

Report of Workshop to Review Procurement Guidelines for the Directorate General of Family Planning, Ministry of Health and Family Welfare, Bangladesh, October 2–3, 2010

October 2010



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About SPS

The Strengthening Pharmaceutical Systems (SPS) Program strives to build capacity within developing countries to effectively manage all aspects of pharmaceutical systems and services. SPS focuses on improving governance in the pharmaceutical sector, strengthening pharmaceutical management systems and financing mechanisms, containing antimicrobial resistance, and enhancing access to and appropriate use of medicines.

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ACRONYMS

CWH	Central Warehouse
DGFP	Directorate General of Family Planning
HRDC	Human Resource Development Centre
MOHFW	Ministry of Health and Family Welfare
MSH	Management Sciences for Health
PPA	Public Procurement Act
PPR	Public Procurement Regulations
RH	Reproductive Health
SPS	Strengthening Pharmaceutical Systems
TEC	Tender Evaluation Committee
USAID	U.S. Agency for International Development

ACKNOWLEDGMENTS

Management Sciences for Health's Strengthening Pharmaceutical Systems Bangladesh team gratefully acknowledges the contribution of all who made the workshop successful. In particular, special thanks go to the following people—

Director General of Family Planning Ms. Dilruba for her valuable suggestions on the procurement guidelines.

Md. Kafil Uddin, director, Logistics and Supply, of the Directorate General of Family Planning, for his sincere support and contributions to the workshop.

The SPS team would also like to acknowledge the contribution and valuable suggestions made by Khadijat Mojidi, director, Office of Population, Health, Nutrition and Education, and Marcos Arevalo, senior family planning adviser, of the U.S. Agency for International Development/Bangladesh.

The successful completion of the review workshop would not have been possible without the participation and contribution of all staff of the Logistics and Supply Unit of Directorate General of Family Planning and the Ministry of Health and Family Welfare.

BACKGROUND

The U.S. Agency for International Development (USAID)/Bangladesh has requested the assistance of Management Sciences for Health's Strengthening Pharmaceutical Systems (MSH/SPS) Program to address supply chain management issues related to reproductive health (RH) commodities, specifically supporting the government of Bangladesh and other key national stakeholders to improve the procurement of reproductive health commodities in the country, to strengthen the distribution and management information systems in place, and to build local capacity to strengthen health systems.

USAID has been providing support to ensure the availability of contraceptives and other RH commodities in Bangladesh for over 20 years. This support has included assistance to the public sector to improve systems for supply chain management of RH commodities, as well as assisting the private sector organizations that are major sources of these commodities in the country. Although great advances have been made over the past few decades, critical problems that affect availability of RH commodities still exist. The Directorate General of Family Planning (DGFP), the World Bank, the United Nations Population Fund, and other key stakeholders generally agree that one of the most pressing issues to be addressed is procurement management in the DGFP. Since the fall of 2009, the SPS Program has been providing technical assistance to the DGFP and other national stakeholders to improve procurement management systems for RH commodities, build up existing distribution and management information systems, and increase local capacity to strengthen health systems.

SPS conducted an in-depth review of the existing procurement management system¹ and obtained agreement from the DGFP on detailed recommendations for improvement. One of the recommendations of the procurement review was to "Develop standard operating procedures that describe the entire procurement cycle identifying responsibilities for each component, time frames, and impact of delays/shortcomings of each component on preceding and succeeding linkages in the chain. This document should be integral to all procurement training activities." SPS, as part of the implementation of the recommendations of the review, drafted a procurement procedures manual that will serve as the basis for detailed standard operating procedures and training in response to the recommendation.

To obtain the inputs and consensus of DGFP, a review workshop on the draft DGFP procurement guidelines was held on October 2 and 3, 2010 at Proshika Human Resource Development Centre (HRDC), Koitta, Manikganj, organized by DGFP and facilitated by MSH/SPS. The review workshop was chaired by Kafil Uddin, Director, Logistics and Supply, DGFP; Khadijat Mojidi, Office Director, Public Health, Nutrition and Education, USAID, attended as a special guest, and Ms. Dilruba, Director General, DGFP, was the chief guest. A total 27 participants from DGFP, the Ministry of Health and Family Welfare (MOHFW), USAID, and MSH/SPS attended the two-day workshop.

¹ Gonsalkorale, R. 2009. *An In-Depth Evaluation of Procurement Management Capacity of the Directorate General of Family Planning, Ministry of Health and Family Welfare, Bangladesh*. Submitted to the U.S. Agency for International Development by the Strengthening Pharmaceutical Systems (SPS) Program. Arlington, VA: Management Sciences for Health.

WORKSHOP PROCEEDINGS

Participants

The list of participants was developed by the DGFP to ensure participation by all procurement desk officers, including representation from the Central Warehouse (CWH) and the MOHFW. Participant details can be found in annex 1.

Workshop

Objectives

The main objectives for the workshop were as follows—

- To develop a common understanding of standard principles, practices, and management of procurement
- To share the findings and recommendations of the SPS procurement review
- To review and accept the draft DGFP procurement guidelines
- To present the proposed online Procurement Tracker for feedback
- To present the proposal for monitoring of contraceptives pipelines in DGFP
- To obtain consensus on the way forward

Opening

Held at Proshika HRDC, Koitta, Manikganj, the workshop started at 8 a.m. on Saturday, October 2, 2010, with registration of participants, followed by introductions facilitated by Md. Abdullah, MSH/SPS. Md. Kafil Uddin, Line Director, Logistics and Supply welcomed all participants to the workshop.

Opening remarks were provided by the Director General of the DGFP, Ms. Dilruba, who hoped participants would give their full attention to reviewing and finalizing the guidelines. In her remarks, Khadijat Mojidi, Office Director, USAID's Office of Population, Health, Nutrition and Education, indicated the need for an online procurement tracker to ensure transparency. She also stressed the need to introduce e-procurement in the DGFP.

Presentations

The MSH/SPS team and DGFP staff made presentations on the first day covering various topics, which were followed by extensive discussions. The following topics were covered—

- Workshop Schedule and Objectives
- Principles and Practice of Procurement
- Overview of Procurement Management Systems
- Findings and Recommendations of the Procurement Review
- Procurement in DGFP: Successes and Challenges
- Procurement Tracker
- Supply Planning in DGFP
- Overview of DGFP Procurement Guidelines

Group Work

The draft guidelines consist of five chapters as follows—

- Chapter 1: Application of Procedures
- Chapter 2: General Policies and Guidance
- Chapter 3: Complaints and Appeals
- Chapter 4: Responsibilities and Thresholds
- Chapter 5: Procurement Methods and Procedures

Following the presentation and discussion of the draft guidelines, the DGFP and MOHFW participants divided into two teams, “Padma” and “Jamuna,” to conduct a detailed review of chapters 2 and 4 of the draft guidelines. Chapters 1, 3, and 5 are standard provisions mostly adopted from the Public Procurement Act (PPA), Public Procurement Regulations (PPRs), and World Bank guidelines and thus do not require a detailed review; however, because the document was shared with participants before the workshop, specific comments on all chapters were discussed during the plenary.

Each team was tasked to review the guideline by crosschecking the provisions with existing policies and compliance with the PPA, PPRs, and World Bank regulations. In addition, the teams were to examine the applicability and suitability of proposals and to make recommendations for amendments and additions as required.

