from the system.

## h. Click on Submit after users have filled out all the necessary information:

Add Grievance				3
• Grievance ①				
Grievance Date		* Received Via Channel ①		Committee Name
DD-MM-YYYY	Ð	Select	~	procuring committe
Attach Email / Letter				
No file chosen	Ĵ			
Supplier ①				
Registered				
Un-Registered				
* Registered Supplier ①		<ul> <li>Supplier's Business Name ①</li> </ul>		* Email ①
Select	~			e.g someone@email.com
* Mobile No ①				
🗳 +92 🗸 🗸				
				Cancel Submit →
				-{[m-





i. After clicking on Submit button, the grievance will be added in the following section:

evance (Aft	er Advertisement)						
							+ Add Grievan
🕅 Clear						Q Sear	rch keyword
ctions	Grievance 🗸 🗑	Date 🗸 🕅	Channel 🗸 🍸	Supplier's Type 🗸 🍸	Supplier 🗸 🍸	Attachment ~ 7	Status 🗸 🏹
00	Grievance from Supplier XYZ	Thursday, November 3, 2022	Email	Registered	333 Consulting		Open
							_

#### In case of Un-Registered Supplier:

Registered		
Un-Registered		
Supplier's Business Name ①	* Email 🛈	* Mobile No 🛈
	e.g someone@email.com	🖾 +92 🗸 XXXXXXXXX

The users are required to provide the following information:

* Supplier's Business Name (	D	

i. Users are required to provide Supplier's Business Name.

e.g someone@	email.com	

ii. Users are required to provide Supplier's Email Address.

* Mobile No 🛈	
C +92 ~	XXXXXXXXX

iii. Users are required to provide Supplier's mobile number. After providing the above information, Click on Submit button.

upplier ① Registered		
Un-Registered		
Supplier's Business Name ①	* Email 🛈	* Mobile No 🛈
BCU Supplies	aneebaslam905@gmail.com	State 1 + 92 ∨ 3345003618
		-{hn

The grievance from the un-registered supplier will be added in the screen given below:

Grievance (Afte	r Advertisement)						×
							+ Add Grievance
Clear						Q Sea	arch keyword
Actions	Grievance ~ 🗑	Date 🗸 🕅	Channel 🗸 🍸	Supplier's Type 🖌 🏹	Supplier $\checkmark$ $\forall$	Attachment $\checkmark$ $\forall$	Status 🗸 🏹
© ∕ ⊚	Grievance-12	Thursday, November 3, 2022	Email	Un-Registered	BCU Supplies		Open
☺ / ⊚	Grievance from Supplier XYZ	Thursday, November 3, 2022	Email	Registered	333 Consulting		Open
							Cancel

j. To respond/update to the grievances received please follow the steps given below:

							+ Add Grievan
						Q Search ke	eyword
ctions	Grievance 🗸 🏹	Date 🗸 🏹	Channel 🗸 🍸	Supplier's Type \vee 🍸	Supplier 🗸 🍸	Attachment 🗸 🍸	Status 🗸 🍸
} / ©	Grievance-12	Thursday, November 3, 2022	Email	Un-Registered	BCU Supplies		Open
} / ©	Grievance from Supplier XYZ	Thursday, November 3, 2022	Email	Registered	333 Consulting		Open
L'IL							

k. After clicking the gear icon, the following form will appear to the users:

Update Grievance Decision				×
* Grievance Decision ①				
				h
* Decision Date 🛈		Attach Email / Letter		
DD-MM-YYYY	Ë	No file chosen	ć	<u>1</u>
* Status 🛈				
Open	~			
		_	Cancel Submit →	
		Click on Cancel to discard task.		1
			Clici Sav proc	k o re t cee

* Grievance Decision ①		
		li

i. Users are required to explain the Grievance Decision by the grievance committee.

D-MM	YYYY						Ë
<		Nove	ember	2022		>	
Su	Mo	Tu	We	Th	Fr	Sa	~
30	31	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	1	2	3	

ii. Users are required to select the decision date from the calendar.

Attach Email / Letter	
No file chosen	ſ

iii. Users are required to attach email/letter of grievance received.



* Status 🛈	
Open	~
	Q
Open	
In Progress	
Redressed	
Closed	

- iv. Users are required to select the decision status of the grievance.
- I. After the above fields are filled, the grievance status can be viewed as shown in the screen given below:

Image: Search keyword       Channel ~ I       Supplier's Type ~ I       Supplier ~ I       Attachment ~ I       Status ~ I         © / ©       Grievance - 12       Thursday, November 3, 2022       Email       Un-Registered       BCU Supplies       Open         © / ©       Grievance from Supplier XYZ       Thursday, November 3, 2022       Email       Registered       333 Consulting       Redressed	evance (Af	ter Advertisement)						
Clear       Crievance ~ \box 1       Date ~ \box 1       Channel ~ \box 1       Supplier's Type ~ \box 1       Supplier ~ \box 1       Attachment ~ \box 1       Status ~ \box 1         @ \box 1       Orievance-12       Thursday, November 3, 2022       Email       Un-Registered       BCU Supplies       Open         @ \box 2       @ Orievance from Supplier XYZ       Thursday, November 3, 2022       Email       Registered       333 Consulting       Redressed								+ Add Grievanc
Actions       Orievance ▼ 𝔅       Date ▼ 𝔅       Channel ▼ 𝔅       Supplier's Type ▼ 𝔅       Supplier ▼ 𝔅       Attachment ▼ 𝔅       Status ▼ 𝔅         ◎ 𝔅 ○       Grievance from Supplier XYZ       Thursday, November 3, 2022       Email       Un-Registered       BCU Supplies       Open         ◎ 𝔅 ○ ○       Grievance from Supplier XYZ       Thursday, November 3, 2022       Email       Registered       333 Consulting       Redressed              S       S                 S       S	∏ Clear						Q Search ke	eyword
Image: Construction of Construction	ctions	Grievance 🗸 🏹	Date ∽ ∏	Channel 🗸 🏹	Supplier's Type $$	Supplier $\checkmark$ $\forall$	Attachment $\checkmark$ $\forall$	Status ∽ ∏
Image: Weight with the second state of the second	} / ©	Grievance-12	Thursday, November 3, 2022	Email	Un-Registered	BCU Supplies		Open
« < 1 > » 5 ~	100	Grievance from Supplier XYZ	Thursday, November 3, 2022	Email	Registered	333 Consulting		Redressed
				« ( 1 )	» 5 V			



# 1. Clarification

The e-PADS will allow procuring agencies to upload clarifications to the bids. The following steps will illustrate how PA users will upload clarifications.

ocurement Activity ①	Committee			
Procurement of Equipment	✓ PRC Committee	Q Show		
Name of Procurement: Procu	rement of Equipment   Category: Goods	Method: Open Competitive Bidding   Procur	ement Procedure: <b>Single Stage T</b> v	wo Envelope   Estimated Cos PKR.2,800,000.0
Publish Date: 16/06/2023 Bid O	pening Date & Time: 30/06/2023 , 03:16 PM	Validity Date: 30/07/2023   Tentative Notice	e Date: 01/07/2023 Tentative Cor Tent	ntract Award Date: 31/08/2023 ative Closing Date: 30/09/202
nancial Bid Opening Date:   Financial Bi	d Opening Time:			
Bidder's	List X Rule 33: Rejection of Bids	E-Contract	Contract Specimen#1	Contract Specimen#2
				Q Show Clarification(s)
0	2	3	4	5
Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
LARIFICATIONS				
S.No Activity Name				Actions
1 Clarification(s)				0 0 0
				Next →
		Click on this		
		button to view		
		documents.		
		Actions	Click on this	
			button when	
		► ► • • • • • • • • • • • • • • • • • •	complete.	
	Click on this			

a. To upload clarification please click on the document icon:

0	2	3	4	5
Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
CLARIFICATIONS				
S.No Activity Name				Actions
1 Clarification(s)				D @ Ø
				Tim
				and the second s

b. After clicking the document icon, the following form will appear to the users:

arification(s)			
			1 Upload Attachment(s)
.No Description	Published	Date	Actions
lo record found			
			X Cance
		Cli	ick on

discard task.

c. Click on Upload Attachment button to attach a clarification document.

arific	ation(s)				
				ل ال 🖞	oad Attachment(s)
S.No	Description	Published	Date	Actions	2m
No reco	ord found				

d. After clicking the Upload Attachment button, the following form will appear.



Upload Attachment(s)				×
SELECT FILE				
* Attachment ①				
No file chosen				<u>ث</u>
Description ①				
				4
		_	Cancel	Save
	Click on	_		_
	discard task.			
				Click on Save, to sav attachment
Upload Attachment(s)				×
SELECT FILE				
* Attachment ①				
No file chosen				<u>ث</u> . - شن
Description ①				Lin
				1.
			× Cance	Save

- i. Attach document.
- ii. Enter description for the attachment.

