





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



TABLE OF CONTENTS

Pre-Qualification	7
Expression of Interest EOI	3
BIDDING PROCESS	3
Create and Publish Standard Bidding / Procurement Document24	1
a) Procedure and Method4	7
Bidding Process (E-Submission)	7
b) E-Evaluation by Committee member108	3
c) After completion of the final e-evaluation process, the Letter of intent shall be prepared and issued to the selected supplier	3
Requisition Module)
d) The committee will download the financial bid of qualified bidders by checking the tick boxes and download the bids	3
Workflow Module	•
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 approval11	
Training Evaluation Forms	
Trainer's Post-Test Evaluation Form	
Training Evaluation Form	2
b) Course Effectiveness	2
c) Other Information	3
d) Quiz123	3
Learning Outcomes	5



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
КР	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

Name	Position
PPRA Team	
Mr. Maqbool Ahmad Gondal	Managing Director
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Abacus Team	
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Mr. Asif Ghouri	Solution Architect
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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 ①		* Procurement Need ①		*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) ①	
2,800,000		No file chosen	1		Development	Non-Development
* Funding Type 🛈		* Funding Source ()			* As a Whole or Package / Lot 🛈	
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.

Name of Procurement: Procurement of Mode of Procurement ()	Equipment Estimated	i Cost: PKR. 2,800,000.00				
National	Internation	nal			6	
* Category of Procurement 🛈		* Procurement Method ①		* Procedure ①		
Goods	~	Open Competitive Bidding	~	Single Stage Two Envelope	~	
* Pre-Qualification / EOI ①		* Pre-Qualification Notice Date 🛈		* Pre-Qualification Closing Date 🛈		
Pre Qualification Required	~	03-07-2023		18-07-2023		
* Tentative Notice Date ()		* Tentative Date of Contract ①		* Tentative Date of Completion ①		
01-07-2023	8	31-08-2023	8	30-09-2023	8	
Remarks(if any) ①						
	h					
				CANCEL	Enhance Fields	



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

← Bac	ASSOCIATE COM	MMITTEE					+ Add Committee
						Procurement Activity:	Procurement of Equipment
Committ	ee Title 🛈						
PRC Co	mmittee	~					
							CANCEL
	_						
🕅 Clea	r					Q s	earch keyword
ctions	Committee Title \checkmark \forall	Committee Type 🖌 🍸	Internal Member(s) ✓ ⑦	External Member(s) ✓ ⑦	Total Member(s)	Committee Status ∽	Reason ∽ ∀
۲	PRC Committee	Procuring Committee	1	0	1	Completed	Every rule is followed
۲	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 → 𝔤	Category ~ 7	Method ~ 7	Procedure \checkmark \forall	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

Image: Search keyword Q. Search keyword					
Actions	Procurement Documents	Name of Procurement \checkmark	Category ~ 🍸	Method 🗸 🏹	
& ∥ 💼 🖴 🕺 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 ${\mathbb O}$	
Procurement of Equipment	
International Procurement?	
* Publish Date 🛈	
16-06-2023	
* Closing Date ()	• Closing Time ⊙
30-06-2023	14:13
* Opening Date ①	* Opening Time 🛈
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 Downloaded Supplier's									
S.No	Supplier Name 🗸 🍸	Mobile \checkmark γ	Email 🗸 🍸	Address 🗸 🏹					
1	devtraders	+926564464476	dhbwclc@exelica.com	F/5 islamabad					

PA's/Suppliers both can get the Clarifications optional

0		2	3	4
Clarification(s)		Opening Of Application(s)	Evaluation	Pre-Qualification Selection
LAR	IFICATIONS			
ß	Clear			Q Search keyword
S.No	Activity Name \checkmark \forall			Actions
1	Clarification(s)			© (%
		Showing 1 to 1 of 1 entries	$\langle 1 \rangle \gg 5$	
				Next →

Committee Members Attendance, Suppliers and Opening of Applications

OPENING OF APPLICATION(S)

Committee Members Attendance

₽ 0	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.

	贤 Clear				Q Search keyword
	Email 🗸 🏹	Committee Convener 👻 🏹	Attendance Date \checkmark \forall	Availability 🗸 🍸	Actions
5	siyariw380@introace.com	Yes	16/06/2023 , 01:08 PM	Present	X Mark Absent
		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.

Mobile \checkmark \forall	Email 🗸 🏹	Download Submission	Download Date	Accept
+926564464476	dhbwclc@exelica.com	🕁 Download	16/06/2023 , 01:11 PM	✓ ◎ ◎

The PA will upload PQ Evaluation Report and Publish.

Close



 \times

Upload and Publish Evaluation Report

S.No	Description ~ 7	Published \checkmark \forall	Date ~ 7	Actions
1	PQ Application Report	Yes	16/06/2023 , 02:35 PM	🕁 Download
	Show	ring 1 to 1 of 1 entries << <	1 > » 5 V	

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 Requirem	ent 🛈	
Hiring of Consulting Firm		Technical, Scope of Work		Field base study or tas	sk assign	
* Market Analysis 🛈						
Yes	No		li			
Estimated Cost 🛈		Concept Note/PC1 🛈		* Budget(Pink Book) 🛈		
2,500,000		No file chosen	Ţ	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

← Back PROCUREMENT (MI	ETHOD / PROC	CEDURE)		Link	Requisition
Name of Procurement: Hiring of Consulting Mode of Procurement ①				_	
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	8
* Expression of Interest Closing Date ①		* Tentative Notice Date ①		* Tentative Date of Contract ①	
18-07-2023	Ü	03-07-2023	e	02-08-2023	e
* Tentative Date of Completion ①		Remarks(if any) ①			
01-10-2023	Ë				
			//		
				CANCEL SAVE © Enha	ance Fields

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

← Bao		MMITTEE				(+ Add Committee
*Commit	tee Title 🛈				Pro	ocurement Activity: Hi	iring of Consulting Firm
GRC Co	ommittee	~					
							CANCEL SAVE
V Clea	ar					Q Searc	ch keyword
ctions	Committee Title 🗸 🏹	Committee Type ∽ ♡	Internal Member(s) ∽ ♡	External Member(s) ∽ ♡	Total Member(s)	Committee Status ∽ ♡	Reason ∽ ♡
) ©	GRC Committee	Grievance Redressal Committee	3	0	3	Completed	Every rule is followed
) ©	PRC Committee	Procuring Committee	1	0	1	Completed	Every rule is followed

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
	rocurement completed (PO Generated) ocurement in progress		Q Search keyw	
Actions	Procurement Documents	Na	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				npetitive Bidding Procurement timated Cost: PKR.2,500,000.0
Publish Da	te: 16/06/2023 Bid Op				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)
idder's List		olicant's List	Contract	Bid Validity Request	Q Show Clarification(s)
idder's List		olicant's List 💿 E-(Contract	Bid Validity Request	Q Show Clarification(s)
idder's List				Bid Validity Request	Q Show Clarification(s)

Clarifications (if any) optional

	1 Clarification(s)	2 Opening Of Application(s)	3) Evaluation		4 Pre-Qualification Selection	
CLARI	FICATIONS				Q Search keyword	
S.No	Activity Name $\checkmark \forall$				Actions	
1	Clarification(s)				© (%	5
		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 $\checkmark \forall$	Attendance Date 🗸 🏹	Availability v 🍸	Actions
5	siyariw380@introace.com	Yes	16/06/2023 , 01:08 PM	Present	X Mark Absent
		Showing 1 to 1 of 1 entrie	s « (1)	» 5 V	