Plenary

Following in-depth discussions at the group level, the two groups made presentations to share their comments and recommendations for amendments. Each presentation was followed by detailed discussions and clarification. Following the presentations, a plenary session was organized to build consensus and formulate recommendations and next steps. The presentations of the teams are provided in annex 4.

Central Warehouse

The Additional Director in charge of the CHW raised the issue of the capacity and condition of the warehouse and how the lack of coordination of procurement and stores leads to overloading and congestion in the warehouse. He stated that as it stands the CWH does not have capacity to hold even an adequate stock of requirements to meet program needs, hence making appropriate supply planning imperative. Also, a number of commodities that have been procured in the past have not been distributed from the stores because no distribution plans had been provided.

CONCLUSIONS AND RECOMMENDATIONS

Recommendations

Following extensive deliberations over the two-day period, the following consensus points were reached—

- All participants confirm and accept the need for a procurement procedure manual for the DGFP that is in accordance with the PPA, PPRs, and World Bank guidelines.
- The manual should cover all RH commodities, including contraceptives, drug and dietary supplement kits, medical and surgical requirements, equipment, related supplies, and any other items as may be determined from time to time.
- The document should be named “Procurement Procedure Manual” rather than “Guideline.”
- A Procurement Committee, with functions as provided in the guideline, is not in line with the provisions of the PPA or PPRs. However, a Procurement Committee that advises the Director General/DGFP on procurement policy, procedures, guidelines, methods, and thresholds in accordance with the PPA, PPRs and World Bank guidelines may be appropriate if it does not get involved in tender adjudication processes that are reserved for the Tender Evaluation Committee (TEC).
- A description of the roles and responsibilities, code of ethics, and “Do’s and Don’ts” for procurement officers should be included in the manual.
- A person or persons need to be designated to do supply planning and monitoring and assist procurement officers in determining delivery schedules. The person shall receive comprehensive training in pipeline monitoring using the PipeLine[®] software and other tools.
- Member ship of the Forecasting Working Group should be expanded to include representatives from other stakeholders such as the Social Marketing Company, the United Nations Population Fund, KfW, the National Institute of Population, Research and Training, the Population Science Department of Dhaka University, and the Population Council, among others.
- SPS will support the development of a five-year rolling forecast and a three-year supply plan. The forecast should be updated annually and the supply plan quarterly. The initial five-year forecast should be done by March 2011.
- Membership and functions of the TEC according to the draft guideline should be revised to be in line with the provisions of the PPRs.
- Preliminary evaluation by the technical subcommittee is strongly encouraged for all procurement packages. The review by the technical subcommittee should entail comprehensive review of compliance with all the provisions of the tender, not just the technical specifications.

- DGFP and MSH/SPS should work together with MOHFW, the Central Procurement Technical Unit, and the World Bank to develop suitable standard bidding documents for health commodities to be used when procuring using government of Bangladesh regulations.
- SPS should facilitate the development of standard operating procedures and job aids on specific “processes” following the finalization of guideline. DGFP should decide on the areas to be covered.
- SPS should support training or orientation for all TEC members before commencement of technical evaluations.
- SPS should provide regular training, on-the-job training, local or external courses, study tours, and the like to improve the competency of the desk officers. A number of technical areas such as insurance, INCOTERMS, contracting, letter of credit opening, and port clearance were highlighted as specific areas in which desk officers required training.
- SPS should facilitate an orientation for potential bidders on DGFP procurement processes before commencement of the current tender cycle.
- To facilitate the use of the Procurement Tracker, SPS should provide wireless Internet connectivity at the Logistics and Supply Unit for desk officers who do not currently have access. In addition, consideration should be given to improving the physical facilities at the unit, such as provision of air conditioners for selected offices.
- SPS should provide support to explore the possibility of instituting e-procurement in DGFP.
- DGFP should consider publishing all procurement packages and tender results on their website to promote transparency of the process
- SPS shall provide support for establishing a framework for contracting, prequalification, and preshipment systems in DGFP.

Next Steps

1. SPS will incorporate the recommendations and edits made during the workshop into a revised draft to be presented to a finalization workshop that will be held.
2. DGFP procurement personnel will present the final version of the manual to the Director General by the first week of November 2010.
3. SPS will conduct a supply planning exercise for DGFP key personnel within a week of the work shop to guide the development of delivery schedules for the 2010/11 tenders.

ANNEX 1: LIST OF PARTICIPANTS

No.	Name	Designation	Organization
1	Ms. Dilruba Begum	Director General	DGFP
2	Kafil Uddin	Director, Logistics and Supply	DGFP
3	A.H.M. Shafiquzzaman	Senior Assistant Secretary (Family Welfare)	MOHFW
4	Jalal Uddin Ahmed	Family Planning Officer	DGFP
5	Lutfur Rahman	Family Planning Officer	DGFP
6	Md. Abdul Baten	Assistant Director (Local Procurement)	DGFP
7	Md. Abul Kashem	Procurement Officer	DGFP
8	Md. Hanifur Rahman	Assistant Director (Warehouse)	DGFP
9	Md. Saiful Islam	Additional Director (Drugs & Stores/CWH)	DGFP
10	Momtaz Uddin	Deputy Director (Foreign Procurement)	DGFP
11	Ms. Morsheda Akhtar	Senior Assistant Secretary (Family Welfare-2)	MOHFW
12	Muhammad Shafiqur Rahman	Procurement Officer	DGFP
13	Munshi Rafiqul Islam	Material Supervisor	DGFP
14	Sabina Parveen	Assistant Director (Foreign Procurement)	DGFP
15	Shahnaj Parveen	Assistant Director (Monitoring)	DGFP
16	Shamsuddin Molla	Family Planning Officer	DGFP
17	Sultana Zakia Akhter	Assistant Director (Logistics and Supply)	DGFP
18	Muhammad Rokon Uddin	Assistant Director (Coordination)	DGFP
19	Khadijat Mojidi	Office Director, Population, Health, Nutrition and Education	USAID/Bangladesh
20	Marcos Aravelo	Senior Family Planning Adviser	USAID/Bangladesh
21	Raj Gonsalkorale	Consultant	MSH/SPS, Bangladesh
22	Dr. Zubayer Hussain	Country Director	MSH/SPS, Bangladesh
23	Joseph Adu	Deputy Country Director	MSH/SPS, Bangladesh
24	Abdullah Imam Khan	Program Associate–Procurement	MSH/SPS, Bangladesh
25	Md. Kibria	Senior Program Associate–Management Information Systems/Monitoring and Evaluation	MSH/SPS, Bangladesh
26	Md. Abudullah	Senior Program Associate–Logistics	MSH/SPS, Bangladesh
27	Francis Aboagye-Nyame	Deputy Director	MSH/SPS, USA