Jpload Attachment(s)	
SELECT FILE	
Attachment ①	
df6fa077-2dc8-4914-8300-7db94e110591.pdf	
Description () Clarification-1	
	X Cancel Save
Action po	

e. After clicking on Save, the following screen will appear:

Clarific	ation(s)				×
				① Upload Attachment(	(s)
S.No	Description	Published	Date	Actions	
1	Clarification-1	No	Nov 3, 2022	🛃 Download 🛛 Publish 💼 Delete 🖉 Edit	
				× Can	icel

- f. By using the buttons give on the right side the user can perform the following task:
  - i. Download the uploaded attachment
  - ii. Publish the uploaded attachment to make it visible for the participating bidders
  - iii. Delete the attachment
  - iv. Edit the attachment
- g. Click on Publish to make the attachment accessible for the participating bidders.

	ation(s)				
① Upload Attachment(s)					
6.No	Description	Published	Date	Actions	
1	Clarification-1	No	Nov 3, 2022	🛃 Download 🖪 Publish 🗇 Delete 🖉 Edit	
				(m)	

h. After the PA user has published the document, it can be only downloaded, and no other actions can be performed.



S.No     Description     Published     Date     Actions       1     Clarification-1     Yes     Nov 3, 2022     Jownload	larific	ation(s)				×
S.No         Description         Published         Date         Actions           1         Clarification-1         Yes         Nov 3, 2022         Jownload					Ĵ, Upload Attachment	(s)
1 Clarification-1 Yes Nov 3, 2022	S.No	Description	Published	Date	Actions	
	1	Clarification-1	Yes	Nov 3, 2022	🛃 Download	

i. To view the published document, click on the eye icon, and the same screen will appear to download the attachment.

	0	(2)	3	4	5
	Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
CLARI	FICATIONS				
S.No	Activity Name				Actions
1	Clarification(s)				D 💿 🧭
					Nex
					V

larific	ation(s)			×	
① Upload Attachment(s)					
S.No	Description	Published	Date	Actions	
1	Clarification-1	Yes	Nov 3, 2022	🛓 Download	
				× Cancel	

j. After the clarifications are published, now the user must mark the status "Complete" of this task by following the below steps:

	Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
LAR	FICATIONS				
S.No	Activity Name				Actions
1	Clarification(s)				D 🛛 🧭
					Next -

i. Click on the Red Tick. The following message will appear:

ii.



- Action performed successfully.
- k. After the users have clicked on Yes button, the system will move on to the second step "Pre-Bid (Minutes of Meeting)".



# 2. Pre-Bid (Minutes of Meeting)

The e-PADS allow its procuring agency users to upload pre-bid minutes of meeting. In this section procuring agency is required to upload minutes of pre-bid meeting. The following steps demonstrate how pre-bid minutes of meeting are uploaded.

Procuromy	opt Activity (i)		Committee ()			
Procurema	ent Activity O		Committee O			
Procurer	ment of Office Supplies	~	Procuring Committee N	Ion Consultative	✓ Q Show	
Name of F	Procurement: Procurement of Office	Supplies   Method: Open Com	oetitive Bidding   Cate	gory: Goods   Estimated Cost: PKR.1,0	00,000.00	
					Bidder's List	+ Grievance X Rule 33: Rejection of Bid
	1	2		3	4	(5)
	Clarification(s)	Pre-Bid (Minutes of	Meeting)	Bid Opening	Final Evaluation	Award of Contract
PRE-B	ID MEETING					
S.No	Activity Name					Actions
1	Pre-Bid (Minutes of Meeting)					© ● Ø
← Prev	vious					2m)

a. Click on document icon to upload attachment. After clicking of documents icon, the following screen will appear to the users:

re-Bid	l (Minutes of Meeting)				>
				( ± u	pload Attachment(s)
S.No	Description	Published	Date	Actions	- Chin
No reco	ord found				~
					× Cancel

b. Click on Upload Attachment button to upload the document. After clicking, the following screen will appear:



No file chosen		Ţ
Description ①		
		4
	Click op	X Cancel Save
	Cancel to	T T
	uiscalu task.	
		Click o
		Save, to s
		actación
Upload Attachment(s)		×
SELECT FILE		
* Attachment ①		
No file chosen		
		<i>Z</i>
* Description ①		
Description ①		
Description ①		li.
Description ①		Å
Description ①		
Description		X Cancel Save

Upload File	×
SELECT FILE	
* Attachment ①	
df6fa077-2dc8-4914-8300-7db94e110591.pdf	Ĵ
* Description ①	
MOM Pre-Bid Meeting	
	X Cancel Save
	- City
Action performed successfully.	

c. After clicking on Save, the following screen will appear:

i. ii.

		CUMUC PROCUMENT	AT REGU	TORY AUTHOR
×				

.No De					
	Description	Published	Date	Actions	
1 M	MOM Pre-Bid Meeting	No	Nov 3, 2022	Download Publish Delete C Edit	

- d. By using the buttons give on the right side the user can perform the following task:
  - i. Download the uploaded attachment
  - ii. Publish the uploaded attachment to make it visible for the participating bidders
  - iii. Delete the attachment
  - iv. Edit the attachment
- e. Click on Publish to make the attachment accessible for the participating bidders.

e-Bid	l (Minutes of Meeting)			
6.No	Description	Published	Date	Actions
1	MOM Pre-Bid Meeting	No	Nov 3, 2022	Jownload Publish
				Stip
				× Cance
-				
		_		





f. After the PA user has published the document, it can be only downloaded, and no other actions can be performed.

Pre-Bio	re-Bid (Minutes of Meeting)					
S.No	Description	Published	Date	Actions		
1	MOM Pre-Bid Meeting	Yes	Nov 3, 2022	🛃 Download		
					X Cancel	

g. To view the published document, click on the eye icon, and the same screen will appear to download the attachment.

Procureme	ent Activity ①		Committee (i)				
Procurer	ment of Office Supplies	~	Procuring Committee	e Non Consultative	✓ Q Show		
Name of P	Procurement: Procurement of Office S	Supplies   Method: Open Com	petitive Bidding   Ca	itegory: Goods   Estimated Cost: PKI	.1,000,000.00		
					© Bidd	er's List + Grievance X Rule	33: Rejection of Bid
		•					
	(1)	2		3	4	5	
	Clarification(s)	Pre-Bid (Minutes of	Meeting)	Bid Opening	Final Evaluat	on Award of	Contract
PRE-BI	ID MEETING						
S.No	Activity Name						Actions
1	Pre-Bid (Minutes of Meeting)						<u>b</u> © Ø
							- Úm
← Prev	vious						NC

Pre-Bio	re-Bid (Minutes of Meeting)					
S.No	Description	Published	Date	Actions		
1	MOM Pre-Bid Meeting	Yes	Nov 3, 2022	L Download		
					Capaal	
				×	Cancel	

h. After the pre-bid minutes of meeting have been published, now the user must mark the status "Complete" of this task by following the below steps:

upplies	Committee     Procuring	Committee Non Consultative	<ul> <li>✓ Q Show</li> </ul>	
upplies	✓ Procuring	Committee Non Consultative	✓ Q Show	
ocurement of Office Supplies				
ourement of office ouppiles	Method: Open Competitive Bid	ding   Category: Goods   Estimated Cost: PKR.1,00	10,000.00	
			Bidder's List	+ Grievance × Rule 33: Rejection of Bid
	2	(3)	(4)	(5)
n(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
G				
				Actions
es of Meeting)				D 🔍 🥝
				Next -
	G es of Meeting)	(s) Pre-Bid (Minutes of Meeting) G es of Meeting)	(s) Pre-Bid (Minutes of Meeting) Bid Opening G es of Meeting)	© Bidder's List           2         3         4           (s)         Pre-Bid (Minutes of Meeting)         Bid Opening         Final Evaluation   G es of Meeting)

i. Click on the Red Tick. The following message will appear:



ii. Click on Yes if the task is complete.



i. After the users have clicked on Yes button, the system will move on to the next step "Bid-Opening".



# 3. Bid Opening

The e-PADS allow its procuring agency users to upload relevant documents for bid opening. In this section Procuring Agency is required to upload Committee Members' attendance, suppliers' attendance and technical bid documents. The following steps demonstrate how bid opening is carried out.