Close

16

×



Suppliers Attendance (Optional)

×

Suppliers Attendance

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

Ononing of Annlia	ations				Close		
	Opening Of Applications						
opoining of Applicatio							
Supplier Name \vee \forall	Mobile ~	Email 🗸 🍸	Download Submission	Download Date	Accept		
devtraders	+926564464476	dhbwclc@exelica.com	🛃 Download	16/06/2023 , 01:11 PM	✓ ◎ ◎		
		« < 1	> >> 5 ~				

		Close
	_	



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

ALUATION			
₿ Clear			Q Search keyword
lo Activity Name 🗸 🏹			Actions
Upload and Publish Evaluation Report	rt		h 💿 🤗
	Showing 1 to 1 of 1 entries 444	< 1 > » 5 ~	
Previous			Next -
]			Next →
Previous load Application (EO	I Evaluation Report) and F	Publish	Next -
load Application (EO	I Evaluation Report) and F	Publish	Next -
load Application (EO	I Evaluation Report) and F	Publish	
)	I Evaluation Report) and F	Publish	
load Application (EO	l Evaluation Report) and F	Publish	
load Application (EO	I Evaluation Report) and F	Publish	
load Application (EO pload Attachment(s) LECT FILE Attachment ①	I Evaluation Report) and F	Publish	
load Application (EO bload Attachment(s) LECT FILE	I Evaluation Report) and F	Publish	
load Application (EO pload Attachment(s) LECT FILE Attachment ① Evaluation.pdf	I Evaluation Report) and F	Publish	

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

	1	2	3	
	Clarification(s)	Opening Of Application(s)	Evaluation	Pre-Qualification Selection
HOR	TLISTED APPLICANT(S)			
¶% c	lear			Q Search keyword
S.No	Activity Name 🖌 🏹			Actions
1	Suppliers Selection			V D 🛛 💛
		Showing 1 to 1 of 1 entries 🤍	< 1 > » 5 ~	
← Prev	vious			

The PA will prepare the RFP and Bidding Document and publish

	ENT PLAN + Requistion Items +	Add Committee + Procurement
∭ Clear	rocurement completed (PO Generated) ocurement 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 ①	
16-06-2023	
* Closing Date ①	* Closing Time ①
30-06-2023	13:30
* Opening Date 🛈	* Opening Time ()
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		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		/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

PA will start the evaluation process with actions/completions

C	1 larification(s)	2 Bid Opening	3 Technical Evaluation	4 Financial Bid Opening	5 Final Evaluation	6 Award of Contract
ARIF	ICATIONS					
¶ Cle	ear					Q Search keyword
No	Activity Name 🖌 🍸					Actions
1	Clarification(s)					C 💿 🧭
			Showing 1 to 1 of 1 entries 🤍	< 1 > » 5 v		
						Next →

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 Oper	ning	5 Final Evaluation	6 Award of Contract
тесн	NICAL EVALUATIO	DN							
₿ C	lear								Q Search keyword
S.No	Activity Name 🖌 🏹								Actions
1	Upload and Publish Tech	nical Evaluation Report							2× © 🖞 © 🧭
			Showing 1 to 1 of 1 entries	~~ ~	1	> >	> 5 ~		
← Pre	vious								Next →

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:

Plan Name		2023-2024		~	Save Reset	
🕅 Clear						Q Search keyword
Actions	ID ~ T	Procurement Plan Name 🗸 🍸	Year ∽ ∀	Version \checkmark \forall	Status 🗸 🏹	
	FP1077	Procurement Plan for FPPRA	2023-2024	2	Open	Submit For Approval Submitted for approval.

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 $\ \ \lor \ \overline{\mathbb{V}}$	Category 🗸 🏹	Method ∽ ∀	Procedure ~	Est. Cost 🗸 🍸
& 🖉 💼 🖶 🕺	Bid	Procurement of Heating invertors TSTE	Goods	Open Competitive Bidding	Two Stage Two Envelope	PKR. 800,000.00
\$ 2 🗇 🗮 🔀	Bid Publish Bid	Purchases of Generators TSBP	Goods	Open Competitive Bidding	Two Stage Bidding Procedure	PKR. 2,000,000.00
\$ 2 🗇 🗮 🔀	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 <mark>5</mark>	6 7 > >>	5 ~		

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

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
♣ 🖉 💼 🖴 88	Bid Publish Bid	Purchases of Generators TSBP	Goods	Open Competitive Bidding	Two Stage Bidding Procedure	PKR. 2,000,000.00
& 0 🖻 🗏 Ì 🏹	Bid (Corrigendum) (V1) View PD	Procurement of General Goods SSTE	Goods	Open Competitive Bidding	Single Stage Two Envelope	PKR. 1,400,000.00
# 0 🖻 🖴	Bid (Corrigendum) (V1) View PD	Procurement of Health Equipment SSSE	Goods	Open Competitive Bidding	Single Stage Single Envelope	PKR. 1,700,000.00
al 🖉 💼 🗎 🔛	Bid (Corrigendum) (V2) View PD	SSTE	Goods	Open Competitive Bidding	Single Stage Two Envelope	PKR. 1,000,000.00
		«< < 3 4 5	6 7 > >>	5 🗸		

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

<					
ľ	← Back ASSOCIATE COMMITTEE			Procurement Activity: Pure	chases of Generators TSBP
	~			CANCEL	add committee
	下 Ctear			Q Se	earch keyword
L	Actions Committee Title $\checkmark \ \ensuremath{\mathbb{T}}$ Committee Type $\checkmark \ \ensuremath{\mathbb{T}}$	Internal Member(s) 🗸 🍸	External Member(s) 👻 🝸	Total Member(s)	Committee Status
		« < > »	5 ~		
L					



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

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.

	OMMITTEE			+ Ac	ld Committee
			Procure	ement Activity: procur	ement SSTE QA
*Committee Title 🛈					
PRC Committee	~				
				CANCE	L
 ← Back ASSOCIATE COMMITT *Committee Title ① Procuring Committee Non Consultative 	EE			Procurement Activity: F	Purchases of Generators TSBP
Poculing committee Non-Consultative	`			CANCEL	
下 Clear				٩	Search keyword
Actions Committee Title ~ 7 Co	ommittee Type 🗸 🖓	Internal Member(s) 🗸 🖓	External Member(s) $\vee \ \forall$	Total Member(s)	Committee Status
		« < > » 5	~		





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

*Committe	e Title 🛈				Procurement Activity: Pur	chases of Generators TSB
Procuring	g Committee Non Consultative	~			CANCEL	E ADD COMMITTEE
🕅 🕅 Clear					Q s	earch keyword
Actions	Committee Title v \Im	Committee Type 🐱 🍸	Internal Member(s) 🗸 🝸	External Member(s) 🗸 🖓	Total Member(s)	Committee Status
⊡ ⊚	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:

Procurement Plan Name ①		* Year ①			Save Reset	
Plan Name		2023-2024		~	Save	
						Q Search keyword
Actions	U ~ U	Procurement Plan Name 🗸 🏹	Year 🗸 🏹	Version ∽ 🕅	Status 🗸 🏹	
◎ ⁄ 💼 🖻 👨	FP1077	Procurement Plan for FPPRA	2023-2024	2	Open	Submit For Approval Submitted for approval.
(m)		· · · · · · · · · · · · · · · · · · ·	1 > >> 5	~		