ANNEX 2: WORKSHOP SCHEDULE

REVIEW WORKSHOP ON REVISED DGFP PROCUREMENT GUIDELINES OCTOBER 2–3, 2010 PROSHIKA HRDC TRUST KOITTA, MANIKGONJ

Date	Time	Session Title	Facilitator
Day 1: Saturday, October 2, 2010	8:00–8:15 a.m.	Registration	
	8:15–8:30 a.m.	Introductions	Md. Abdullah
	8:30–8:45 a.m.	Welcome Remarks	USAID Line Director, Logistics Director General, DGFP
	8:45–9:30 a.m.	Workshop Objectives and Schedule	Dr. Zubayer
	9:30–10:15 a.m.	Principles and Practice of Procurement	Kofi Nyame
	10:15–10:30 a.m.	Coffee Break	
	10:30–11:15 a.m.	Procurement in DGFP: Successes and Challenges	DGFP
	11:15 a.m.–Noon	Overview of Procurement Management Systems	Joseph Adu
	Noon–1:00 p.m.	Findings and Recommendations of Procurement Review	Raj Gonsalkorale
	1:00–1:45 p.m.	Lunch	
	1:45–2:30 p.m.	Overview of Revised Procurement Guidelines	Kofi Nyame
	2:30–3:30 p.m.	Breakout Groups	
	3:30–3:45 p.m.	Coffee Break	
	3:45–4:45 p.m.	Breakout Groups Continued	
	4:45–5:00 p.m.	Day One Recap	

Date	Time	Session Title	Facilitator
Day 2: Sunday, October 3, 2010	8:00–8:15 a.m.	Summary of Day One	
	8:15–9:15 a.m.	Preparation of Group Reports	
	9:15–10:15 a.m.	Group Presentations 1 & 2	
	10:15–10:30 a.m.	Coffee Break	
	10:30–11.30 a.m.	Group Presentations 3 & 4	
	11:30 a.m.–Noon	Plenary	Md. Kafil Uddin
	Noon–12.45 p.m.	Supply Planning in DGFP	Md. Kibria
	12.45–2.00 p.m.	Next Steps, Roles and Responsibilities	Md. Kafil Uddin
	2.00–3.00 p.m.	Lunch	
	3.00 p.m.	Departure	

ANNEX 3: COMPOSITION OF BREAKOUT GROUPS

Padma Group

1. Momtaz Uddin
2. Jalal Uddin Ahmed
3. Shahnaj Parveen
4. Md. Hanifur Rahman
5. Shamsuddin Molla
6. Munshi Rafiqul Islam
7. A.H.M. Shafikuzzaman

Jamuna Group

1. Md. Saiful Islam
2. Sabina Parveen
3. Md. Abdul Baten
4. Sultana Zakia Akhter
5. Lutfur Rahman
6. Md. Abul Kashem
7. Muhammad Shafiqur Rahman
8. Ms. Morsheda Akhtar

ANNEX 4: WORKSHOP PRESENTATIONS

Session 1: Workshop Objectives and Schedule



OBJECTIVES AND WORKSHOP SCHEDULE



Objectives

- To have common understanding on standard principles, practices and management of procurement
- To share the findings and recommendations of procurement review
- To review and accept the DGFP procurement guidelines
- To present the proposed Online Procurement Tracker for feedback
- To present the proposal for monitoring of contraceptives pipelines in DGFP
- To obtain consensus on way forward



Day 1: October 2, 2010

Time	Session Title	Facilitator
8:00 a.m. – 8:15 a.m.	Registration	
8:15 a.m. – 8:30 a.m.	Introductions	Abdullah
8:30 a.m. – 8:45 a.m.	Welcome Remarks	USAID/Director – L&S/DG – DGFP
8:45 a.m. – 9:00 a.m.	Workshop Objectives and Schedule	Zubayer
9:00 a.m. – 9:30 a.m.	Principles and Practice of Procurement	Kofi Nyame
9:30 a.m. – 10:00 a.m.	Overview of Procurement Management Systems	Joseph Adu
10:00 a.m. – 10:45 a.m.	Procurement in DGFP: Successes and Challenges	Sabina & Jalaluddin
10:45 a.m. – 11:15 a.m.	Coffee Break	
11:15 a.m. – 12:00 p.m.	Findings and Recommendations of Procurement Review	Raj
12:00 p.m. – 12:30 p.m.	Presentation of Procurement Tracker	Imam
12:30 p.m. – 1:00 p.m.	Supply Planning in DGFP	Md. Kibria
1:00 p.m. – 2:00 p.m.	Lunch	
2:00 p.m. – 2:45 p.m.	Overview of DGFP Procurement Guidelines	Kofi Nyame
2:45 p.m. – 3:45 p.m.	Breakout Groups – 1	
3:45 p.m. – 4:00 p.m.	Coffee Break	
4:00 p.m. – 5:00 p.m.	Breakout Groups – 2	
5:00 p.m.	Closing	



Day 2: October 3, 2010

Time	Session Title	Facilitator
8:00 a.m. – 8:15 a.m.	Summary of Day One	
8:15 a.m. – 9:15 a.m.	Preparation of Reports	
9:15 a.m. – 10:15 a.m.	Group Presentations 1	
10:15 a.m. – 10:45 a.m.	Coffee Break	
10:45 a.m. – 11:45 a.m.	Group Presentations 2	
11:45 a.m. – 12:45 p.m.	Plenary	Md. Kafil Uddin
12:45 p.m. – 2:00 p.m.	Next Steps, Roles and Responsibilities	Md. Kafil Uddin
2:00 p.m. – 3:00 p.m.	Lunch	
3:00 p.m.	Departure	



Session 2: Principles and Practice of Procurement



PRINCIPLES AND PRACTICE OF PROCUREMENT



Session Objectives

- Recognize the characteristics of a good procurement management system
- Identify and describe the steps in the procurement cycle

Strategic Objectives of Procurement

- Procure the most cost-effective commodities in the right quantities
- Select reliable suppliers of high-quality products
- Ensure timely delivery
- Achieve the lowest possible total cost



Operational Principles for Good Procurement

- Efficient and transparent management
- Selection and quantification
- Financing and competition
- Supplier selection and quality assurance



Efficient and Transparent Management

- Separation of key functions
 - Selection, quantification, product specification, pre-selection of suppliers and adjudication of tenders
- Transparency and written procedures
 - Procurement procedures should be transparent, following formal written procedures throughout the process and using explicit criteria to award contracts
- Proper planning and monitoring
 - Regular reporting on performance
 - Annual audit with published results



Selection and Quantification

- Public sector procurement should be limited to an commodity essential list
- Procurement and tender documents should list commodities by their generic name
- Order quantities should be based on a reliable estimate of actual need



Financing and Competition

- Reliable payment and good financial management
- Procurement should be effected in the largest possible quantities in order to achieve economies of scale
- Be based on competitive procurement methods
- Sole source commitment

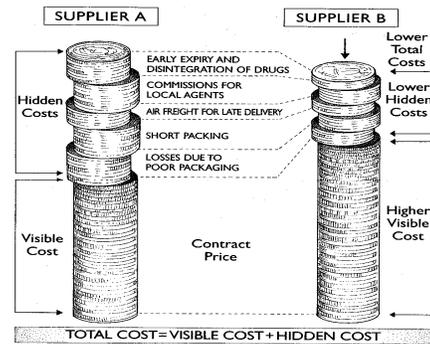


Supplier Selection and Quality Assurance

- Formal supplier qualification and monitoring
 - Suppliers should be pre-qualified, and selected suppliers should be monitored through a process which considers product quality, service reliability, delivery time and financial viability
- Procurement procedures/systems should include all assurances that the commodities purchased are of high quality, according to international standards