	Clarification(e)	2 Pre-Bid (Minutes of Meeting)	Bid Opening	4 Einal Evaluation	5 Award of Contract
	Claincaton(s)	Pre-bid (Minutes of Meeting)	bid opening		Award of contract
BID OI	PENING				
S.No	Activity Name				Actions
1	Committee Members Attendance				() © C @ 🤆
2	Suppliers Attendance				A 🔘 🥝
3	Bid Opening (Download)				v 💿 🗅 🔍 🤗
← Pre	evious				Next -

#### **Committee Members Attendance**

For committee members attendance please refer to the steps given below.



a. Click on the fingerprint button, from the left to mark committee members attendance via OTP verification.

	Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	4 Final Evaluation	Award of Contract
		· · · · · · · · · · · · · · · · · · ·			
	PENING				
S.No	Activity Name				Actions
1	Committee Members Attendance				0 0 0 6
2	Suppliers Attendance				- Time · ·
3	Bid Opening (Download)				
← Pre	evious				Next →

b. After clicking the fingerprint button, the following screen will appear:

lember Name	Mobile	Email	Attendance Date	Availability	Actions
shir User	+926548658484	hilmajofyi@vusra.com		Absent	V Mark Present
		« < 1	> >> 5 ~		Ĺ
					Click on this button to mark present
					X Canc

c. After clicking on Mark Present, the following screen will appear:



mmittee Memb	bers Attendance					×
lember Name	Mobile	Email	Attendance Date	Availability	Actions	
shir User	+926548658484	hilmajofyi@vusra.com	11/3/22, 5:26 PM	Present	X Mark Absent	✓ OTP
		«	1 > » 5 v		Ī	Î
				Γ		
				Click or buttor mark Al	n this n to osent	Click on th button ma present v OTP
						Off

d. Click on OTP to verify the attendance:

	Mobile	Email	Attendance Date	Availability	Actions
Ashir User	+926548658484	hilmajofyi@vusra.com	11/3/22, 5:26 PM	Present	X Mark Absent
		« « «	1 > » 5 ¥		Thin

e. The following screen will appear to the users:



Verify OTP	×
ENTER VALID MOBILE NUMMBER	
Mobile	
+926548658484	
	GENERATE OTP
ОТР	
Code	
	VERIFY
	Close

f. Click on Generate OTP to verify attendance:

Verify OTP	×
ENTER VALID MOBILE NUMMBER	
Mobile	
+926548658484	
TP	
Code	2
	Vebiev
	VERIFI
	Close
	Ciose

g. After clicking on Generate OTP, a six-digit code will be sent to members mobile number after entering the OTP code click on Verify to mark the attendance:

Verify OTP					>
ENTER VALID MOBILE NUMMBER					
Mobile					
+926548658484					
					GENERATE OTP
ve texted OTP(One Time Password) at y	our Mobile # +926548	658484 Please enter C	P below to verify and pro	oceed	
DTP					
123456					
DTP 123456 otal attempts left 3					
ITP 123456 otal attempts left 3					 VERIFY
ITP 123456 otal attempts left 3					 VERIFY
ITP 123456 otal attempts left 3					 VERIFY
DTP 123456 otal attempts left 3					VERIFY
DTP 123456 Total attempts left 3					VERIFY

h. The following screen will appear after attendance is verified:

lember Name	Mobile	Email	Attendance Date	Availability	Actions
shir User	+926548658484	hilmajofyi@vusra.com	11/4/22, 5:10 AM	Present	✓ Verified
		« < 1 >	» 5 V		

i. To view committee members attendance, click on the eye icon as shown below:

	Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
ID OF	PENING				
S.No	Activity Name				Actions
1	Committee Members Attendance				() • C • 🧭
2	Suppliers Attendance				Tin .
3	Bid Opening (Download)				
← Pre	vious				Next -
V TTC	tious				index of

j. After clicking on eye icon, the following screen will appear:
Member Name	Mobile	Email	Attendance Date	Availability	Actions
Ashir User	+926548658484	hilmajofyi@vusra.com	11/4/22, 5:10 AM	Present	✓ Verified
		« < 1 >	» 5 V		

k. To attach supporting documents for committee members attendance, please click on the document icon as shown below:

	1	2	3	4	5
	Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
S.No	Activity Name				Actions
1	Committee Members Attendance				() © D © Ø
2	Suppliers Attendance				The
3	Bid Opening (Download)				
← Pre	vious				Next →

I. After clicking on the document icon, the following screen will appear:

Suppo	orting document(s)			×
			I	1 Upload Attachment(s)
S.No	Description	Date	Actions	- Chin
No re	cord found			
				_
				× Cancel

m. Click on Upload Attachment button, the following screen will appear:



Lpload Attachment(s) ×   SELECT FILE   * ItachmentO   Description O   Click on   Click on   Click on   Click on Click on Click on Click on Click on Click on Second Task. Click on Second Task. Click on Click on Click on Click on Second Task. Click on			
SELECT FILE * Atachment ③ * Description ④ Upload Attachment(s) × SELECT FILE * Attachment ③ * Select FILE * Attachment ③ * Onlie chosen * Cancel ↓ * Cancel ↓	Jpload Attachment(s)		×
* Attachment © No file chosen  Description ©  Click on Cl	SELECT FILE		
No file chosen  Description ①  Click on Save, to s attachme Upload Attachment(s)  X SELECT FILE  Attachment ① No file chosen  Description ①  X Click on Clic	Attachment 🛈		
Description ③          Click on       Click on         Click on       Save, to so attachment(s)         Vpload Attachment(s)       ×         SELECT FILE       • Attachment ④         No file chosen       •         • Description ③       •	No file chosen		Ĺ
Click on Cancel to discard task. Upload Attachment(s) SELECT FILE • Attachment © No file chosen • Description ©	Description ①		
Lick on Cancel to discard task. Click of Save, to Statechneet SELECT FILE • Attachment • Description O • Description O			
Upload Attachment(s)			
Click on Cancel to discard task. Click o Save, to sattachment SELECT FILE • Attachment © No file chosen • Description ©			Cancel Save
Upload Attachment(s) × SELECT FILE • Attachment ③ No file chosen • Description ③		Click on	
Click o Save, to s attachment SELECT FILE • Attachment ③ No file chosen • Description ③		discard task.	
Click of Save, to sattachned Upload Attachment(s) × SELECT FILE • Attachment © No file chosen • Description ©			
Save, to s attachment Upload Attachment(s) × SELECT FILE • Attachment © No file chosen • Description ©			Click on
Upload Attachment(s) × SELECT FILE • Attachment ③ No file chosen • Description ③			Save, to sa attachmen
SELECT FILE  • Attachment ③  No file chosen  • Description ④	Upload Attachment(s)		×
	SELECT FILE		
No file chosen	* Attachment 🛈		
	No file chosen		1. 
× Cancel Save	* Description ①		Sur
× Cancel Save			li li
X Cancel Save			
		1	X Cancel Save

## i. Attach document.

## ii. Enter description for the attachment.

Upload File(s)		×
SELECT FILE		
* Attachment 🛈		
df6fa077-2dc8-4914-8300-7db94e110591.pdf		٦
Description ①		
Attendance-1		
		× Cancel Save
	Action performed successfully	

n. After clicking on Save, the following screen will appear:



No Desc			
No Desc			① Upload Attachment(s
	cription	Date	Actions
1 Atten	endance-1	Nov 4, 2022	🗄 Download 🗍 Delete 🖉 Edit

- o. By using the buttons give on the right side the user can perform the following task:
  - i. Download the uploaded attachment
  - ii. Delete the attachment
  - iii. Edit the attachment
- p. To view the uploaded document, click on the eye icon, and the same screen will appear to download the attachment.

	1 Clarification(s)	2 Pre-Bid (Minutes of Meeting)	3 Bid Opening	4 Final Evaluation	(5) Award of Contract
BID O	PENING				
S.No	Activity Name				Actions
1	Committee Members Attendance	)			() © D © 🧭
2	Suppliers Attendance				* attin
3	Bid Opening (Download)				
← Pre	evious				Next →

ppoi	rting document(s)			
.No	Description	Date	Actions	
1	Attendance-1	Nov 4, 2022	🛃 Download	

q. After the committee members attendance is uploaded and viewed, now the user must mark the status "Complete" of this task by following the below steps:

	Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
	Activity Name				Actions
1	Committee Members Attendance				() © © © ()
2	Suppliers Attendance				* • ž
3	Bid Opening (Download)				5 @ 1 @ 6
← Pre	evious				Next →

i. Click on the Red Tick. The following message will appear:



ii. Click on Yes if the task is complete.

Are you sure you want to mark this step as "Com	pleted"?
Yes	No
1 m	)
<ul> <li>Action performed successfully.</li> </ul>	

r. After the status is marked as complete, the committee members attendance and supporting documents can only be viewed as shown below:

BID OF	PENING					
S.No	Activity Name			Acti	ons	
1	Committee Members Attendance		C	۲	•	3
2	Suppliers Attendance			2	© (	3
3	Technical Bid Downloading	Ø	۲	٥	© 🤅	8
← Pre	vlous				Next -	→

## **Suppliers Attendance**

For suppliers' attendance please refer to the steps given below.



a. Click on the first button, from the left to upload suppliers' attendance document.