I. 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 $\checkmark \forall$	Category ~ 7	Method ~ 🛛	Procedure \checkmark \forall	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
å 🖉 💼 🖹 🔀	Bid (Corrigendum) (V1) View PD	Procurement of General Goods SSTE	Goods	Open Competitive Bidding	Single Stage Two Envelope	PKR. 1,400,000.00
å 🖉 💼 🖹 8	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 5	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
	rocurement completed (PO Generated) curement in progress	Q Search k	
Actions	Procurement Documents	N	ame of Procurement 🗸
# 2 ₪ ■ 8 0	(Bidding Document)	Pi	ocurement 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	h keyword
Actions	Template Name 🗸	Category ~ 7	Method \checkmark \mathbb{Y}	Procedure	~ 7 Te	implate of $\vee \mathbb{V}$
◎ 🗇 + ◎ 🗋	Procurement of Goods General SSSE	Non-Consulting	Open Competitive Biddin	ig Single Stage	Single Envelope Bio	d
		« < 1 >	» 5 v			
← Back PROCUR	EMENT PLAN				+ Add Commit	ttee + Procuremen
Green but	EMENT PLAN ton = Procurement completed (PO Generated) on = Procurement in progress					ttee + Procuremen
Green but	ton = Procurement completed (PO Generated)	Name of Procurement v V	Category ~ T	Method ~ 7		
Green but Blue butto	ton = Procurement completed (PO Generated) on = Procurement in progress	Name of Procurement ~ 7 Procurement of tables		Method ∨ ¥ Un-Solicited	Q Searc	ch keyword
Clear Green but Blue butto	ton = Procurement completed (PO Generated) n = Procurement in progress Procurement Documents		Services		Q Searc	th keyword Est. Cost ↓ ♡
Image: Second	ton = Procurement completed (PO Generated) n = Procurement in progress Procurement Documents (RFP) (Publish RFP)	Procurement of tables Food Procurement Plan	Services Goods	Un-Solicited	Q Searc	ch keyword Est. Cost ~ 고 PKR. 1,500,000.00
The clear Green but Shee but Blue but Actions Blue but Ab Image: Clear Blue but Blue but	ton = Procurement completed (PO Generated) n = Procurement in progress Procurement Documents (RFP) (Publish RFP) (Bit) (Publish Bid)	Procurement of tables Food Procurement Plan	Services Goods Goods	Un-Solicited Open Competitive Bidding	Q Searc Procedure ~ 7 LCB Single Single Envelope	th keyword Est. Cost ~ 꼬 PKR. 1,500,000.00 PKR. 1,000,000.00
Image: Second secon	ton = Procurement completed (PO Generated) n= Procurement in progress Procurement Documents (RFP (Publish RFP) (Bid) (Publish Bid) (Corrigendum) V(2) (Publish Bid (Corrigendum)	Procurement of tables Food Procurement Plan V(2) Proc Proc Procurement Test	Services Goods Goods Goods	Un-Solicited Open Competitive Bidding Open Competitive Bidding	Q Searc Procedure V V LCB Single Stage Single Envelope Single Envelope	Est. Cost V PKR. 1,500,000.00 PKR. 1,000,000.00 PKR. 9,000,000.00 PKR. 9,000,000.00

- 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:

序 Clear					Q Search keyword
tions	Template Name 🗸 🍸	Category 🗸 🍸	Method 🖌 🏹	Procedure ∨ 𝔤	Template of $\checkmark \forall$
	Procurement of Goods General SSSE	Non-Consulting	Open Competitive Bidding	Single Stage Single Envelope	Bid
- Cm		« « 1	> >> 5 ~		
~					

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

			MPLATE SECTION(S) S (E-SUBMISSION VER JUI	N 9))	View	w Docume	ent + Create	e Section
🕅 🌾 Clear						Q Sea	arch keyword	
Actions	Serial No 👻 🍸	Section# ~ 7	Section Name 🖌 🏹	Section For $\vee \ensuremath{\overline{V}}$	Percentage	• 7	Туре 🗸 🏹	Swap
∥ ⊚ +	1	1	Title, Acknowledgement, Preface	Bid Submission (Technical & Financial Proposal)			Text	\checkmark
⊚ +	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	↑↓
⊚ +	4	4	SECTION III: BID DATA SHEET	Bid Submission (Technical & Financial Proposal)			Text	↑↓
● +	5	5	SECTION IV. ELIGIBLE COUNTRIES	Bid Submission (Technical & Financial Proposal)			Text	↑↓

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. Click or



* 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		
	 	li

ECTION TEMPLATE					
Section# ①	Parent S	ection 🛈		* Section Name 🛈	
	Choose	e parent section	~	Preface	
ype 🛈	Descript	ion ①			
-ext	×]			Mandatory for Procurement Agency	
			h		
	· ∞ ∞ ■ ⊑ ⊞ ≣ Ω Σ ?? Styles - Normal - 3				
v p					

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	 This section contains invitation for bidders to a specified procurement. 	to submit bids for	
	SUDOR		
			A
		Cance	al Save

Action performed successfully.

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

Clear Q Search keyword							
Actions	Serial No 👻 🍸	Section# ∽ ∀	Section Name 👻 🍸	Section For $\checkmark \forall$	Percentage 🖌 🏹	Туре 🗸 🏹	Swap
∥∣⊚∣ڨ∣+	1	1	Preface	Technical Bid	0	Text	\downarrow
∥⊚ 💼 +	2	2	Invitation letter	Technical Bid	0	Text	\uparrow

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

Actions	Serial No 👻 🍸	Section# ~ 7	Section Name $\vee \forall$	Section For $\vee \mathbb{V}$	Percentage 🗸 🏹	Type ∨ ♡	Swap
∥⊚∣∄∣+	1	1	Preface	Technical Bid	0	Text	\checkmark
∕⊚ 💼 +	2	2	Invitation letter	Technical Bid	0	Text	1

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	* Туре ①	+ Create Section
Technical Bid ~	Dynamic Section	Dynamic Table	syword
Description ()			Swap
	Mandatory for Procuring Agency Editable by Procuring Agency		4
<i>"</i>			$\uparrow \downarrow$
			↑↓ ↑↓
			$\uparrow \downarrow$
			1
т			
		Cancel Save	
			_

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

				Contraction of the second
Dynamic Section			>	Create Section
	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	
ing	« < 1	> >> 10 v		

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

← Back EVALUATION SEC	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	¢
No file chosen		£			\checkmark	
nly PDF, JPG, JPEG, and PNG f	files are allowed and file size should n	ot be greater then 5MB.			$\uparrow\downarrow$	
					$\uparrow \downarrow$	
V Clear				Q Search keywor	rd ↑↓	
Action	Description \checkmark \forall			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> ↑↓ ↑↓
		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:

* Procurement Plan Name ① Plan Name		2023-2024	• Year ①		Save Reset	
		2010 2014				
🕅 Clear						Q Search keyword
Actions	ID v V	Procurement Plan Name 🖌 🍸	Year ∽ ∀	Version ~	Status ∽ 🕅	
© / 🖻 🖻 🗟	FP1077	Procurement Plan for FPPRA	2023-2024	2	Open	Submit For Approval Submitted for approval.
2m		«	1 > » 5	~		


aa. 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 ~ 7	Method \checkmark \forall	Procedure ~	Est. Cost 🖌 🏹
& 🖉 💼 📰	Bid	Procurement of Heating invertors TSTE	Goods	Open Competitive Bidding	Two Stage Two Envelope	PKR. 800,000.00
& 🖉 💼 🖴 8	Bid Publish Bid	Purchases of Generators TSBP	Goods	Open Competitive Bidding	Two Stage Bidding Procedure	PKR. 2,000,000.00
& 🖉 💼 🖴 8	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 $$	Category 🗸 🍸	Method 🗸 🏹	Procedure ~ 7	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 (Corrige The VI) View PD	Procurement of General Goods SSTE	Goods	Open Competitive Bidding	Single Stage Two Envelope	PKR. 1,400,000.00
♣ ⁄ 💼 🗮 ೫	Bid (Corrigent (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 5	6 7 > >>	5 ~		

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

Regulatory Authority By Abacus QA Team	() нер	Docs Admin V 1 federaladmin V 🕞 Log
Publish Document(Bidding)		×
* Name of Procurement ()		rement
Procurment SSTE		
International Procurement?		ey ~ 7
- Publish Date 🛈		Imp
13-06-2023		
* Closing Date ()	Closing Time	mim
27-06-2023	06:09	
* Opening Date 🛈	* Opening Time ③	mint
27-06-2023	06:39	mint
	Opening Time should be greater than closing time + 30 minutes and less than 23:59	mint
* Bid Validity () 27-07-2023	* Submission Type ③ Manual	× l
27-07-2023	Manual	rinin 🔪
* Security Deposit Options (0 Bid Security_ Bid Declaration_ Either of Both	Would you like to conduct pre-bid meeting?	lable for advertisement?
Description ()		mint
		tnim
+ Newspaper advertisement &		A mint
		Cancel Request to PID Publish
Section		



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?			
			By ~ 7 {
* 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 ①	_	
27-07-2023	ESubmission	~	min1
* Security Deposit Options ()	Manual		min1
Bid Security Bid Declaration Either of Both	ESubmission		
			min1
Description ①			min1
		'	
		Ð	min1
		11	min1
+ Newspaper advertisement			
	Cancel Request to PID Publ	lish	

Name of Procurement 🛈		
Purchases of Generators TSBP		

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

Internat	ional Procure	ement?	
merna			

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.

Closing 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.

11/04/2022	

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

Would	you like	to conduc	t pre-bid	meeting?
\cap				
\cup				

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

November 2022						>
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

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

Description ①			
			li

- 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 🛈
30-07-2023	Manual V
-	



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 ①	• Bid Validity ①	
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		
↔ Add News paper attachment Image: Solution of the state of t	Language → ♡ Stations → ♡ Regional Language → ♡	Q Search keyword Size ∨ ♡ Status ∨ ♡
	Ciick on Cancel to discard task.	Cancel Publish Cancel Click on this button to publish bid document

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

Internatio	onal Procur	ement?	

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.



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

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

Description ①	
	6

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.

/07/2022	2						
<		November 2022					
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:

🕅 Clea	ır							Q Search k	eyword
Actions	Title 🗸 🝸	Date Of Ad ∽ 🕅	Page # ∨	Type of News Paper 🖌 🍸	Language 🗸 🍸	Stations \checkmark \mathbb{Y}	Regional Language 🗸 🍸	Size 🗸 🍸	Status 🗸 🗑
6	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								
Pre-Bid meeting date								
11/07/2022								
Description ①								
ABCDERF								
ABOBER								
ADODEIN								
+								
+) kdd News paper attachment								
+)							Q Search ke	ayword
+) kdd News paper attachment	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	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		
+) dd News paper attachment Clear Actions Title ~ \mathbb{V}		-					Size ∽ 🏹	Status 🗸 🍸
+) Add News paper attachment V Clear Actions Title ~ V		-					Size ∽ ♥ 2 X 5	Status 🗸 🍸

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 keyword
Actions	Name 🗸 🕅	Publish Date 🖌 🏹	Last Submission Date 🐱 🍸	Description \checkmark
۵	Purchases of Generators TSBP	19/11/2022	04/11/2022	
۵	Purchase of IT Equipment	18/11/2022	04/11/2022	
۵	Purchases of MACs	19/11/2022	04/11/2022	
۵	Purchases of Telephones	19/11/2022	04/11/2022	
۵	Purchases of Pens	19/11/2022	04/11/2022	
	<< < 1 2 3 4	5 6 7 8 9 10 11 12	13 14 15 16 17 18 19 >	» 5 v



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.

		Single Stage Single Envelope			
Name of Procurement: Procurent * Mode of Procurement ①	nent of Goods	Estimated Cost: PKR. 600,000.00		Single Stage Two Envelope Two Stage Bidding Procedure	
National	Internation	al		Two Stage Two Envelope	
* Category of Procurement 🛈		* Procurement Method 🛈		Framework Agreement - Closed	
Goods	~	Open Competitive Bidding	~	Choose Procedure	~
* Tentative Notice Date 🛈		* Tentative Date of Contract 🛈		st Tentative Date of Completion $①$	
01-07-2023	Ë	31-07-2023	e	30-08-2023	e
01-07-2023	Ċ	31-07-2023	Ë	30-08-2023	Ë

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 Requirement ①			
Procurement of Goods		For Office	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 (i) * As a Whole or Pa		* As a Whole or Packag	kage / 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 ①	
procuring committe	~
, []	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	stimated Cost:	Zit	¢

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

BIDDING PROCESS Procurement Activity ① Procurement of Equipment Procur
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 C Contract Specimen#1 C 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 V	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: 30	/06/2023 , 03:16 PM Validity Date:	30/07/2023 Tentative Notice		ntract Award Date: 31/08/2023 tative Closing Date: 30/09/2023
Financial Bid Opening Date: Financial Bid Opening Time:				
Bidder's List X Rule 33: 1	Rejection of Bids © E-Contract	Bid Validity Request	Contract Specimen#1	Contract Specimen#2
				Q Show Clarification(s)

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

ievance (A	fter Advertisement)						
							+ Add Grievan
							2 Search keyword
ctions	Grievance 🗸 🍸	Date 🗸 🍸	Channel 🗸 🍸	Supplier's Type 🐱 🍸	Supplier \checkmark \forall	Attachment 🗸 🍸	Status 🗸 🏹
o records fou	ind.						
				« < > » 5 V			
							Cance

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

Grievance ①				
Grievance Date ①	* Received Via C	Channel ①	Committee N	
DD-MM-YYYY	Select		✓ procuring c	ommiitte
tach Email / Letter				
No file chosen	£			
upplier ()				
) Registered				
Un-Registered				
Registered Supplier 🛈	 Supplier's Busi 	iness Name ()	• Email ①	
Select	~] [e@email.com
Mobile No 🛈				
■ +92 × xxxxxxxxxx				
				Cancel Submit -
			Click on	
			Cancel to	
			discard Task	с
			discard Task	Click on
			discard Task	Click on submit to
			discard Task	Click on
Grievance ①			discard Task	Click on submit to