Impact of Hidden Costs in Procurement



Considerations Guiding the WB Procurement Requirements

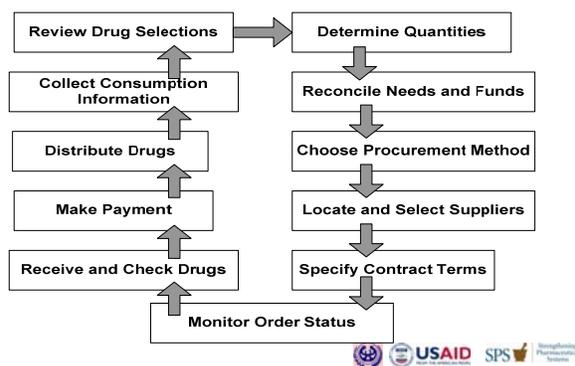
- the need for **economy and efficiency** in the implementation of the project, including the procurement of the goods and works involved;
- the Bank's interest in giving all eligible bidders from developed and developing countries the same information and **equal opportunity** to compete in providing goods and works financed by the Bank;
- the Bank's interest in encouraging the **development of domestic contracting and manufacturing industries** in the borrowing country; and
- the importance of **transparency** in the procurement process



PROCUREMENT CYCLE AND METHODS



The Procurement Cycle



Procurement Methods

- Open tender
- Restricted tender
- Competitive negotiation
- Direct procurement



Comparison of Methods

Method	Effect on Price	Lead Time	Work Load
Open Tender	Usually lowest prices	Moderate to long	High
Restricted Tender	Favorable	Moderate to long	High
Competitive Negotiation	Can be favorable	Short to moderate	Moderate
Direct Procurement	Usually highest prices	Short to moderate	Low

Procurement Systems

- Centralized system:
 - Procurement is conducted at the central level by a national procurement unit (which may be a parastatal or outsourced)
- Decentralized system
 - Procurement is conducted by subnational entities, including regional or provincial authorities and facilities
- Mixed systems
 - Tenders or prices are negotiated at the central level and actual purchases from approved suppliers at approved prices are made at the local level by procuring entities

Summary

- The operational principles should be used to develop standard operational procedures
- Standard operational procedures must be actively implemented and monitored
- Good procurement is only possible within a well-managed supply system
- The right purchasing and inventory control model should be chosen
- Legislation and regulations may need to be adapted
- Capacity needs to be built
- International and bilateral agencies should support the national procurement system
- Procurement in decentralized systems needs special arrangements

Session 3: Organization for Procurement



ORGANIZATION FOR PROCUREMENT



Organization – 1

- Procurement Unit/Department
 - Appropriately staffed and supported with adequate resources
- Procurement Committee (PC)
 - Approve procurement plans, policy and procedures
 - Awards contracts based on recommendations of TEC
- Technical Evaluation Committee (TEC)
 - Ad hoc committee
 - Conducts technical evaluation of tenders
 - Makes recommendations for award to PC



Organization – 2

- Documented procedures and templates
 - Guidelines/Procedure Manuals
 - Standard bidding documents
 - Standard bid evaluation reports, etc
- Established approval authorities, thresholds and methods
- Procurement plans
 - Prepared and used as a dynamic document
- Standard specifications database
- Supplier database
 - Supplier sourcing, monitoring and appraisal



Procurement Unit

- Internal Departments
 - Procuring
 - Contract Management
 - Expediting
 - "Logistics" Office
- Staff
 - Trained Procurement Officers
 - Trained Logistics Officers
 - Trained Expeditors
 - Contract Managers
- Equipment and Resources
 - Adequate Office space, appropriately furnished
 - Computers and accessories
 - Appropriate software and tools
 - Telecommunication facilities
 - Internet access
 - Vehicles



Functions of Procurement Unit

- Implements the entire procurement process
- Procurement planning
- Recommending procurement methods
- Coordinating the preparation of specifications and TOR
- Preparing solicitation documents, notices & shortlists
- Managing the tendering process, including tender opening



Procurement Committee – Functions and Membership

- **Functions**
 - Ensure procurement is compliant with the Laws and Regulations
 - Approve annual procurement plans
 - Approve solicitation documents
 - Tenders, RFQs, RFPs and pre-qualification
 - Review evaluation reports and award contracts within threshold
 - Approve contract amendments
- **Membership**
 - Directors of Procuring Entity and relevant Technical Senior Officers



Tender Evaluation Committee – Functions and Membership

- | | |
|---|---|
| <ul style="list-style-type: none">▪ Functions<ul style="list-style-type: none">▪ Ad hoc committee for specific procurement package▪ Assist Procurement Committee to evaluate tenders▪ Make recommendations for award▪ Prepare evaluation report for each evaluation conducted | <ul style="list-style-type: none">▪ Membership<ul style="list-style-type: none">▪ Not more than five members▪ Expertise as required<ul style="list-style-type: none">▪ Relevant technical skill▪ End user representation▪ Procurement and contracting skills▪ Financial management and analytical skills▪ Legal expertise▪ Procurement Officer<ul style="list-style-type: none">▪ Non voting secretary |
|---|---|



Responsibilities of Procurement Officer

- Accountable for presenting an annual procurement plan linked to a budget plan;
- Accountable for the day to day administration of procurement activities to ensure preservation of an audit trail; and conservation of procedures;
- Apply procurement thresholds and determine appropriate procurement methods to use;
- Request proposals/quotations/bids and evaluate, and make recommendations for award in evaluation report;
- Act as secretary to the procurement committee and tender evaluation committee meetings ensuring correct recording in minutes;



Responsibilities of Procurement Officer

- Procure according to decisions of Procurement Committee;
- Accountable for maintaining a procurement register;
- Accountable for the effective use and control of all procurement assets;
- Accountable for applying self monitoring and evaluation in carrying out procurement activities;
- Accountable to act as a counterpart to post-procurement and pre-procurement audit;



Code of Ethics

- ***Ensuring Exemplary approach to all procurement processes that cannot be questioned or criticised.***
- Acting to reduce corruption
- Ensuring actions embodies all procurement principles
- Working to enhance profile for procurement



Procurement Officer does not make Award Decisions



Stakeholders

- Ministry of Health
- User Departments
- Drug Regulatory Authority
- Customs and Port clearance
- Ministry of Finance
- National Tender Authority
- Suppliers
- others



Session 4: Procurement in the DGFP: Challenges and Successes



Procurement in DGFP

What are the challenges and Successes?

Challenges.....

- Often we deal with very large contract and a mistake in the sense that the wrong bidders is selected will have very serious consequences
- Officers need to respect GOB procedures and the financial year, which every year again puts great time pressure on the team
- Many authorizations needed from Ministry, World Bank, other Donors in case of parallel funding which our decision-making and later we are accused of inefficiency, but this not true
- Specifications are sometimes outdated or incomplete and should be updated using international standards

Challenges.....

- We have no information about new products in the market, for example new implant like sino-implant which costs 30% of the implants manufactured by Organon and Schering, also in Western countries today many women use modern pills with lower dose of hormones, why can't we have more information and buy these pills for our programs
- The tender documents are extremely detailed and sometimes not very suitable at all, e.g. for quality testing services.

Challenges.....

- The national bidding documents are not suitable for procurement of medicines and other health sector goods.
- The bidders are often companies operating in a low cost environment and the bids submitted by them are not high quality – the document are submitted on poor quality paper, sometimes not clearly printed, registrations outdated, photocopies are submitted where originals should be required (e.g. power of attorney), the order of the pages in the document is often quite chaotic and quite different for each bidder, and many other reasons making it difficult to company and validate the bids.