	1	2	3	4	5
	Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
BID OI	PENING				
S.No	Activity Name				Actions
1	Committee Members Attendance				© © ©
2	Suppliers Attendance				× © 🔗
3	Bid Opening (Download)				الله م تواتيم
← Pre	avious				Next ->

b. After clicking the button, the following screen will appear:



ppliers At	tendance				
				Ĺ	Upload Attachment
No Dese	cription	Date	Action	6	Tim
o record fou	ind				
					Concernance and

c.Click on Upload Attachment button, the following screen will appear:

Upload Attachment(s)		×
ELECT FILE		
Attachment ①		
No file chosen		£
Description ①		
		4
	Click op	Save
	Cancel to discard task.	5
	S	Click on Save, to sav attachment
Upload Attachment(s)		×
SELECT FILE		
* Attachment (i)		
No file chosen		
Description ①		Lin
		6
	× Cancel	Save

- i. Attach document.
- ii. Enter description for the attachment.

SELECT FILE  Attachment ①	
* Attachment ①	
df6fa077-2dc8-4914-8300-7db94e110591.pdf	Ĵ
• Description ①	
Supplier Attendance - 1	
	ĥ
	X Cancel Save
	Thin

d. After clicking on Save, the following screen will appear:

pplie	ers Attendance			
6.No	Description	Date	Actions	
1	Supplier Attendance - 1	Nov 4, 2022	∠ Download  Delete  Z Edit	

- e. By using the buttons give on the right side the user can perform the following task:
  - i. Download the uploaded attachment
  - ii. Delete the attachment
  - iii. Edit the attachment
- f. To view the uploaded document, click on the eye icon, and the same screen will appear to download the attachment.

	1	2	3	4	5
	Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
BID OF	PENING				
S.No	Activity Name				Actions
1	Committee Members Attendance				© ©
2	Suppliers Attendance				× © 🔗
3	Bid Opening (Download)				☑ ● ▷ 素/ħ
	vious				Next

Suppli	ers Attendance			×
S.No	Description	Date	Actions	
1	Supplier Attendance - 1	Nov 4, 2022	Download Delete	

g. After the suppliers' attendance is uploaded, now the user must mark the status "Complete" of this task by following the below steps:

	1	2	3	4	5
	Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
BID OF	PENING				
S.No	Activity Name				Actions
1	Committee Members Attendance				© ©
2	Suppliers Attendance				× ©
3	Bid Opening (Download)				⊠ ⊗ D ⊗ 2
← Prev	vious				Next →

i. Click on the Red Tick. The following message will appear:



ii. Click on Yes if the task is complete.

À	Are you sure you want to mark this step as "Com	pleted"?
	Yes	No
	2	
	<ul> <li>Action performed successfully.</li> </ul>	

h. After the status is marked as complete, the committee members attendance and supporting documents can only be viewed as shown below:

	0	2	3	4	5	6	7
С	larification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Technical Evaluation	Financial Bid Opening	Final Evaluation	Award of Contract
BID OF	PENING						
S.No	Activity Name						Actions
1	Committee Membe	rs Attendance					0 0 0
2	Suppliers Attendan	ce					• 0
3	Technical Bid Dowr	loading					V 🛛 🗅 🔍 🔗
(							
← Pre	vious						Next -

## **Technical Bid Downloading**

Click on this button to view supplier 8 0 selection 20 0 ି **I** • 🗹 0 C 0 Click on this Click on this button for button when the supplier selection task is complete Next Click on this button to attach supporting documents Click on this button to view supporting documents

For technical bid downloading please refer to the following steps.

a. Click on the first button given on the left side to short list supplier.

ID OF	PENING		
S.No	Activity Name		Actions
1	Committee Members Attendance		© © G
2	Suppliers Attendance		© ©
3	Bid Opening (Download)		M 💿 🗅 💿 🤤
			Tim

b. The following screen will appear after clicking the button:





×

Bid Security Document Date $$	Bid Security Document	Technical Bid (Download)	Bid Download Date	Original Bid Security Received
16/06/2023 , 03:19 PM	산 Download	산 Download	16/06/2023 , 03:19 PM	<ul> <li>Image: Image: Ima</li></ul>
	<< <	1 > » 5 ·	~	

c. After clicking on Accept Tick button, the bidder/suppler will become shortlisted and the status will changed to green color with tick; if not tick the status will become Rejected as shown below:

**Financial Bid Downloading** 

🕅 Clear			Q Searc	h keyword
Supplier Name 🗸 🏹	Mobile $\checkmark$ $\forall$	Email ~ 🕅	Financial Download	Accept
devtraders	+926564464476	dhbwclc@exelica.com	🕁 Download	
	~~	$\langle 1 \rangle \gg 5 \sqrt{5}$	/	

d. Users can Reject the supplier by clicking on the Reject button given in Action column.

	Mobile	Email	Technical Bid (Download)	Shortlisted	Action
echno Legal Consultants	+923098667766	techno.legal@gmail.com	لى Download	Accepted	× Reject
		« < 1 > »	5 ~		Lin

Action performed successfully.

e. Users can download the bid document button by clicking on the Download button:

chnical Bid Downloadin	g				
Supplier Name	Mobile	Email	Technical Bid (Download)	Shortlisted	Action
Techno Legal Consultants	+923098667766	techno.legal@gmail.com	🛃 Download	Accepted	X Reject
		« < 1 > 3	» 5 ~ 2m		

f. To view the technical bid, click on the eye icon as shown below:

		2 Des Dis (Mension of Montion)	3 Did Oscalar	4	5
	Clarification(s)	Pre-Bid (Minutes of Meeting)	ва Opening	Final Evaluation	Award of Contract
	PENING				
S.No	Activity Name				Actions
1	Committee Members Attendance				© © ©
2	Suppliers Attendance				©
3	Bid Opening (Download)				2 0 0 0
← Pro	wique				- (the at a
V FIG	TYIOUS				AL Y

g. After clicking on eye icon, the following screen will appear:

upplier Name	Mobile	Email	Technical Bid (Download)	Shortlisted	Action
echno Legal Consultants	+923098667766	techno.legal@gmail.com	🕹 Download	Accepted	× Reject
		« < 1 > >	5 ~		

h. To attach supporting documents for technical bid opening, please click on the document icon as shown below:

	1	2	3	4	5
	Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
BID OF	PENING				
S.No	Activity Name				Actions
1	Committee Members Attendance				© ©
2	Suppliers Attendance				©
3	Bid Opening (Download)				v 💿 🗅 💿 🧭
← Pro	vious				The

i. After clicking on the document icon, the following screen will appear:



pport	ting document(s)			
				் ப் Upload Attachment
.No	Description	Date	Actions	The
lo reco	ord found			

j. Click on Upload Attachment button, the following screen will appear:

Upload Attachment(s)		×
SELECT FILE Attachment ①		
No file chosen		±
Description ①		
	Click on Cancel to discard task.	Cancel Save
		Click on Save, to save attachment.
Upload Attachment(s)		×
SELECT FILE		
Attachment ①     No file chosen		
Description		2 mil
		X Cancel Save

- i. Attach document.
- ii. Enter description for the attachment.

OUNTREGUL	
(PPRA)	

Upload File(s)	×
SELECT FILE	
* Attachment ①	
5bc93dc7-18ac-48d5-b4e4-ed9d36e01e8d.pdf	t
Description ①	
Supporting Document TBO -1	
	× Cancel Save
	Su
A halfer and and	

k. After clicking on Save, the following screen will appear:

uppor	ting document(s)			
				1 Upload Attachment(s)
S.No	Description	Date	Actions	
1	Attendance-1	Nov 4, 2022	🛓 Download 📋 Delete 🖉 Edit	
				× Cancel

- I. By using the buttons give on the right side the user can perform the following task:
  - i. Download the uploaded attachment
  - ii. Delete the attachment
  - iii. Edit the attachment
- m. To view the uploaded document, click on the eye icon, and the same screen will appear to download the attachment.

	1	2	3	4	5
	Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
	DENING				
S.No	Activity Name				Actions
1	Committee Members Attendance				© ©
2	Suppliers Attendance				©
3	Bid Opening (Download)				v • • • • • •
← Pre	evious				



upporting document(s)					
6.No	Description	Date	Actions		
1	Supporting Document TBO -1	Nov 4, 2022	🛃 Download		

n. After the user has viewed/downloaded the document, now the user must mark the status "Complete" of this task by following the below steps:

	Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
BID OF	PENING				
S.No	Activity Name				Actions
1	Committee Members Attendance				© ©
2	Suppliers Attendance				© ©
3	Bid Opening (Download)				S @ 1 @ S
← Pre	vious				Next

i. Click on the Red Tick. The following message will appear:



ii. Click on Yes if the task is complete.



o. After the status is marked as complete, the system will move on to the next step "Final Evaluation".



