



# මුදල් හා ජනමාධ්‍ය අමාත්‍යාංශය

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### MINISTRY OF FINANCE AND MASS MEDIA

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 திகதி } 16 . 02. 2018  
 Date }

#### Procurement Monitoring Circular No.: PMU 03

All Secretaries to Ministries  
 Chief Secretaries of Provincial Councils  
 Heads of Departments  
 Chairmen of Public Corporations and Statutory Boards

#### Monitoring of Pre- Procurement Activities through Procurement Time Schedule

It has been identified that one of the major reasons for delays in public procurement is non completion of pre- procurement activities within a scheduled timeframe. Procuring Entities are familiar with the preparation of Procurement Time Schedule (PTS) for the activities after the preparation of bidding document since a format for PTS Stage 2 is provided in Section 4.2.3 of the Procurement Manual- 2006 (Goods & Works) to be read with the Procurement Guidelines- 2006 (Goods & Works). However, due to the non-availability of a format for PTS Stage 1 in the Procurement Manual- 2006, to plan activities from the commencement of procurement up to preparation of pre- qualification/ bidding document (i.e. pre- procurement activities), Procuring Entities are not well directed in timing, sequencing and managing for the accomplishment of objective of the procurement.

02. As such, with the concurrence of the National Procurement Commission, a format for PTS Stage 1 (pre- procurement activities) is hereby introduced in line with the provisions of the Procurement Guidelines for the use of Procuring Entities for managing pre- procurement activities and for relevant authorities to monitor the procurement process from the commencement of pre- procurement activities.

03. Accordingly, you are kindly requested to prepare PTS Stage 1 as per the format attached herewith, for pre- procurement activities of all procurements over Rs. 50 Million. Preparation of PTS Stage 2 (required for all activities after preparation of bidding documents) should be continued for all procurements.

04. Further, it is required to pay your due attention to 2.3.1 of the Procurement Manual prior to the request made for the appointment of Procurement Committees and/ or Technical Evaluation Committees. Accordingly, appointing authority will consider the PTS Stage 1 before appointing the required committees of the procurements over Rs. 50 Million. Please note that separate Object Code (2505) has been introduced in the Budget Estimates for line ministries to obtain budgetary provisions required for procurement preparedness (pre- procurement) activities.

05. For further clarifications, please contact Director/ Senior Assistant Secretary, Procurement Monitoring Unit, Ministry of Finance and Mass Media (Tel. 0112 151462).



**R. H. S. Samaratunga**  
Secretary to the Treasury

Copies:

- (i) Secretary to the President
- (ii) Secretary to the Prime Minister
- (iii) Secretary to the Cabinet of Ministers
- (iv) Auditor General
- (v) Chairman, National Procurement Commission

## Annexure to PMU Circular 3

Procurement Time Schedule - Stage I (Pre-Procurement Activities)											
1	2	3	4	5	6	7	8	9	10	11	12
Title of Procurement	Availability of funds and source of funding (Please specify)		Date of the concept approved by the relevant authority (Cabinet/ Ministry etc.)	Date of finalization of location, road traces, etc. (if applicable)*iv	Date of completion of the preparation of required documents (Specifications, plans, drawings, BOQs, etc.)	Total Cost Estimate (TEC) in Rs. Mn.	Date of relevant approvals (i.e. EIA, Approval of local authorities) *v	Date of agreement signed with funding agency (if applicable)	Date of completion of land acquisition and related activities (if applicable)	Date of completion of the preparation of bidding document	Remarks
		Scheduled Date									
		Revised Date (if required)									
		Actual Date									
		Scheduled Date									
		Revised Date (if required)									
		Actual Date									
		Scheduled Date									
		Revised Date (if required)									
		Actual Date									

**Note:**

- (i) Please fill the relevant columns only.
- (ii) Use yyyy-mm-dd format when a date is inserted.
- (iii) In the case of pre-procurement activities of goods and services, Procuring Entity (PE) may prepare Procurement Time Schedule (PTS) - Stage I appropriated by amending the column titles.
- (iv) Please specify the location, road traces, etc as a note in the Remarks column.
- (v) If several sub activities have been clustered in one column, a separate column could be included by PE for each sub activity as appropriate. As an example, if there are 02 or more approvals, please specify the approval, by inserting required column/s as per one column per one approval, after the column 8 and number them as 8.1,8.2,8.3 and so forth.
- (vi) You may change the sequential order of the above mentioned columns as per your requirement.
- (vii) In case of a project, please attach Project Implementation Plan.