Challenges.....

- It is not uncommon that bidders submit false statements or manipulate documents, e.g. by removing a date on a document, but verification of certain documents like COPP with the foreign issuing authorities is very difficult and time consuming and often fails.
- Are we asking for the right papers? What are free sales and no-objections certificates?
- Quite often we do not know how to judge the quality of offered products: what exactly means the COPP? How old can it be? Which ticks/points are particularly important in the COPP? What is the difference between WHO-GMP, used in most developing countries, China-GMP and cGMP (current GMP) which is used in western countries? What is a good distribution certificates and when is it required? Is it necessary to buy only from companies who are ISO 9001 certified (for medicines) or ISO 13485 certified (for medical devices like syringes)?

Challenges.....

- Should we not ask the drug manufacturers that the ingredients which the manufacturers use for the production of the medicines have the quality required by our people? Normally the manufacturers of medicines do not produce the raw materials themselves but them from anywhere, in particular in China. (eg. Famycare buys raw materials in China) Nowhere the manufacturers have to show that the raw materials are of any acceptable quality.
- Why is not possible to ask a supplier to produce products which stand up to the temperatures and climate in Bangladesh? Injectables are specified up to 25°C and pills to 30°C, that is not enough?
- Do we really need bid bonds? The low quality of some bid bonds results in some bidders being (unnecessarily?) rejected, which is normally the fault of the bank and not of the bidder

In a nutshell:

- We should know more about our the background of our work
- Need more training
- Possibility to receive regular updates on new developments in the market
- Need resources persons who are true specialists in the field and provide exact answers to our questions

- Strengthen the capacity for procurement and forecasting
- Improve warehousing and storage facilities
- The present central warehouse was built in 1970. Zonal/Regional Warehouse and 210 Upazilas in late 1980 and late 90s. Another 40 Upazila stores in 2001 - 2006. About half of the Upazila do not have proper storage facilities. They keep their supply in a small rooms of UHC and Union Parishad Building. With the increase of CPR commodity requirement are also increasing. It is impossible to maintain basic storage principle due to shortage of store when multiple shipment come at a time.
- We have high staff turn over problem.

Success:.....

Successful Completion of Procurement Packages

Year	Items	Quantity
2001-2003	Condom	44 crore 60 lakh
	Oral Pill	5 crore
	Injectables	3 crore 10 lakh
	Implant	2 lakh 53 thousand
	IUD	3 lakh 5 thousand
Total expenditure in taka:		249.07 crore

Success:.....

Year	Items	Quantity
2005-2006	Condom	3 crore
	Oral Pill	2 crore 50 lakh
	Injectables	40 lakh
	IUD	1 lakh 60 thousand
Total expenditure in taka:		40.29 crore

Success:.....

Year	Items	Quantity
2006-2007	Condom	24 crore 70 lakh
	Oral Pill	16 crore
	Injectables	2 crore
	IUD	6 lakh 14 thousand
	Implant	2 lakh 70 thousand
	DDS Kit	1 lakh 90 thousand
Total expenditure in taka:		357.40 crore

Success:.....

Year	Items	Quantity
2007-2008	Tubectomy Kit	8 thousand
Total expenditure in taka:		96.28 crore
2008-2009	Oral Pill	15 crore
	Injectables	1 crore 40 lakh
	IUD	7 lakh 20 thousand
	DDS Kit	1 lakh 20 thousand
Total expenditure in taka:		246.71 crore

Success.....

- Audit Completed
- Reviewed by Independent audit team

**Thank You
ALL**

Session 5: Findings and Recommendations of Procurement Review



Review of DGFP Procurement Guidelines

October 2 – 3, 2010
Proshika HRDC Trust, Koitta, Manikgonj

For better health worldwide

An In-depth Evaluation of Procurement Management Capacity of the Directorate General of Family Planning, Ministry of Health and Family Welfare, Bangladesh

FINDINGS, RECOMMENDATIONS & ACTIONS

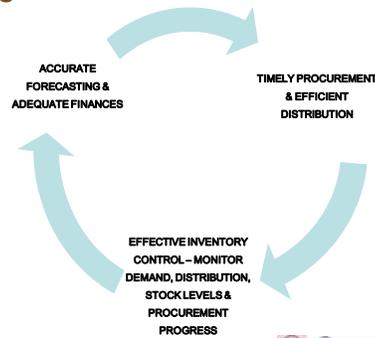


Factors That Contribute To Stock Outs

- **Forecasting Shortcomings**
- **Budgetary Shortfalls**
- **Less Than Effective Inventory Management**
- **Inefficiencies In The Procurement Process**



Key Components of Supply Chain Management



Forecasting Issues

- **Uncertain How Estimates Are Arrived At –**
 - Were DGFP actual consumption data, DHS family planning statistical data and trends, and projections, and demand forecasts from other key stakeholders used?
- **Private Sector Input –**
 - Was there private sector RH commodity stakeholder participation in the forecasting exercise?

DO FORECASTS REFLECT A NATIONAL PERSPECTIVE? IS IT DONE SCIENTIFICALLY?



Proposed Interventions To Address Forecasting Challenges

- Widen the Scope, Responsibilities and Ownership of the Forecasting function so that it reflects a **National Perspective**
- **Replace the Needs Assessment Committee with a DGFP Forecasting Working Group (FWG) chaired by the DG/DGFP or Nominee. Membership to include DGFP Line Directors, USAID, UNFPA, SMC, SPS**
 - FWG TO PRODUCE 5 YEAR FORECAST OF RH COMMODITIES
 - FWG TO APPROVE A DGFP QUANTIFICATION OF SUPPLY GAP TILL END 2013 – SPS WILL ASSIST
- **CURRENT STATUS**
 - **The FWG has been accepted and will be formally constituted**
 - **A 3 year Supply Planning Cycle has been introduced**
 - **SPS assisted DGFP to undertake a quantification exercise till end 2013**



Procurement Challenges – Immediate Focus of SPS

- **Enhancing Staff Competency and Capacity**
- **Introducing an efficient procurement tracking system and an early warning mechanism to predict stock outs**
- **Shortening long procurement cycle (Currently 20 - 24 months)**
- **Assisting Desk Officers to achieve a higher level of efficiency and effectiveness – Through Work Study**
- **Intervening to avoid delays experienced with the World Bank, Ministry of Health & Family Welfare**
- **Advocating 2 Year Procurement Cycle with two, yearly deliveries – Avoids repetitive activities & concurrent activities on two cycles**



Two year procurement cycle

Current procurement cycle (12 Months Requirement with One Delivery)

Year 1	Year 2	Year 3	Year 4	Year 5
Procurement Process	Supplies			
	Procurement Process	Supplies		
		Procurement Process	Supplies	

Proposed Procurement Cycle (24 months Requirement with Two Deliveries)

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
Procurement Process	Shipment 1 12 Month Supplies	Shipment 2 12 Month Supplies					
		Procurement Process	Shipment 1 12 Month Supplies	Shipment 2 12 Month Supplies			
			Procurement Process		Shipment 1 12 Month Supplies	Shipment 2 12 Month Supplies	



