

These notes are informative only and have no legal force

STANDARD OPERATING PROCEDURES

PROCUREMENT AT MRA

The procurement function includes all actions necessary for the acquisition, by purchase or lease, of goods, works and/or services. The oversight for this function is delegated to the Head of Finance and Administration as Chief Procurement Officer (CPO) of the organization.

Procurement Policy

MRA follows the Public Procurement Act 2006 and the rules and regulations as defined and approved by the Board in its MRA Procurement Manual. Generally, MRA adopts a twin policy objective of achieving best value for money and maintaining open and fair competition.

Procurement Procedures for Goods & Services

For values up to Rs. 1M

Request for quotations, sealed or otherwise, from at least three potential suppliers.

Time period for submission of quotes: Up to fifteen days

Award: Within three days of allocation

Payment: 100% within 15 days after satisfactory supply, delivery and commissioning.

Bid Security: Not Required

Performance Bond: Not Required

Standard Bidding Documents: Not Required

For Values exceeding Rs. 1M up to Rs. 5M

Request for Sealed Quotations or Open Advertised Bidding using Standard Bidding Documents issued by the Public Procurement Office (PPO)

Time period for submission of quotes: Up to thirty days

Award Approval: MRA Board upon recommendation of Director General –MRA, following appraisal by MRA Departmental Tender Committee

Time Period for Award: Within seven days of allocation

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Payment: As per terms spelt out in tender documents

Bid Security: Not Required

Bid Securing Declaration: Required

Performance Bond: Required

1. For Values exceeding Rs. 5M up to Rs. 50 M

Open Advertised Bidding (National or International) by MRA using Standard Bidding Documents issued by the Public Procurement Office (PPO)

Time period for submission of quotes: Minimum thirty days

Award Approval: MRA Board upon recommendation of MRA Central Tender Committee chaired by the MRA Board member representing the Ministry of Finance and Economic Empowerment

Time Period for Award: Within seven days from approval by MRA Board

Payment: As per terms spelt out in tender documents

Bid Security: Required

Performance Security: Required

For Values exceeding Rs. 50 M

Open Advertised Bidding (National or International) by Central Procurement Board using Standard Bidding Documents issued by the Public Procurement Office (PPO)

Time period for submission of quotes: Minimum thirty days

Award Approval: Central Procurement Board upon recommendation of MRA Board

Time Period for Award: Within seven days from approval by Central Procurement Board

Payment: As per terms spelt out in tender documents

Bid Security: Required

Performance Security: Required

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CAPITAL EXPENDITURE (Pursuant to Section 7 (C) of MRA Act 2004)

Procurement Procedures: As Above

Financial Limits & Authorisation

Exceeding RS 1M and Up to 5M

MRA Board upon recommendation of Departmental Tender Committee headed by Director General – MRA.

Exceeding RS 5M and Up to Rs 50M

MRA Board upon recommendation of MRA Central Tender Committee.

Exceeding Rs 50M

Central Procurement Board upon recommendation of MRA Board