## 4. Final Evaluation

The e-PADS allows its procuring agency users to upload and publish relevant documents for final evaluation. In this section procuring agency is required to upload final evaluation report. The following steps demonstrate how final evaluation report is uploaded and published.

a. To upload and publish final evaluation report, click on the first button from the list as shown below:

1	2	3	4	5
Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
INAL EVALUATION				
S.No Activity Name				Actions
1 Upload and Publish Final Evaluat	ion Report			× ◎ Ø
· · · · · · · · · · · · · · · · · · ·				Tin
← Previous				C

b. After clicking, the following screen will appear to the users:

noad	and Publish Final Evalua	ntion Report			
				Ĺ	Upload Attachment(s)
6.No	Description	Published	Date	Actions	Thin
lo reco	ord found				

c. After clicking on Upload Attachment button, the following screen will appear:



Ipload Attachment(s)		×
ELECT FILE		
Attachment ①		
No file chosen		£
Description ①		
		h
		X Cancel Save
	Click on Cancel to	
	discard task.	
		Click o Save, to attachm
Upload Attachment(s)		×
SELECT FILE		
* Attachment 🕕		
No file chosen		÷.
No file chosen Description ①		
No file chosen		
• Description ①		
No file chosen		

- i. Attach document.
- ii. Enter description for the attachment.

Upload File	×
SELECT FILE	
* Attachment ①	
5bc93dc7-18ac-48d5-b4e4-ed9d36e01e8d.pdf	t
* Description ①	
Final Evaluation Report - 1	
	(h
	× Cancel Save
	2 mg
	illy

d. After clicking on Save, the following screen will appear:

load	and Publish Final Evaluatio	n Report			2
.No	Description	Published	Date	Actions	
1	Final Evaluation Report - 1	No	Nov 4, 2022	🗄 Download 🖪 Publish 🗇 Delete 🖉 Edit	
				_	
					< Cancel

- e. By using the buttons give on the right side the user can perform the following task:
  - i. Download the uploaded attachment
  - ii. Publish the uploaded attachment to make it visible for the participating bidders
  - iii. Delete the attachment
  - iv. Edit the attachment
- f. Click on Publish to make the attachment accessible for the participating bidders.

	and Publish Final Evaluatio	on Report			
S.No	Description	Published	Date	Actions	
1	Final Evaluation Report - 1	No	Nov 4, 2022	🛓 Download 🖪 Publish 📋 Delete 🖉 Edit	
				Tur	
				-	





g. After the PA user has published the document, it can only be downloaded, and no other actions can be performed.

pload and Publish Final Evaluation Report						
S.No	Description	Published	Date	Actions		
1	Final Evaluation Report - 1	Yes	Nov 4, 2022	🕹 Download		
					X Cance	

h. To view the published document, click on the eye icon, and the same screen will appear to download the attachment.

	1	2	3	4	5
	Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
FINAL	EVALUATION				
S.No	Activity Name				Actions
1	Upload and Publish Final Evaluation	n Report			2 O O
← Prev	vious				- Alin

lo	Description	Published	Date	Actions		
	Final Evaluation Report - 1	Yes	Nov 4, 2022	J. Download		

i. After the final evaluation report is published, now the user must mark the status "Complete" of this task by following the below steps:

	(1)	(2)	3	4	5
	Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
FINAL	EVALUATION				
S.No	Activity Name				Actions
1	Upload and Publish Final Evaluati	ion Report			* ® 🔗
← Prev	vious				Next

i. Click on the Red Tick. The following message will appear:



ii. Click on Yes if the task is complete.



After the users have clicked on Yes button, the system will move on to the next step "Contract Award".



## 5. Contract Award

The e-PADS allow its procuring agency users to select suppliers and upload supporting documents for contract award. In this section procuring agency is required to select suppliers and award contract to the most advantageous supplier. The following steps demonstrate how a contract is awarded.

### **Supplier Selection**

For supplier selection please refer to the steps given below.



a. Click on the first button given on the right side to shortlist supplier.

WAR	RD OF CONTRACT		
S.No	Activity Name		Actions
1	Suppliers Selection		v • • • • •
2	Negotiation / MOM		تَرْكَتُنُمْ الله الله
3	Upload and Publish Contract		

b. The following screen will appear after clicking the tick button:

#### Suppliers Selection

Supplier Name 🗸 🏹	Mobile 🗸 🕅	Email 🗸 🏹	Most Advantageous Bidder	Reason
devtraders	+926564464476	dhbwclc@exelica.com		Add Reason
		« < 1	> >> 5 ~	

c. After clicking on Accept button, the selected and add reason:

×



×

#### **Suppliers Selection**

Suppliers Selection

Supplier Name 🗸 🏹	Mobile 🗸 🏹	Email ~ 🏹	Most Advantageous Bidder	Reason
devtraders	+926564464476	dhbwclc@exelica.com		Add Reason
		« < 1	> >> <b>5</b> ~	

## d. Users can Reject the supplier by uncheck the button to reject.

Supplier Name 🐱 🍸	Mobile $\checkmark$ $\forall$	Email 🗸 🍸	Most Advantageous Bidder	Reason
devtraders	+926564464476	dhbwclc@exelica.com		Add Reason
		« < 1	> >> <b>5</b> ~	

e. To view the supplier selection, click on the eye icon as shown below:

WAR	D OF CONTRACT		
S.No	Activity Name		Actions
1	Suppliers Selection		M @ D @ @
2	Negotiation / MOM		Time .
3	Upload and Publish Contract		و المعنان المعالم المع

f. After clicking on eye icon, the following screen will appear:

Supplier Name	Mobile	Email	Shortlisted	Action
Fechno Legal Consultants	+923098667766	techno.legal@gmail.com	Accepted	× Reject

g. To attach supporting documents for supplier selection, please click on the document icon as shown below:

	1	2	3	4	5
	Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
WAR	D OF CONTRACT				
S.No	Activity Name				Actions
1	Suppliers Selection				V @ 🗅 @ 🤗
2	Negotiation / MOM				Tin
3	Upload and Publish Contract				
	vioue				
< Ple	vious				

h. After clicking on the document icon, the following screen will appear:

			① Upload Attachment(s)
Description	Date	Actions	Thin
rd found			
n	Description d found	Description Date	Description Date Actions of found

i. Click on Upload Attachment button, the following screen will appear:

Upload Attachment(s)			×
SELECT FILE  • Attachment ① No file chosen			t
• Description ③			Æ
	Click on Cancel to discard task.	Cancel	Save
			Click on Save, to save attachment.



Upload Attachment(s)	×
SELECT FILE	
* Attachment ①	
No file chosen	÷.,
Description ①	e e e e e e e e e e e e e e e e e e e
	× Cancel Save

- i. Attach document.
- ii. Enter description for the attachment.

Upload File(s)	×
SELECT FILE	
* Attachment ①	
5bc93dc7-18ac-48d5-b4e4-ed9d36e01e8d.pdf	٢
* Description ①	
Supplier Selection	
	× Cancel Save
	The

j. After clicking on Save, the following screen will appear:

uppor	ting document(s)		
			① Upload Attachment(
S.No	Description	Date	Actions
1	Supplier Selection	Nov 4, 2022	🕹 Download 🗊 Delete 🖉 Edit

- k. By using the buttons give on the right side the user can perform the following task:
  - i. Download the uploaded attachment
  - ii. Delete the attachment



- iii. Edit the attachment
- I. To view the uploaded document, click on the eye icon, and the same screen will appear to download the attachment.

Cla	rification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	4 Final Evaluation	Award of Contract
WARD OF	CONTRA	СТ			
S.No Activit	ty Name				Actions
1 Suppli	ers Selection				
2 Negot	iation / MOM				*
3 Uploa	d and Publish (	Contract			24 🔊
← Previous					
	Support	ting document(s)			×
	S.No	Description	Date	Actions	
	1	Supplier Selection	Nov 4, 2022	🛃 Download	

m. After the user has viewed/downloaded the document, now the user must mark the status "Complete" of this task by following the below steps:

		2	3	4	5
	Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
AWAR	D OF CONTRACT				
S.No	Activity Name				Actions
1	Suppliers Selection				
2	Negotiation / MOM				* • <del>•</del>
3	Upload and Publish Contract				× 0 6
← Pre	vious				

i. Click on the Red Tick. The following message will appear:





ii. Click on Yes if the task is complete.



n. After the status is marked as complete, the supplier selection can only be viewed as shown below:

S.No	Activity Name	Actions
1	Suppliers Selection	• • C
2	Negotiation / MOM	⊁ ⊚ ⊘
3	Unload and Publish Contract	2 @ <del>(</del>

## **Negotiation / MOM**

The e-PADS allows its procuring agency users to upload negotiation minutes of meeting. In this section procuring agency is required to upload negotiation minutes of meeting. The following steps demonstrate how negotiation minutes of meeting are uploaded.