Procurement Challenges – Immediate Focus of SPS – Current Status

1. **SPS Procurement consultant physically located at DGFP to assist DGFP staff. Intervention assisted in opening all LOC for 2009/10 packages before target date of 30th June 2010**
2. **In country SPS Deputy Country Director (Technical) now in place**
3. **Procurement Tracker software completed and tested in house at SPS. Will be introduced at DGFP soon.**
4. **On track to reduce lead time through process improvements**
5. **Ongoing efforts to minimize delays at the World Bank and Ministry of Health & Family Welfare**
6. **Pursuing a 2 year procurement cycle with yearly deliveries a priority as part of the 3 year supply cycle**



Procurement Challenges – Immediate Focus of SPS – Current Status (cont'd)

- **DGFP PROCUREMENT GUIDELINE drafted. SOPs to be developed based on this Guideline**
- **IN HOUSE BASED SUPPORT WILL INCLUDE SUBJECT SPECIFIC TRAINING ON**
 - **Specifications development**
 - **Preparation of bidding documentation**
 - **Bid document authentication**
 - **Bid adjudication**
 - **Contract management**
 - **Pre- and post-shipment inspections**
 - **Establishment of Letters of Credit**



Interventions – Inventory Control Management

- Introduce an Inventory Control Management Function/Unit
 - To track**
 - **Stock on hand**
 - **Demand fluctuations**
 - **Progress on pending order quantities**
 - **Progress of procurement packages**
 - Provide information to Forecasting Working Group
 - **Issue Executive Management report (DGFP CONTRACEPTIVE TRACKING REPORT) indicating suggested corrective action in instances where stock outs are foreseen**



Interventions – Inventory Control Management – Current Status

- **Software product called PIPELINE will be introduced as an INVENTORY TRACKING tool. It will provide**
- **On hand stock information and duration information based on current and forward demand projections**
- **Forward demand projections for procurement forecasting**
- **Shipment updates on procurement packages**
- **Reports to DGFP management**



Conclusion

The Strength of a Chain Lies In Its Weakest Link

- **Stock outs occur due to shortcomings in the supply chain**
- **Each component of the chain is as equally important as the other**
- **SPS work plan formulated on the basis of immediate needs & medium/long term interventions in collaboration with the DGFP**
- **SPS will provide support for implementation of immediate and medium/long term interventions**



Session 6: Procurement Tracker



PROCUREMENT TRACKER



What is the Procurement Tracker?

- A web based tool to monitor status of DGFP procurement packages
- A Dashboard to present status of procurement packages for 3 (three) consecutive years
- Shows Receipt Status, Yearly Plan Status and Individual Package Status graphically
- Drill down shows detailed information on package progress



Why Procurement Tracker?

- To track progress of DGFP procurement packages
- Serve as an early warning indicator tool to assist managers/decision-makers identify procurement bottlenecks in a timely manner
- Support efficient and effective procurement



Functionality/Operations

- Procurement desk officers will input package details at start of every procurement year
- Tracker will generate target completion dates for all 22 procurement steps
- The 'Accomplishment Date' is updated when a step completes
- Tracker will generate periodic summary reports
- Generate alerts based on pre-defined conditions



Progress of Implementation

- Beta version of Procurement Tracker developed
- Ready for user acceptance testing by DGFP procurement staff
- Currently inputting data on the 2009-10 and 2010-11 procurement packages
- Expected to be launched by January 2011





**ONE STEP TOWARDS
DIGITAL BANGLADESH!**



Session 7: Supply Planning in DGFP



SUPPLY PLANNING IN DGFP

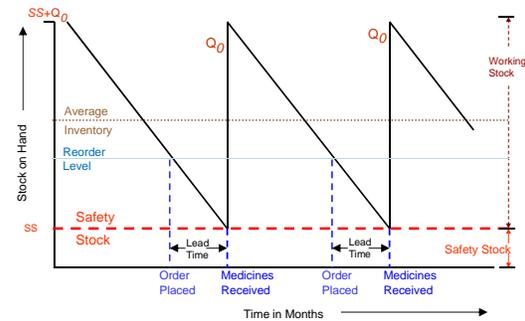


Definition

Supply planning, procurement planning, shipment scheduling is determining when it is best to receive shipments or orders to ensure that there are adequate supplies in the program while at the same time not overstocking or running the risk of stock outs



Ideally...



Supply Planning

- Calculation of shortfalls/surpluses and quantities needed to maintain the program's desired stock levels
- Calculation and tracking of pending pipeline actions, based on lead times (shipments to plan, order, ship, and receive)
- Calculation of estimated costs of shipments and freight
- Comparison of alternative procurement scenarios and analysis



Pipeline Monitoring

- Monitoring stock balances, in terms of quantities and months of stock on hand in the entire program
 - CWH, RWH, Upazilla Store, Feild
- Comparing stock balances to maximum and minimum stock policies
- Identification of pipeline problems
 - Quantities needed, stockouts, balances below minimum or above maximum



DEVELOPING A SUPPLY PLAN



Finalize a Consumption Forecast

- Use morbidity, service statistics, standard testing protocols data etc.
 - Spectrum
 - Realty ✓
 - Quantimed®
- Use data on past consumption, consumption patterns, and past forecasts
- Analyze and reconcile results with public health goals and resources expected to be available



Calculate Shipment Requirements

- Use estimate of current stock available in the program
 - CWH, RWH, Upazila, Feild
- Determine current status of all previously proposed/planned shipments and expected transfers/losses
 - Planned, Ordered, Shipped, Received
- Determine what are desired future stock levels for the program
 - Desired, Maximum, Minimum, Safety



Finalize Supply Plan

- Plan/Propose estimated requirements as shipment quantities with receipt dates and suppliers/sources
 - GOB, IDA, USAID, KfW, UNFPA, etc
- Confirm expiry and storage capacity
 - Make adjustments as necessary
- Confirm funding
 - Make adjustments as necessary
- Present proposed shipment schedule to Program managers and donors (LCF, FWG?) for agreement and acceptance



DGFP CONTRACEPTIVE PIPELINE & SUPPLY PLAN: 2010 – 2013



Suppliers

Supplier	Lead Times in Months			Freight Costs*
	Plan to Order	Order to Ship	Ship to Receive	
GOB/TBD	1	2	3	12%
EDCL	1	1	1	5%
KfW	2	2	3	12%
USAID	2	2	3	12%
UNFPA	2	2	3	12%

*Estimate



Funding Sources

- Government of Bangladesh
- IDA
- USAID
- KfW
- CIDA
- UNFPA



Inventory Parameters

Level	Minimum	Maximum
CWH	2	4
RWH	2	4
Central	4	8
Upazila	2	3
Field	2	3
Program	8	14

Shipping Interval 3 Months



Products

Name	Type	Pack Size	Case Size	Basic Unit	Unit Cost
Condom	Contraceptive	1	6,000	Piece	\$0.0226*
Shukhi	Contraceptive	1	1,440	Cycle	\$0.63*
Injectables	Contraceptive	1	1,000	Vial	\$0.84*
IUD	Contraceptive	1	500	Piece	\$0.27*
Implant	Contraceptive	1	64	Set	\$19.00*
DDS Kit	Supplies	1	1	Kit	\$142.00*

*UNFPA Website †DGFP



Projected Consumption*

Product	Qtr 4 2010	2011	2012	Qtr 1 & 2 2013
Condom	35m	158m	187m	104m
Shukhi	29m	124m	134m	71m
Injectables	3.6m	14m	14m	7m
IUD	75k	300k	300k	150k
Implant	36k	216k	216k	108k
DDS Kit	19.5k	78k	78k	39k