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

D-M	M-YYY)	(Ê
<		Nove	mber	2022		>	
Su	Mo	Tu	We	Th	Fr	Sa	1
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 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				×
• Grievance ①				
* Grievance Date ①		* Received Via Channel ①		Committee Name
DD-MM-YYYY	8	Select	~	procuring committe
Attach Email / Letter				
No file chosen	£			
Supplier ①				
Registered				
Un-Registered				
* Registered Supplier ①		* Supplier's Business Name ①		* Email ①
Select	~			e.g someone@email.com
* Mobile No ①				
🗳 +92 🗸 🗸				
				Cancel Submit →
			-	- (tin





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

							+ Add Grievar
∏ Clear						Q Searc	ch keyword
ctions	Grievance 🗸	Date ∽ ∀	Channel 🗸 🗍	Supplier's Type 🗸 🍸	Supplier 🗸 🍸	Attachment \checkmark \forall	Status 🗸 🏹
} / ©	Grievance from Supplier XYZ	Thursday, November 3, 2022	Email	Registered	333 Consulting		Open

In case of Un-Registered Supplier:

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

The users are required to provide the following information:

* Supplier's Business Name	()	

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

Email 🛈		
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.

ed			
iness Name () *	Email 🛈	* Mobile No 🛈	
	aneebaslam905@gmail.com	C +92 V	3345003618
			Cancel Submit -
			Ś
	Action performed successfully.		Cancel

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

Grievance (Afte	er Advertisement)						×
							+ Add Grievance
Clear						Q Set	arch keyword
Actions	Grievance ~ 🛛	Date 🗸 🍸	Channel 🗸 🍸	Supplier's Type 🖌 🍸	Supplier \checkmark \forall	Attachment \checkmark \forall	Status 🗸 🏹
© 2 ©	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
			« < 1 >	» 5 v			
							Cancel

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

							+ Add Grievan
						Q Search ke	yword
Actions	Grievance 🗸 🍸	Date ∽ ∀	Channel 🗸 🍸	Supplier's Type 🗸 🍸	Supplier 🗸 🍸	Attachment 🗸 🍸	Status ∽ 🏹
⊉ / ⊚	Grievance-12	Thursday, November 3, 2022	Email	Un-Registered	BCU Supplies		Open
9 / O	Grievance from Supplier XYZ	Thursday, November 3, 2022	Email	Registered	333 Consulting		Open
2			« (<u>1</u>)	» 5 ~			

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		£
* Status 🛈				
Open	~			
			Cancel Si	ubmit →
		Click on Cancel to discard task.		<u> </u>
				Click o Save t procee

* Grievance Decision ①		
		li

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

DD-MM	-YYYY						e
<		Nove	ember	2022		>	
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 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:

	evance (Af	ter Advertisement)						
Actions Grievance ~ T Date ~ T Channel ~ T Supplier's Type ~ T Supplier ~ T Attachment ~ T Status ~ T © 0 Grievance-12 Thursday, November 3, 2022 Email Un-Registered BCU Supplies Open © 0 Grievance from Supplier XYZ Thursday, November 3, 2022 Email Registered 333 Consulting Redressed								+ Add Grievanc
 Image: Constraint of the second second	∏ Clear						Q Search ke	eyword
Image: Construction Operation	ctions	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
« < 1 > » 5 v	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: Single Stage T 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		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)				D @ Ø
				Next →
		Click on this		
		button to view		
		documents.		
		Actions	Click on this	
			button when the task is	
		► ► • • • • • • • • • • • • • • • • • •	complete.	
	Click on this button to upload			

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

2	3	4	5
Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
			Actions
			D @ 🧭
			(internet internet in
	2 Pre-Bid (Minutes of Meeting)	2 3	(2) (3) (4)

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
No record found			
			Cance
		CI	ck on

discard task.

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

	ation(s)				
				亡 Upk	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 🛈				
No file chosen				1
Description ①				
				4
			X Cancel	Save
	C	lick on		
	Ca	ancel to ard task.		
				Click on
				Save, to sav attachment
Upload Attachment(s)				×
SELECT FILE				
* Attachment ①				
No file chosen				. <u>↑</u> ,
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 ① Clarification-1	
	X Cancel Save
Action of	erformed successfully.

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	
				× Can	ncel

- 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)			
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.



arific	ation(s)			
				① Upload Attachment(s)
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.

Award of Contract
Actions
D 💿 🧭
Nex

anne	ation(s)			
S.No	Description	Published	Date	Actions
1	Clarification-1	Yes	Nov 3, 2022	Jownload

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

	(1) 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 🔍 🤗
					Next -

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

ii.





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	ent Activity 🛈		Committee ①			
Procurer	ment of Office Supplies	~	Procuring Committee N	Ion Consultative	✓ Q Show	
Name of F	Procurement: Procurement of Office S	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)					○
← 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:



SELECT FILE * Attachment ①		
No file chosen		٦
Description ①		
		*
		× Cancel Save
	Click on Cancel to	Î
	discard task.	L
		Click o Save, to s
		attachm
Upload Attachment(s)		×
SELECT FILE		
Attachment ①		
No file chosen		÷.
		- Ch
Description ①		
Description ①		ĥ
Description ①		Å
Description ①		
Description		& Cancel Save

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

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

i. ii.

	MATTREGUL
×	

No Desc					
	scription	Published	Date	Actions	
1 MON	OM Pre-Bid Meeting	No	Nov 3, 2022	Download Publish Delete	

- 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
				Stin
				× Cance
-				
		_		





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

re-Bid	re-Bid (Minutes of Meeting)					
S.No	Description	Published	Date	Actions		
1	MOM Pre-Bid Meeting	Yes	Nov 3, 2022	L 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 🛈		Committee 🛈				
	ment of Office Supplies	~	Procuring Committee	Non Consultative	✓ Q Show		
riocarei	nent of office Supplies		The carrier committee	Non Consultative	C ONOW		
Name of P	Procurement: Procurement of Office S	upplies Method: Open Com	petitive Bidding Cat	tegory: Goods Estimated Cost: PKR	8.1,000,000.00		
					Bidder's L		33: Rejection of Bid
					W Bidders L	ist + Grievance × Rule 3	ss: Rejection of Bid
		-					
	(1)	2		3	4	5	
	Clarification(s)	Pre-Bid (Minutes of	Meeting)	Bid Opening	Final Evaluation	Award of C	ontract
	ID MEETING						
PRE-D	ID MEETING						
S.No	Activity Name						Actions
1	Pre-Bid (Minutes of Meeting)						D 💿 🧭
							- Úm
← Prev	vious						N

Pre-Bid	(Minutes of Meeting)				×
S.No	Description	Published	Date	Actions	
1	MOM Pre-Bid Meeting	Yes	Nov 3, 2022	🕹 Download	
					0
					< 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	✓ Q Show	
	✓ 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	(s) Pre-Bid (Minutes of Meeting)	(6) Pre-Bid (Minutes of Meeting) Bid Opening	(s) Pre-Bid (Minutes of Meeting) Bid Opening Final Evaluation

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.

	1 Clarification(s)	2 Pre-Bid (Minutes of Meeting)	3 Bid Opening	4 Final Evaluation	5 Award of Contract
	Claincadon(3)	Pre-bid (Minutes of Meeting)	bid opening	Final Evaluation	Award of contract
BID OI	PENING				
S.No	Activity Name				Actions
1	Committee Members Attendance				() o C o ()
2	Suppliers Attendance				20 😔
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.