	(1)	2	3	4	5
	Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
WAR	D OF CONTRACT				
S.No	Activity Name				Actions
1	Suppliers Selection				@ @ Ø
2	Negotiation / MOM				» © 🔗
3	Upload and Publish Contract				- Thing
4 -					
← Pre	vious				

a. Click on first icon from the left to upload attachment. After clicking the icon, the following screen will appear to the users:

gotia	ation / MOM			
				亡 Upload Attachment
No	Description	Date	Actions	The
o reco	ord found			

b. Click on Upload Attachment button to upload the document. After clicking the following screen will appear:

Upload Attachment(s)		×
SELECT FILE		
* Attachment ①		
No file chosen	x x	1
Description ①		
		h
	Click on	
	Cancel to	
	discard task.	
	c	lick
	Sav	e, to



Upload Attachment(s)	×
SELECT FILE	
* Attachment ①	
No file chosen	
Description ①	-14
	× Cancel Save

- i. Attach document.
- ii. Enter description for the attachment.

Upload File	×
SELECT FILE	
* Attachment ①	
5bc93dc7-18ac-48d5-b4e4-ed9d36e01e8d.pdf	٢
* Description ①	
Negotiation MOM	
	<i>h</i>
	X Cancel Save
	(hin)
	· · · · · · · · · · · · · · · · · · ·



c. After clicking on Save, the following screen will appear:

S.No	Description	Date	Actions	
1	Negotiation MOM	Nov 4, 2022	🛃 Download 🗇 Delete	

- d. By using the buttons give on the right side the user can perform the following task:
  - i. Download the uploaded attachment
  - ii. Delete the attachment
  - iii. Edit the attachment



e. To view the published document, click on the eye icon, and the same screen will appear to download/delete the attachment.

	Clarification(c)	Pro Rid (Minutos of Mosting)	3 Bid Oppning	4 Final Evaluation	Award of Contract
	Clarification(s)	Pre-bid (minutes of meeting)	bid Opennig	Find Evaluation	Award of Contract
WAR	D OF CONTRACT				
S.No	Activity Name				Actions
1	Suppliers Selection				
2	Negotiation / MOM				* * *
3	Upload and Publish Contract				* -{[ii
← Pre	ivious				

S.No	Description	Date	Actions	
1	Negotiation MOM	Nov 4, 2022	🛃 Download 🗇 Delete	

f. After the negotiation minutes of meeting have been viewed, now the user must mark the status "Complete" of this task by following the below steps:

	(1)	2	3	(4)	5
	Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
AWAR	D OF CONTRACT				
S.No	Activity Name				Actions
1	Suppliers Selection				© ©
2	Negotiation / MOM				& ®
3	Upload and Publish Contract				* • thi
6 Prov	vioue				
V PIG	41003				

i. Click on the Red Tick. The following message will appear:





ii. Click on Yes if the task is complete.



g. After the user has clicked on Yes button, the negotiation minutes of meeting can only be viewed as shown below:

1	Suppliers Selection	© © (
2	Negotiation / MOM	• 0
2		°. • •

## **Upload and Publish Contract**

The e-PADS allow its procuring agency users to upload and publish contract. In this section procuring agency is required to upload and publish contract. The following steps demonstrate how a contract is uploaded and published.



S.No	Activity Name	Actions
1	Suppliers Selection	© @ ©
2	Negotiation / MOM	© ©
3	Upload and Publish Contract	2 ® Ø
		-Zhn
← Pre	vious	

a. Click on first icon from the left to upload attachment. After clicking the icon, the following screen will appear to the users:

load	and Publish Contract				
				t	Upload Attachment(s)
.No	Description	Published	Date	Actions	Thin
lo reco	ord found				

b. Click on Upload Attachment button to upload the document. After clicking, the following screen will appear:

Upload Attachment(s)			×
SELECT FILE			
* Attachment ①			
No file chosen			£
Description ①			æ
	Click on Cancel to discard task.	× Cancel	Save
			Click on Save, to sav attachment



Upload Attachment(s)	X
SELECT FILE	
* Attachment ①	
No file chosen	÷.
Description ①	- The
	ĥ
	X Cancel Save

- i. Attach document.
- ii. Enter description for the attachment.

Upload File	×
SELECT FILE	
* Attachment ①	
5bc93dc7-18ac-48d5-b4e4-ed9d36e01e8d.pdf	٢
Description ①     Contract	
	X Cancel Save



c. After clicking on Save, the following screen will appear:

S.No Description Published Date Actions
1 Contract No Nov 4, 2022

- d. By using the buttons give on the right side the user can perform the following task:
  - i. Download the uploaded attachment
  - ii. Publish the uploaded attachment to make it visible for the participating bidders
  - iii. Delete the attachment



## iv. Edit the attachment

e. Click on Publish to make the attachment accessible for the participating bidders.

Upload	and Publish Contr	ract			×
S.No	Description	Published	Date	Actions	
1	Contract	No	Nov 4, 2022	🛃 Download 🖪 Publish 🔂 Delete 🖉 Edit	
				Tim	
				× Can	cel
			_		
			\land Are you	u sure you want to publish ?	
		_		Yes No	

f. After the PA user has published the document, it can be only downloaded, and no other actions can be performed.

Action performed successfully.

load	and Publish Contract				
6.No	Description	Published	Date	Actions	
1	Contract	Yes	Nov 4, 2022	🛃 Download	

g. To view the published document, click on the eye icon, and the same screen will appear to download the attachment.

WAR	D OF CONTRACT	
S.No	Activity Name	Actions
1	Suppliers Selection	© © ©
2	Negotiation / MOM	© ©
3	Upload and Publish Contract	% ◎ Ø
← Pre	vious	- The

load	and Publish Contract	t			
.No	Description	Published	Date	Actions	
1	Contract	Yes	Nov 4, 2022	L Download	

h. After the contract has been published, now the user must mark the status "Complete" of this task by following the below steps:



i. Click on the Red Tick. The following message will appear:



ii. Click on Yes if the task is complete.





Action performed successfully.



## **BIDDING PROCESS (E-SUBMISSION)**

# After the deadline of bid, the PA users click the Bidding Process from the dropdown and select their procurement activity and start the E-Evaluation bidding process; see below the screenshot.

DDING PROCESS					
ocurement Activity ①		Committee			
Procurement of tyres		✓ PRC test committee	Q Show		
me of Procurement: Procurement of	ftyres   Category: Goods   Method	: Open Competitive Bidding   Procurement Pro	ocedure: Single Stage Two Envelope	Estimated Cost: PKR.678,687.00	
blish Date: 13/06/2023   Bid Oper	ing Date & Time: 27/06/2023 , 11:03 AI	M   Validity Date: 27/07/2023   Tentative Notic	e Date: 01/07/2023 Tentative Contract	Award Date: 31/07/2023   Tentative Closin	ig Date: 30/08/2023
ancial Bid Opening Date: 13/06/20	23   Financial Bid Opening Time: 10:39	AM			
		Bidder's List     © E-Contract	Bid Validity Request	Contract Specimen#1  © Contract Sp	Decimen#2 Q Show Clarification(s
1	2	3	4	5	6
Clarification(s)	Bid Opening	Technical Evaluation	Financial Bid Opening	Final Evaluation	Award of Contract
WARD OF CONTRACT					
🍸 Clear					Q Search keyword
					Actions
Activity Name •					V D @ 0
1 Suppliers Selection					
Suppliers Selection     Pre-Contract Negotiation ,	мом				~ © ©

Evaluation Section Member; the procurement committee will complete the e-evaluation process

curement of tyres	~ ) ( a	Search			
					Q Search keyword
ctions	Index	Section# ∽ ∀		Section Name 🗸 🍸	
ξ.	1	2		Dynamic Section	
Ł.	2	3		Evaluation Section	
		«‹ د	> >> 10 ~		



## b) E-Evaluation by Committee member

Back EVALUATIO	N PROCESS of Procurement: Procure Publish Date: 13/06/202	ament of tyres   Category: 23   Bid Opening Date & Tin	: Goods   Metho ne: 27/06/2023 ,	od: Open Competitive 10:29 AM   Validity	Bidding   Procurement Proced Date: 27/07/2023   Tentative No Tentative Closing Date: 30	ure: Single Stage Two Envelope   Estimated Cost: PKR.678,687 otice Date: 01/07/2023 Tentative Contract Award Date: 31/07/202 /08/2023 Financial Bid Opening Date:   Financial Bid Opening Tir
Dynamic Section	Criterion	Specifications	Price	System Score	Member Score	Justifications
Evaluation Section	Laptop	Specifcations	0	10	0	
	Desktop	Specifcations	0	10	0	
	Optional Docum No file chosen Only PDF, JPG, J	PEG, and PNG files are allow	t t t t t t t t t t t t t t t t t t t	should not be greate	then SMB.	
				2		Save $\rightarrow$ Save & Next $\rightarrow$

c) After completion of the final e-evaluation process, the Letter of intent shall be prepared and issued to the selected supplier.