	1 Clarification(s)	Pre-Bid (Minutes of Meeting)	3 Bid Opening	4 Final Evaluation	Award of Contract
		· · · · · · · · · · · · · · · · · · ·			
	PENING				
S.No	Activity Name				Actions
1	Committee Members Attendance				0 0 0
2	Suppliers Attendance				۰ » « کلتنی
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 Cance

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



ommittee Memb	bers Attendance					×
lember Name	Mobile	Email	Attendance Date	Availability Ac	ctions	
shir User	+926548658484	hilmajofyi@vusra.com	11/3/22, 5:26 PM	Present	× Mark Absent	OTP
		«	1 > » 5 v		Ī	Î.
				Click on t button t mark Abs	to	Click on th button ma present v OTP
						× Cancel

d. Click on OTP to verify the attendance:

Member Name	Mobile	Email		Attend	ance Date		Availability	Actions	
Ashir User	+926548658484	hilmajofyi@vusra.co	om	11/3/22	2, 5:26 PM		Present	X Mark Absent	
		~~	<	1 >	>> 5	~		- (
								C.)

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	
	GENERATE OTP
TP	
Code	2
	VERIFY
	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					
123456					
123456					 VERIFY
123456					 VERIFY
123456					 VERIFY
123456					VERIFY
					VERIFY

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

lember Name	Mobile	Email	Attendance Date	Availability	Actions
Ashir 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:

BID OF	PENING		
S.No	Activity Name		Actions
1	Committee Members Attendance		() © C 📀 ()
2	Suppliers Attendance		- Turbe a
3	Bid Opening (Download)		
			Next →

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:

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

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

S.No	Description	Date	Actions	1 Upload Attachment(s)
No rec	ord found			

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



SELECT FILE Attachment ① No file chosen Click on Click on Cancel to Save, to s attachment(s) X SELECT FILE • Attachment(s) X SELECT FILE • Attachment ① No file chosen			
Attachment © No file chosen Click on Save, to se attachment(s) SELECT FILE Attachment © No file chosen Description ©	Jpload Attachment(s)		×
No file chosen Description ③ Click on Click on Cancel to discard task. Click o Save, to s attachment(s) SELECT FILE Attachment() No file chosen Description ④	SELECT FILE		
Description ③ Click on Cancel to discard task. Click on Cancel to discard task. Click on Cancel to discard task. Click on Cancel to discard task. Statechment(s) × SELECT FILE • Attachment ④ No file chosen • Description ③	Attachment 🛈		
Upload Attachment(s)	No file chosen		Ĺ
Upload Attachment(s) × SELECT FILE • Attachment © No file chosen	Description ①		
Click on Cancel to discard task. Click o Save, to s attachment Upload Attachment(s) X SELECT FILE • Attachment © No file chosen			
Click on Cancel to discard task. Click o Save, to s attachment Upload Attachment(s) X SELECT FILE • Attachment © No file chosen			
Cancel to discard task. Click o Save, to s attachment Upload Attachment(s) X SELECT FILE • Attachment () No file chosen • Description ()			Cancel Save
discard task. Click o Save, to s attachment Upload Attachment(s) × SELECT FILE • Attachment © No file chosen • Description ©		Click on	
Save, to s attachment Upload Attachment(s) × SELECT FILE • Attachment © No file chosen • Description ©		discard task.	
Save, to s attachment Upload Attachment(s) × SELECT FILE • Attachment © No file chosen • Description ©			
Upload Attachment(s) × SELECT FILE • Attachment ③ No file chosen • Description ④			Click on
SELECT FILE Attachment ③ Description ④			Save, to sa attachmen
	Upload Attachment(s)		×
No file chosen Description ①	SELECT FILE		
Description	* Attachment 🛈		
	No file chosen		1.
	* 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
		- The second sec
	 Action performed successfully. 	

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



No Desc			
No Desc			① Upload Attachment(s
	scription	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 →

рроі	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
S.No	PENING Activity Name				Actions
1	Committee Members Attendance				() © © © ()
2	Suppliers Attendance				× •
3	Bid Opening (Download)				5 @ 1 @ S
← 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
1m	
 Action performed successfully. 	

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	lous				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.

	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				0 0 0
2	Suppliers Attendance				Å © Ø
3	Bid Opening (Download)				S · Zin
← Pre	nieus				Next ->
← Pre	evious				Next

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



ppliers At	tendance				
				Ĺ	Upload Attachment
No Dese	cription	Date	Action	5	Tim
o record fou	ind				
					× Cance

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

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

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	
				X Cano

- 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)				ा ● । दिंगि
← Pre	wique				Next ->

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

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)				⊠ ⊗ 1 ⊗ ž
← 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	
	 Action performed successfully. 	

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

	-(1)	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 Down	nloading					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.

BID OI	PENING		
S.No	Activity Name		Actions
1	Committee Members Attendance		© ©
2	Suppliers Attendance		© Ø
3	Bid Opening (Download)		S @ 1 @ S
	evious		The Next -

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	🕁 Download	산 Download	16/06/2023 , 03:19 PM	 Image: Image: Ima
	« «	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

下 Clear			Q Search	keyword
Supplier Name 🗸 🍸	Mobile \checkmark γ	Email 🗸 🕅	Financial Download	Accept
devtraders	+926564464476	dhbwclc@exelica.com	达 Download	
	~~	$\langle 1 \rangle \gg 5 $	·	

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

oplier Name	Mobile	Email	Technical Bid (Download)	Shortlisted	Action
chno Legal Consultants	+923098667766	techno.legal@gmail.com	لط Download	Accepted	× Reject
		« < 1 > »	5 ~		The

Action performed successfully.

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

	Email	Technical Bid (Download)	Shortlisted	Action
+923098667766	techno.legal@gmail.com	🕹 Download	Accepted	X Reject
		5 ~		

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

	1 Clarification(s)	2 Pre-Bid (Minutes of Meeting)	3 Bid Opening	4 Final Evaluation	5 Award of Contract
	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
← Pre	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:

	Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
3ID OF	PENING				
S.No	Activity Name				Actions
1	Committee Members Attendance				© © ♡
2	Suppliers Attendance				©
3	Bid Opening (Download)				S 💿 🖸 💿 🧭
					Tin
← Prev	vious				S

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



ppor	ting document(s)			
				① Upload Attachment
.No	Description	Date	Actions	
o reco	ord found			

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

Upload Attachment(s)		×
SELECT FILE		
No file chosen		£
• Description ①		
		A
	Click on Cancel to discard task.	Save
		Click on Save, to save attachment.
Upload Attachment(s)		×
SELECT FILE		
Attachment ① No file chosen		- - -
Description		2 mil
		Å
		× Cancel Save

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

OUNT REQUIRED TO AUTO)
(PPRA)	

Upload File(s)	×
SELECT FILE	
* Attachment ①	
5bc93dc7-18ac-48d5-b4e4-ed9d36e01e8d.pdf	t
Description ①	
Supporting Document TBO -1	
	X Cancel Save
	3
Action performed su	

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
	PENING				
	Activity Name				Actions
1	Committee Members Attendance				© ©
2	Suppliers Attendance				©
3	Bid Opening (Download)				v • • • • •
← Pre	vious				



uppor	ting document(s)			
S.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:

BID OF	PENING		
S.No	Activity Name		Actions
1	Committee Members Attendance		© ©
2	Suppliers Attendance		©
3	Bid Opening (Download)		☑ ◎ Ľ ◎ <u>◎</u>
	vious		

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:

FINAL	EVALUATION			
S.No	Activity Name			Actions
1	Upload and Publish Final Evaluation	on Report		* * 5
← Pre	evious			

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

load	and Publish Final Evalu	ation Report			
				Ĺ	Upload Attachment(s)
.No	Description	Published	Date	Actions	Thin
lo reco	ord found				
					× Cancel

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



load Attachment(s)		×
LECT FILE		
ttachment ①		
o file chosen		£
escription $\mathbb O$		
escription		
		li
		X Cancel Save
	Click on	
	Cancel to discard task.	
		Save, to
lpload Attachment(s)		Save, to
		Save, to attachm
ELECT FILE		Save, to attachm
ELECT FILE Attachment ①		Save, to attachm
Upload Attachment(s) ELECT FILE Attachment ① No file chosen Description ①		Save, to attachm
ELECT FILE Attachment ① No file chosen		Click of Save, to attachm ×
ELECT FILE Attachment ① No file chosen		Save, to attachm ×
ELECT FILE Attachment ① No file chosen		Save, to attachm

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

Upload File	×
SELECT FILE	
* Attachment ①	
5bc93dc7-18ac-48d5-b4e4-ed9d36e01e8d.pdf	<u>ث</u>
* Description ①	
Final Evaluation Report - 1	
	A
	× Cancel Save
	2 his
Action performed success	fully

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

oad	l and Publish Final Evaluation	n Report			
No	Description	Published	Date	Actions	
1	Final Evaluation Report - 1	No	Nov 4, 2022	Le Download Publish 🗇 Delete	

- 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.

pload	and Publish Final Evaluatio	n Report			
S.No	Description	Published	Date	Actions	
1	Final Evaluation Report - 1	No	Nov 4, 2022	∠ Download Publish Delete Z Edit	
				Thin	
				Sent	





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

Ipload 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
	EVALUATION				
S.No	Activity Name				Actions
1	Upload and Publish Final Evaluation F	Report			* © 0
← Prev	vious				The

Upload and Publish Final Evaluation Report					
S.No	Description	Published	Date	Actions	
1	Final Evaluation Report - 1	Yes	Nov 4, 2022	Lownload	

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.

AWAR	D OF CONTRACT		
S.No	Activity Name		Actions
1	Suppliers Selection		
2	Negotiation / MOM		
3	Upload and Publish Contract		✓ → ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓
← Pre			

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

Suppliers Selection

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

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

×



×

Suppliers Selection

Suppliers Selection

Supplier Name $\checkmark \forall$	Mobile \checkmark \forall	Email ~ 7	Most Advantageous Bidder	Reason
devtraders	+926564464476	dhbwclc@exelica.com		Add Reason
		« < 1	> >> 5 ~	

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

Supplier Name 🖌 🏹	Mobile 🖌 🏹	Email 🗸 🏹	Most Advantageous Bidder	Reason
levtraders	+926564464476	dhbwclc@exelica.com	\checkmark	Add Reason

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

AWAF	RD OF CONTRACT		
S.No	Activity Name		Actions
1	Suppliers Selection		🗹 🔍 🗅 🔍 🧭
2	Negotiation / MOM		- Thing @
3	Upload and Publish Contract		Same S

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

Supplier Name	Mobile	Email	Shortlisted	Action
Techno 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:

			土 Upload Attachment(s)
Description	Date	Actions	Thin
rd found			
			× Cancel

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	
	× 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
Antion performed evenes full	

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
			× Can

- 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.

NTRACT me election A / MOM UPublish Contract Supporting docume	nt(s)			Actions
election 1 / MOM 1 Publish Contract Supporting docume	nt(s)			© ● D ● * *
h / MOM I Publish Contract	nt(s)			*
Publish Contract	nt(s)			* * * * * * * * * * * * * * * * * * *
Supporting docume	nt(s)			× • •
	nt(s)			×
S.No Description		Date	Actions	
1 Supplier Select	tion	Nov 4, 2022	🕁 Download	
	1 Supplier Select	1 Supplier Selection	1 Supplier Selection Nov 4, 2022	1 Supplier Selection Nov 4, 2022

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:

	(1)	2	3	(4)	5
	Clarification(s)	Pre-Bid (Minutes of Meeting)	Bid Opening	Final Evaluation	Award of Contract
	RD OF CONTRACT				
S.No	Activity Name				Actions
1	Suppliers Selection				v 💿 🗅 🔍 🔗
2	Negotiation / MOM				* • z
					24 00 6

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	• • Ø
2	Negotiation / MOM	2 1 1
3	Upload and Publish Contract	2 0 0
- Pro	evious	

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				• • S
2	Negotiation / MOM				× • • •
3	Upload and Publish Contract				- Thing
(
← 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			
				× Cancel

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
	× Cancel Save	
	Click on	
	Cancel to	
	discard task.	
		lick
	Sav	e, to achn



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	ſ
Description ①	
Negotiation MOM	
	/
	X Cancel Save
	(ii)
	· · · · · · · · · · · · · · · · · · ·



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

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

- 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(s)	Pre-Bid (Minutes of Meeting)	3 Bid Opening	4 Final Evaluation	5 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 Clarification(s)	2 Pre-Bid (Minutes of Meeting)	(3) Bid Opening	(4) Final Evaluation	5 Award of Contract
AWARD	OF CONTRACT				
S.No A	Activity Name				Actions
1 S	Suppliers Selection				© ©
2 N	Negotiation / MOM				A @ 🧭
3 U	Upload and Publish Contract				* • Th

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:

S.No	Activity Name Suppliers Selection	Actions
2	Negotiation / MOM	• 0
3	Upload and Publish Contract	* ® 6

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.



.No	Activity Name	Actions
1	Suppliers Selection	© ® ©
2	Negotiation / MOM	© ©
3	Upload and Publish Contract	* * *
← Pre		2th

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		
	Click on Cancel to discard task.	Save
	5	Click on Save, to sav attachment



Upload Attachment(s)	×
SELECT FILE	
* Attachment ①	
No file chosen	÷.
Description ①	1 and
	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.

	and Publish Contract				
S.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	* * *
← Pre	vious	The

	l and Publish Contract				
S.No	Description	Published	Date	Actions	
1	Contract	Yes	Nov 4, 2022	过 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	of tyres Category: Goods Method	d: Open Competitive Bidding Procurement Pro	cedure: Single Stage Two Envelope	Estimated Cost: PKR.678,687.00	
blish Date: 13/06/2023 Bid Oper	ning Date & Time: 27/06/2023 , 11:03 Al	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 S E-Contract	Bid Validity Request Ø	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
S.No Activity Name V					Actions
5.NO Activity Name V					V D @ 0
1 Suppliers Selection					
	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

	of Procurement: Procure				Date: 27/07/2023 Tentative Notic	e: Single Stage Two Envelope Estimated Cost: PKR.678,6 ce Date: 01/07/2023 Tentative Contract Award Date: 31/07/ 38/2023 Financial Bid Opening Date: Financial Bid Opening
Dynamic Section	Criterion	Specifications	Price	System Score	Member Score	Justifications
valuation Section	Laptop	Specifcations	0	10	0	
	Desktop	Specifcations	0	10	0	
	Optional Docun		Ţ			
		JPEG, and PNG files are allow		should not be greater	then 5MB.	Save → Save & Next →