System Score     Users & Score       Shoaib Admin     Shoaib Admin       25     19       11 to 1 of 1 entries <<     5 ~	Score
Shoaib Admin           25         19           11 to 1 of 1 entries         5 ~	
25 19 11 to 1 of 1 entries << < 1 > >> 5 ~	
1 to 1 of 1 entries << < 1 > >> 5 V	
	A CONTRACT OF CONTRACT
---	--
Letter of Intent	×
Most Advantagious Bidder Service Dev  * Date by which Supplier to Respond ①  21-06-2023	ost: <b>PKR.678,687.0</b> 0 I Date: <b>31/07/2023</b> al Bid Opening Time
X 10 圖 圖 ▲ ≫   ອ +   ∞ □ ■ ■ Ω   X   D Source   B I 5   I   注 ≔   谁 排   19   Styles -   Normal -   ?	d
Dear Supplier, PI find attached you letter of intent and respond by the due date.	
div p Save & Send	*

# **REQUISITION MODULE**

## on e-Pak Acquisition and Disposal System

A purchase requisition is the first step in procurement process. A requisition is a request from an employee or department to procure goods, works or services. After internal review and approval, it is available to procurement planner who can associate requisition(s) with procurement plan activity to keep record of requisitioner(s) along with item and quantities information.

A requisition process helps streamline procurement, control spending, and provide key documentation for financial audits.

Automating requisition workflows helps businesses reap benefits by eliminating slow, burdensome, error-prone manual processes.

This section provides step-by-step instructions for users to perform the following actions within the e-PADS:



All PAs may raise a Purchase Requisition which is a vital part of the procurement process; a purchase requisition may be raised by an employee who needs to acquire goods, works and services. Once the purchase requisition is approved, a purchase order for the items is sent. By raising a requisition fill the title fields, requisition year, date of requisition and description.

		* R	lequisition Year 🛈			* Date of Requisition	(i)	
tle		F	Requisition Year		~	DD-MM-YY		Ë
scriptior	n 🛈							
								Save
		li						
equisitio	on Items						+	Add Requisition Item
ctions	Requisition Items $\vee$ $\forall$	Specification(s) $\vee$ $\mathbb{T}$	Unit of Measure $\vee$ $\forall$	Pack Size 🗸 🍸	Estimated	l Unit Price 🗸 🍸	Quantity 🗸 🏹	Estimated Amount
		Sh	owing 0 to 0 of 0 entries 🛛 巜	< > >>	5 ~			
total the	ere are 0 records.							
				lota	al Amount		PKR. 0.00	

After completion of the field the requisition will click the +Add Requisition Item link and fill the fields of requisition items, specifications, unit of measures, pack size, estimated unit price and quantity with estimated amount and press the save button. The approver will approve the requisition.

Title 🛈		~		* Date of Requisition	on 🛈	
Title	* Requisition Items 🛈	Specification(s) ①	~	DD-MM-YY		e
Description 🛈	Please Select V					_
		li li				Save
	* Unit of Measure 🛈	* Pack Size 🛈				
	Please Select V	0				
Requisition Items	* Estimated Unit Price ①	* Quantity (i)				+ Add Requisition Item
Actions Requisition Items ~ 7	0	0	Estimated	Unit Price 🗸 🍸	Quantity 🗸 🏹	Estimated Amount
	Estimated Amount				_	
	0		5 ~			
In total there are 0 records.						
		CANCEL	al Amount		PKR. 0.0	0

After the approval the PA will Link Requisition to the purchase order by ticking the below boxes and click Adapt Selected Items.

	and all the fourtheast	Requ						-
urchase of Hardware	and office furniture	2022	-2023		~	12-06-2023		
escription ()								
equisition								
		le.						
equisition Items								
Adapted 🗸 🍸	Requisition Items $\checkmark$ $\forall$	Specification(s) $\checkmark$ $\mathbb{Y}$	Unit of Measure $\checkmark$ $\forall$	Pack Size 🗸 🍸	Estimated L	Jnit Price 🗸 🍸	Quantity 🗸 🍸	Estimated Amount 🗸 🍸
3	Laptop	Core i8	EACH	2	PKR. 150,00	0.00	3	PKR. 450,000.00
	Chair	Office chairs	EACH	6	PKR. 70,000	0.00	1	PKR. 70,000.00
		Sho	ving 1 to 2 of 2 entries 《	$\langle 1 \rangle \gg$	5 ~			
n total there are 2 rec	ords.							
				Tetel	A.m.o		DKD	520.000.00
				Total	Amount		PKR.	520,000.00



lear					×		Q Search keyword
S						Date of Requisition $$	
+ Adapt Requisition	dapt Requisition Items for (Procurement of IT)				Jun 12, 2023	Approval History	
+ Adapt Requisition	Actions	Requisition Items $\checkmark$ $\forall$	Specification(s) $\vee$ $\forall$	Unit of Measure $$	Pack Size 💊	lun 8, 2023	Approval History
	t	Laptop	Core i8	EACH	2	5010, 2025	
+ Adapt Requisition	đ	Chair	Office chairs	EACH	6	Jun 8, 2023	Approval History
+ Adapt Requisition		Showing 1 to 2 of 2 e	entries << < 1	> >> 5 ~		Jun 8, 2023	Approval History
+ Adapt Requisition	In total th					Jun 8, 2023	Approval History
	In total th	ere are 2 records.				5 ~	
					CANCEL		



#### The Procurement Officer can view the requisition items by category (see below screen shot)

rity By Abacus QA Team					© ×	Help Docs	✓ federaladmin ✓ (→
← Back	Requisition Items by Catego	ory (Laptop) for (Procureme	nt of IT)			@ View	v Adapted Items SView By Category
T Clear	Requisition Items $\checkmark$ $\forall$	Specification(s) $\checkmark$ $\forall$	Unit of Measure $\checkmark$ $\forall$	Pack Size $\checkmark$ $\Im$	Es		Q Search keyword
Actions	Laptop	Core i8	EACH	2	PK	Date of Requisition $\vee \mathbb{T}$	
+ Adapt Requisition	Showing	g1 to 1 of 1 entries	< 1 > » 5	~		Jun 12, 2023	Approval History
+ Adapt Requisition	+ Adapt Requisition Total : 450,000 J					Jun 8, 2023	Approval History
+ Adapt Requisition	Paguisitian Itams by Catag	Ju					Approval History
+ Adapt Requisition	Requisition Items v 7	Specification(s) v	Unit of Measure V	Pack Size 🗸 🍸	Es	Jun 8, 2023	Approval History
+ Adapt Requisition	Chair	Office chairs	EACH	6	PK	Jun 8, 2023	Approval History
	Showing	g1 to 1 of 1 entries 《	< 1 > » 5	~		5 🗸	
Total : 70,000							
				CANCE	L		





×

#### **Committee Members Attendance**

				Q Search keyword	
Mobile ~ 🏹	Email 🗸 🏹	Committee Convener $\checkmark$ $\forall$	Attendance Date $\checkmark \forall$	Availability 🗸 🏹	Actions
+923043898545	siyariw380@introace.com	Yes	16/06/2023 , 01:47 PM	Present	<ul> <li>Verified</li> </ul>
	Showing 1 t	to 1 of 1 entries « < 1	> >> 5 V		

Close



d) The committee will download the financial bid of qualified bidders by checking the tick boxes and download the bids.

Clar	- 1	2 Pid Opening	3	4 Einanoial Rid Opening	5	tion Award o	6	oct
Clar	incation(s)	Bid Opening	reconical Evaluation	Financial Bio Opening	Final Evalua	auon Award o	or Contra	ICL
INAN		NG						
¶ ℤ c	lear					Q Search keyword		
S.No	Activity Name	<b>~</b> ∀					Action	IS
1	Committee Mem	bers Attendance					0 0	0
2	Supplier Attenda	nce					0	Ø
3	Financial Bid Dov	wnloading					0 0	Ø
			Showing 1 to 3 of 3 entries	« < 1 > » [	i 🗸			
← Pre	vious						Ne	xt →

Upon completion of financial evaluation the committee upload and publish the final evaluation report and completing the action.

	-(1)	2	3	4	5	6
Clar	rification(s)	Bid Opening	Technical Evaluation	Financial Bid Opening	Final Evalua	Award of Contract
FINAL	EVALUATIO	N				
₿ C	Clear					Q Search keyword
S.No	Activity Name	✓ Y				Actions
1	Upload and Publ	ish Final Evaluation Re	eport			00
		:	Showing 1 to 1 of 1 entries 🛛 🗠	$\langle 1 \rangle \gg$	5 🗸	
← Pre	vious					Next →



 $\times$ 

Based on the procurement committees evaluation and decision, the shortlisted supplier shall be selcted by checking the box and complete the action.

Supplier Name $\checkmark$ $\forall$	Mobile $\checkmark$ $\gamma$	Email	~ 7	Reason	
devtraders	+926564464476	dhbwclo	@exelica.com	Best lowest supplier	Accepted
		<< <	1 >	» 5 V	

Close

 $\times$ 

The committee will upload the minutes of the meeting negotiation minutes and complete the actionl.

Pre-Contract Negotiation / MOM

**Suppliers Selection** 

S.No	Description $\vee$ $\forall$	Date ∨ 7	Actions
1	Minutes of meeting negotiation	16/06/2023 , 01:53 PM	L Download
	Showing 1 to 1 of 1 entries	$\ll$ $\langle$ 1 $\rangle$ $\gg$ 5	~

The contract will be uploaded and publish by the committee.



S.No	Supplier Name 👻 🍸	Email 🗸 🏹	Phone $\vee$ $\forall$	Description $\checkmark$ $\mathbb{Y}$	Published 🗸 🍸	Date 🗸 🕅	Actions		
1	devtraders	dhbwclc@exelica.com	+926564464476	Contract	Yes	16/06/2023 , 01:55 PM	🕁 Download		
	Showing 1 to 1 of 1 entries << < 1 > > 5 V								

#### The PA shall complete all actions of Award of the contract by checking all the actions to green.

	1	2	3	4	5	6
С	larification(s)	Bid Opening	Technical Evaluation	Financial Bid Opening	Final Evaluation	Award of Contract
AWAR	D OF CONTRACT	г				
¶∦ c	lear					Q Search keyword
S.No	Activity Name 🗸 🏹					Actions
1	Suppliers Selection					0 0 0
2	Pre-Contract Negotiation	on / MOM				© ©
3	Upload and Publish Cor	ntract				© © Ø
			Showing 1 to 3 of 3 entries 《	$\langle 1 \rangle \gg 5$	~	

# WORKFLOW MODULE

# 6

#### on e-Pak Acquisition and Disposal System

Dynamic workflow module of EPADS enables Procuring Agency administrator to configure dynamic approval process for plan, requisition, Petty/RFQ PO and Publishing of Bid/RFx. Procuring Agency Administrator can define the steps, map users who will authorize the approve a particular workflow and also can mention the escalations. EPADS provides graphical interface to add, remove or edit steps along with approvers and escalations.

a) The PAs shall create mandatory workflow for each procurement step and approving authority. The PA users may click the Workflow Management and follow the +add step and create workflow for various procurement activities approval.



The PAs approvers will select the procurement activities in workflow status and workflow type dropdown lists and will approve accordingly.

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1.51	Maria II
13	8
~	(Bana) M
	-PRA

A Procurement Management	×	WORKFLO	W APPROVAL REQUE	ST				
Management	~					Workflow Status	<ul> <li>Workflow Type</li> </ul>	0
※ SBD Management	~					Approved	Procurement Pla	an Approval 🗸 🗸
R Bidding Process	~		_				_	
RewsPaper Attachments	~	₿ Clear					۹	Search keyword
冬 Currency		Actions	Description $\checkmark$	Detail 🗸 🏹	Workflow Type $~~$ $~$	Workflow Sub Category $$	Status 🗸 🍸	
系 MileStone Status	~	۲	For Plan Appproval	level 1	Procurement Plan Approval		Approved	Approval History
ORKLOAD MANAGEMENT								
🐥 Tasks List		۲	sdfghj	step 1	Procurement Plan Approval		Approved	Approval History
Associate Task List		۲	1212	level 1	Procurement Plan Approval		Approved	Approval History
終 My Task List								
ORKFLOW MANAGEMENT		۲	test	step 1	Procurement Plan Approval		Approved	Approval History
冬 Workflow		۲	test	step 2	Procurement Plan Approval		Approved	Approval History
終 Workflow Approval					D			
ARCH		0	test	step 5	Procurement Plan Approval		Approved	Approval History
冬 Global Search		۲	test	step 1	Procurement Plan Approval		Approved	Approval History
PORTS					« < 1 >	» 10 V		

# TRAINING EVALUATION FORMS



#### **TRAINER'S POST-TEST EVALUATION FORM**

Name:			
Date & Time:			
Course Provider:			
Course Title:			
Trainer:			
Venue:			

Contraction of the second seco	)
ANA (PPRA)	

		IMPRAT
1. Did you:		
Find the objectives relevant?	Yes	No
Find the content generally appropriate?	Yes	No
Find the conduct of the facilitators appropriate?	Yes	No
Find that your expectations had been met?	Yes	No
Consider any part of the training particularly not relevant/not useful?	Yes	No
Think that some topics should be added to the course?	Yes	No
Enjoy any specific training methods?	Yes	No
Like the composition of the group?	Yes	No
Consider the facilities adequate?	Yes	No
Consider the administrative support adequate?	Yes	No
2. What important changes do you recommend to any of the elements noted above	?	
3. What changes would you as a trainer recommend to the organizing, running, and	d subject matter of the	e course?

#### **TRAINING EVALUATION FORM**

Name:			
Date & Time:			
Course Provider:			
Course Title:			
Trainer:			
Venue:			

#### b) Course Effectiveness

Given below are rankings for course content, performance of facilitators and relevance of the session to your job. By referring to the learning objectives which were given at the beginning of each session, please rate the degree to which the session subject matter helped you to understand the subject (circle).

1 = Poor2 = Fair3 = Good4 = Very Good



Note:

Sr. No.	Subject	Content	Performance	Relevance
1.	Standard Bidding Document and Bidding Process	12345	12345	12345

#### c) Other Information

1.	Training method Used	1 2 3 4 5
2.	Participants' involvement	1 2 3 4 5
3.	Handouts/Training materials	1 2 3 4 5
4.	Time Allocations	1 2 3 4 5
5.	Sequencing of sessions	1 2 3 4 5
6.	Meeting of your expectations	1 2 3 4 5
7.	Selection/composition of participants	1 2 3 4 5
8.	Length/duration of the course	1 2 3 4 5
9.	Facilities/seating arrangements	1 2 3 4 5
10.	What changes would you recommend to any of the elements noted in (1-	-9) above?

#### d) Quiz

1.	H	ow many steps are there in Single Stage Single Envelope?
	b.	Eivo
	υ.	-
	C.	Four
2.	How	v many steps are there in Single Stage Two Envelope?
	a.	Two
	b.	Three
	C.	Seven
3.	w	How many steps are there in Two Stage Two Envelope and Two Stage Bidding Process?
	a.	Five
	b.	Seven
	C.	Eight
4.	ls it	mandatory to publish bid document before initiating bidding process?
	a.	Yes
	b.	No
5.	Ноч	v many types of procedures are there in open competitive bidding
	а.	One

- b. Three
- c. Two
- d. Four

#### 6. Who has the authority to publish bid documents templates?

- a. Procuring Agency
- b. PPRA Admins

## 7. What type of bidding procedure is used for procurement where alternative technical proposals are possible, such as certain type of machinery or equipment or manufacturing plant?

- a. Two Stage Bidding Procedure
- b. Two Stage Two Envelope
- c. Single Stage Two Envelope

## 8. What type of bidding procedure is used where the bids are to be evaluated on technical and financial grounds and price is considered after technical evaluation?

- a. Two Stage Bidding Procedure
- b. Two Stage Two Envelope
- c. Single Stage Two Envelope



### for e-Pak Acquisition and Disposal System

No.	Learning Outcome	<b>User Input</b> (To be Filled by The User)
1.	Create and Assign Committee to Procurement Activity	
2.	Publish Standard Bidding Document	
3.	<ul> <li>Bidding Process:</li> <li>Single Stage Single Envelope</li> <li>Single Stage Two Envelope</li> <li>Two Stage Bidding Procedure</li> <li>Two Stage Two Envelope</li> </ul>	



# e-Pak Acquisition and Disposal System (e-PADS)