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

Letter of Intent			Q Search keyword
ction	Supplier Name 🗸 🏹	System Score	Users & Score
>	Service Dev	25	Shoaib Admin 19
	S	howing 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: PKR.678,687.0 0 I Date: 31/07/2023 al Bid Opening Time		
X 10 圖 圖 ▲ ≫ ♥ + ● □ Ⅲ Ξ Ω X D Source B I 5 I 注 Ⅲ 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.

tle 🛈		* R	equisition Year 🛈			* Date of Requisition	(i)	
tle		F	Requisition Year		~	DD-MM-YY		Ë
escriptior	n 🛈							
								Save
		h						
equisitio	on Items						+	Add Requisition Item
ctions	Requisition Items \checkmark \forall	Specification(s) \checkmark \forall	Unit of Measure \vee \forall	Pack Size \checkmark \forall	Estimated	I Unit Price 🖌 🍸	Quantity ~ 🍸	Estimated Amount
		Sh	owing 0 to 0 of 0 entries 🛛 🛠	< > >>	5 ~			
total the	ere are 0 records.							
				Tota	l Amount		PKR. 0.00	
				TOLA	II AITIOUITI		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 ①	
Title	* Requisition Items 🛈	Specification(s) ①	~	DD-MM-YY		e
Description 🕕	Please Select V					_
		4				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.

itle 🛈 urchase of Hardware	and office furniture		sition Year ①		~	* Date of Requisition	0	-
urchase of Hardware	and office furniture	2022	-2023		~	12-06-2023		0
escription 🛈								
equisition								
		li						
equisition Items								
Adapted 🗸 🍸	Requisition Items \checkmark γ	Specification(s) \vee \forall	Unit of Measure \checkmark \forall	Pack Size 🗸 🍸	Estimated U	Jnit Price 🗸 🍸	Quantity 🗸 🏹	Estimated Amount $\checkmark \forall$
	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
		Shov	ving 1 to 2 of 2 entries 《	< 1 > »	5 ~			
n total there are 2 rec	ords.							
				Total	Amount		DKD	520,000.00
				Total	Amount		r KK.	520,000.00



lear					×		Q Search keyword
S						Date of Requisition $$	
+ Adapt Requisition	Requisition	on Items for (Procurement of I	т)			Jun 12, 2023	Approval History
+ Adapt Reguisition	Actions	Requisition Items \checkmark \forall	Specification(s) \vee \forall	Unit of Measure $$	Pack Size 💊	Jun 8, 2023	Approval History
	t	Laptop	Core i8	EACH	2		
H Adapt Requisition	đ	Chair	Office chairs	EACH	6	Jun 8, 2023	Approval History
+ Adapt Requisition		Showing 1 to 2 of 2 e	entries « < 1	Jun 8, 2023	Approval History		
+ Adapt Requisition	In total th	ere are 2 records.		> >> 5 ~		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 Admin	✓ 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		Total : 450,000					Approval History
+ Adapt Requisition	Paguisitian Itams by Catag	Jur squisition Items by Category (Chair) for (Procurement of IT)					Approval History
+ Adapt Requisition	Requisition Items v 7	Specification(s) $\checkmark \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $				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 : 7	70,000				
				CANCE	L		





×

Committee Members Attendance

🕅 Clear				Q Search keyword		
Mobile 🗸 🏹	Email 🗸 🏹	Committee Convener 🖌 🏹	Attendance Date $\vee \forall$	Availability 🗸 🏹	Actions	
+923043898545	siyariw380@introace.com	Yes	16/06/2023 , 01:47 PM	Present	✓ Verifie	

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 Technical Evaluation	4 Einensiel Rid Openin	~	5 Final Evalua	tion Award	6 -	otroa	+
Clar	rification(s)	Bid Opening	Technical Evaluation	Financial Bid Openin	g	Final Evalua	tion Award	ot Cor	ntrac	t
		NG								
₿ C	Clear						Q Search keyword			
S.No	Activity Name	~ ∀						Act	tions	
1	Committee Mem	bers Attendance						۲	0	ø
2	Supplier Attenda	ince							۲	0
3	Financial Bid Dov	wnloading						۲	۲	0
			Showing 1 to 3 of 3 entries	« < 1 > >	> 5	~				
← Pre	vious								Next	· →

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 γ	Email	~ 7		Rea	son		
devtraders	+926564464476	dhbwclc@exelica.com		Best	Best lowest supplier		Accepted	
		<< <	1	>	>>	5 ~		

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 \mathbb{V}	Description $$	Published \vee \forall	Date ~	Actions
1	devtraders	dhbwclc@exelica.com	+926564464476	Contract	Yes	16/06/2023 , 01:55 PM	🕁 Download
		Showi	ng 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
CI	larification(s)	Bid Opening	Technical Evaluation	Financial Bid Opening	Final Evaluation	Award of Contract
WAR	D OF CONTRA	ст				
¶ c	lear					Q Search keyword
S.No	Activity Name 🗸 👌	V				Actions
1	Suppliers Selection					0 0 0
2	Pre-Contract Negoti	iation / MOM				© ©
3	Upload and Publish	Contract				© © ()
			Showing 1 to 3 of 3 entries	< 1 > » 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.

Conton ha	
PPRA V	

A Procurement Management	~	<	WORKFLOW	APPROVAL REQUE	ST				
A WorkFlow Management	~						Workflow Status ①	 Workflow Type 	0
ぷ SBD Management	~						Approved	Procurement P	
A Bidding Process	~			2					
Attachments	~		V Clear	J				Q	Search keyword
冬 Currency			Actions	Description \checkmark \mathbb{Y}	Detail 🗸 🍸	Workflow Type 🖌 🍸	Workflow Sub Category \checkmark	Status 🗸 🍸	
※ MileStone Status WORKLOAD MANAGEMEN	т		۲	For Plan Appproval	level 1	Procurement Plan Approval		Approved	Approval History
糸 Tasks List			٢	sdfghj	step 1	Procurement Plan Approval		Approved	Approval History
終 Associate Task List 終 My Task List			۲	1212	level 1	Procurement Plan Approval		Approved	Approval History
VORKFLOW MANAGEMEN	٩T		۲	test	step 1	Procurement Plan Approval		Approved	Approval History
終 Workflow			۲	test	step 2	Procurement Plan Approval		Approved	Approval History
終 Workflow Approval EARCH			۲	test	step 3	Procurement Plan Approval		Approved	Approval History
冬 Global Search			۲	test	step 1	Procurement Plan Approval		Approved	Approval History
EPORTS						« (1	> >> 10 V		

TRAINING EVALUATION FORMS



TRAINER'S POST-TEST EVALUATION FORM

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

NT REGISTER	
Any (PPRA)	

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 a		
3. What changes would you as a trainer recommend to the organizing, runnin	g, and 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:

	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' involvement1 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 arrangements1 2 3 4 5				
10.	What changes would you recommend to any of the elements noted in (1	-9) above?			

d) Quiz

	ow many steps are there in Single Stage Single Envelope?							
a.	a. Three							
b.	b. Five							
C.	Four							
2. Ho	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. Is i	t mandatory to publish bid document before initiating bidding process?							
a.								
b.	No							
5. Ho	v many types of procedures are there in open competitive bidding							
a.	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	User Input (To be Filled by The User)
1.	Create and Assign Committee to Procurement Activity	
2.	Publish Standard Bidding Document	
3.	 Bidding Process: Single Stage Single Envelope Single Stage Two Envelope Two Stage Bidding Procedure Two Stage Two Envelope 	



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