*2010 Procurement Plan Estimates - SPS



Stock on Hand – August 30, 2010*

Product	Quantity
Condom	95,300,000 Pcs
Shukhi	72,000,000 Cycles
Injectables	8,700,000 Vials
IUD	333,000 Sets
Implant	189,000 Pcs
DDS Kit	90,000 Kits

*Web-Based LMIS



Shipment Status – 2010/11

Product	Quantity	Status	Receive Date	Funding Source
Condom	150m	Planned	??	GOB
Condom	100m	Planned	??	IDA
Condom	100m	Planned	??	USAID
Shukhi	40m	Planned	??	IDA
Injectable	8m	Planned	??	IDA
Injectable	7m	Planned	??	GOB
IUD	475k	Planned	??	IDA
Implant	350k	Planned	??	IDA
Implant	71.5k	Planned	??	GOB
DDS	10k	Planned	??	IDA
DDS	17k	Planned	??	GOB

*Status as of September 30, 2010



Shipment Status – 2010/11

Product	Quantity	Status	Planned Receive Date	Funding Source
Condom	150m	Planned	??	GOB
Condom	100m	Planned	??	IDA
Condom	100m	Planned	??	USAID
Shukhi	40m	Planned	??	IDA
Injectable	8m	Planned	??	IDA
Injectable	7m	Planned	??	GOB
IUD	475k	Planned	??	IDA
Implant	350k	Planned	??	IDA
Implant	71.5k	Planned	??	GOB
DDS	17k	Planned	??	GOB
DDS	10k	Planned	??	IDA

*Status as of September 30, 2010



Shipment Status – 2009/10

Product	Quantity	Status	Projected Receive Date	Funding Source
IUD	47.1k	Received	09/29/10	USAID
Shukhi	32m	Ordered	11/30/10	KfW
Shukhi	6m	Received	9/23/10	IDA
Shukhi	6m	Arrived	10/30/10	IDA
Shukhi	138m	Ordered	??	IDA
Injectable	2.75m	Ordered	??	IDA
Injectable	2m	Received	9/23/10	IDA
Injectable	7.2m	Ordered	??	KfW
Implant	148k	Ordered	??	IDA
DDS	20k	Ordered	10/30/10	IDA
DDS	5k	Received	9/30/10	IDA

*Status as of September 30, 2010



THE SUPPLY PLAN



MONITORING THE DGFP PIPELINE



Proposed Organization for Pipeline Monitoring in DGFP

- Structure
 - Forecasting Working Group
 - Supply Planning Officer
- Tools
 - PipeLine®
- Actions
 - Annual Forecast
 - Monthly Update
 - Quarterly Review



Actions

- Annual Forecast
 - Review assumptions
 - Review past consumption
 - Review program plans for the next 3 years
 - Develop 3 year forecast
- Monthly PipeLine® Review
 - Update "Receive Dates" for all orders
 - Planned, Ordered, Shipped, Arrived, Received
 - Update stock on hand
 - Input actual consumption
- Quarterly Supply & Procurement Plan Review
 - Review existing orders
 - Quantity on order
 - Expected delivery dates
 - Amend existing orders as required
 - Place new orders as required
 - Solicit donations
 - Update procurement plan



Session 8: DGFP Procurement Guidelines



DGFP PROCUREMENT PROCEDURES MANUAL



Organization of Guideline

- Chapter 1: Application of procedures
- Chapter 2: General policies and guidance
- Chapter 3: Complaints and appeals
- Chapter 4: Responsibilities and thresholds
- Chapter 5: Procurement methods and procedures
- Annex 1: Supplier registration form



Application of Procedures

- The policies, procedures and practices specified in this Guideline are meant to provide instructions and guidance to –
 - All staff dealing with procurement within the Directorate General of Family Planning of the Ministry of Health & Family Welfare
 - The Ministry has the responsibility of expending and accounting for all resources following the procurement procedures herein.



Objectives

- Ensure use of public resources with due care to economy, efficiency, transparency and accountability
- Consistency in procurement management in the DGFP
- Ensures that award of contracts are not done in a discretionary manner
- Basis for training



Authority of Guidelines

- This Guideline is the authoritative document only in the areas of the procurement management in DGFP
- Consistent with GOB's procurement policy, laws and regulations contained in the
 - GOB Public Procurement Act (PPA) 2006
 - GOB Public Procurement Rules (PPR) 2008
- Consistent with IDA procurement policy and regulations contained in the
 - Guidelines for Procurement under IBRD Loans and IDA Credits
 - Procurement Technical Note
 - WB SBDs



General Policies and Guidance – 1

- Introduction
- Organization for procurement
 - Procurement Committee
 - Tender Evaluation Committee
- Procurement Planning
 - Forecasting Working Group
 - Supply planning function/officer
- Procurement monitoring and evaluation
 - Procurement Tracker
 - Procurement Records
 - Post Procurement Review



General Policies and Guidance – 2

- Product Quality Assurance
 - Pre-shipment inspection
 - Post-shipment inspection/Acceptance testing
 - Post marketing surveillance
- Procurement Portfolios
- Materials Standardization
- Materials Specifications
 - Performance (generic) vs. Conformance (specific)



General Policies and Guidance – 3

- Samples
- Suppliers
 - Sourcing
 - Evaluation
 - Pre vs. post qualification
 - Database
 - Monitoring and performance appraisal
- Ethical Code



Complaints and Appeals

- Right to complain
- Submission of complaints
- Formation of review panel
- Authority to suspend issuance of NOA



Responsibilities and Thresholds

- Ministry of Health and Family Welfare
- The Logistics & Supply Unit
- Forecasting Working Group
- Tender Evaluation Committees
- Procurement Committee



Procurement Methods & Procedures – 1

- Procurement procedures
 - Regular/scheduled procurement
 - ICD/NBD/Shopping based on threshold
 - Contract
 - POs
 - Emergency procurement
 - Shopping/Direct purchasing
 - Misprocurement
- Procurement methods
 - ICB/NCB/LIB/Shopping/Direct/UN Sources/PA
 - Prequalification



Procurement Methods & Procedures – 2

- Tender Opening Panel
- Tender Evaluation Committee
- Applicable Law
- Open Tender Procedures
- Opening of File
- Preparation of the Tender Document
- Specifications



Procurement Methods & Procedures – 3

- Bid Security
 - 2 – 3%; Threshold
- Delivery Periods, Performance, Bid Validity and Bid Currency
- Bid Validity
- Bid Currency
- Liquidated Damages
 - 0.5% per week, max 10%
- Packing and Marking
- Approval of Tender Document



Procurement Methods & Procedures – 4

- Invitation for Bids
- Activities During Bidding Time
- Postponement of Bid Opening
- Cancellation of Invitation before Opening
- Bid Submission, Opening and Recording
- Bid Samples
- Rejection of all Bids after Opening



Procurement Methods & Procedures – 5

- Examination of Bids
- Minor Irregularities in Bids
- Currency Conversion
- Evaluation and Comparison of Bids
- Price Adjustment
- Post-qualification
- Contract Award, Monitoring, Expediting and Shipment
- Clearing & Delivery and Post Delivery Considerations



Breakout Groups

Group 1:

- Breakout 1
 - Chapter 2
- Breakout 2
 - Chapter 4

Group 2

- Breakout 1
 - Chapter 4
- Breakout 2
 - Chapter 2

- Conduct a detailed review of the assigned Chapter and make recommendations for edits as required
- Comment on other sections as required



Breakout Groups

Padma

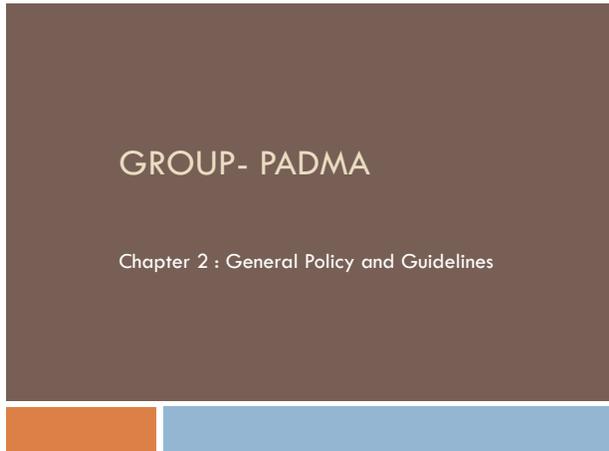
- Momtaz Uddin
- Jalal Uddin Ahmed
- Shahnaj Parveen
- Md. Hanifur Rahman
- Shamsuddin Molla
- Munshi Rafiqul Islam
- A.H.M. Shafikuzzaman

Jamuna

- Md. Saiful Islam
- Sabina Parveen
- Md. Abdul Baten
- Sultana Zakia Akhter
- Lutfur Rahman
- Md. Abul Kashem
- Muhammad Shafiqur Rahman
- Ms. Morsheda Akhtar



Report of Padma Breakout Group



General Comments

- Term LD should be Director (L&S).
- Some new terms have been used . Like – suppliers (2.13.2). These new terms should be omitted. Terms and terminology already defined in PPR/WB guidelines should be used.
- MSH may develop a softer version of the manual. So that user can put the key words and find specific procedures.

General Comments [cont.]

- List of abbreviations should include more terms like FWG, CIP,CPT,ExW , etc.
- Some important issues are missing- like contract management, communication with warehouse personnel about supply, liquidated damage, assurance of warranty.

2.2 : Organization of Procurement

- Director (L&S) shall be responsible for procurement of all RH commodities.
- Other procuring entities of DGFP (FSDP,CCSDP,MCRH,Planning,IEM,etc) shall be responsible for procurement of commodities according to their needs.
- Director (L&S) is responsible for distribution.

2.3 : Procurement Planning

- There is no “SPO”. It should be Procurement Officer.
- PP should also include commencement if 1st shipment.
- APP under GOB fund shall be presented to FWG within 2nd week of July for current FY PP.
- For IDA/Donor funded procurement APP for the next FY shall be presented to FWG within February.
- User shall be asked to submit their requirements within January of the previous FY.

2.5 : Procurement Tracker

- 2nd bullet : PC- It is not in function
- Latest Technical Specification received/prepared should be included after bullet 4
- Pre-bid minutes sent to WB /NOC on pre-bid minutes
- Bullet 10-spelling MOHFW

2.6 : Procurement Records

- a. Procurement plan
- b. Justification of using other method instead of open tendering.
- c. Bidding doc with technical spech.
- d. Copy of IFT/Quotation/Proposal with published paper cutting, printed web version.
- e. Pre-bid minutes (if applicable), all amendments of the bid doc.

2.6 : Procurement Records [cont.]

- f. Opening sheet and minutes of TOC.
- g. Copy of pre-qualification.
- h. All communications with the tenderers.
- i. Approved BER and TEC minutes.
- j. Information on suspension /annulment (if any).
- k. Documentation on appeal or complaint.
- l. NOC from WB on BER.
- m. Approval from MOHFW/CCGP.

2.6 : Procurement Records

- n. Copy of NOA and Contract.
- o. Records of variation orders.
- p. PSI records.
- q. Delivery and acceptance.
- r. Rejection, re-call, withdrawal documents (If any).
- s. Records of payment.

2.11.1 : Materials specification database

- Material supervisor of L&S Unit will initiate specification update.
- Last line -approved by authority instead of WB.

2.12 : Samples

- According to PPR & WB guidelines- there is no provision to evaluate any or accept/reject any bid(s) on the basis of supplied samples. So sample may be asked for visual inspection of the TEC. – Rewrite the paragraph.

2.13.4 : Supplier monitoring and Performance Appraisal

- AD (monitoring) of L&S unit will responsible for initiation of the file.

Group- Padma

Chapter 4 : Responsibilities & Threshold

4.1: MOHFW

- b. Rewrite last sentence : Process to recommend Award of contract in accordance with DoFP.

4.2 The LD (L&S)?

- GOB PPA – delete GOB.

4.3 : FWG

- Re-write last line : Final decision on estimates will be taken by MOHFW.

4.3.2 Meeting of FWG

- Last line : Procurement officer instead of SPO.

4.3.3 Composition of FWG

- Include- WB, Pop council, Representative from NIPOPT, Local Gob Ministry, Department of population science of DU.
- Director (L&S)- Member Secretary.

4.4 TECs

- 1st line : ..purpose of evaluation of bid and recommendation there of.
- 2nd line : TECs will consists of minimum 5 members in accordance with PPR.
- Last line : Delete

4.5 : Procurement Committee

- According to PPR there is no provision of PC.
- The concept "Procurement Committee" seems new.
- It will add another step in the procurement process and contribute more delays(2-3 weeks).
- More advocacy is needed with the stakeholders (MOHFW, CPTU, WB etc.)
- Presently it is not practiced in Bangladesh.

4.5.1 : Functions

- If we consider to implement it now :
- Bullet 6,7,8 shall be deleted.

4.5.2 : Composition

- The proposed composition of the committee seems very large.
- All the members of the PC committee except CPTU representative are already in the TEC.
- It should be smaller high level committee. Like - DG+MOHFW representative + CPTU representative.
- The committee may invite other person in advisory.

4.5.3 Power of PC

- In this case PPR needs amendment. It is not possible to implement it right now.
- 4.5.5 : Not clear.

PPR-2008

Rule :11. Approval of Tender or Proposal |

- (1) The Approving Authority shall take decisions following Section 8 of the Act and in compliance with the provisions of the Act and these Rules on the recommendations of the Evaluation Committee. .
- (2) The Approving Authority, considering the overall recommendations of the Evaluation Committee , may either -
 - (a) approve the recommendations; or
 - (b) seek any clarification from the Committee through the Procuring Entity on any specific issues in connection with such recommendations; or

PPR 2008 [cont.]

- (c) explaining the reasons -
 - (i) reject the recommendations, and request the Committee for a reevaluation;
 - or
 - (ii) reject the recommendations, and issue instructions to reprocess the Procurement in accordance with the provisions of the Act and these Rules.

Thank You

Report of Jamuna Breakout Group

Group : JAMUNA

Md. Saiful Islam
Sabina Parveen
Md. Abdul Baten
Sultana Zakia Akther
Lutfur Rahman
Md. Abul Kashem
Md. Shafiqur Rahman
Ms. Morsheda Akhtar

Chapter 2: General policies and guidelines

2.2: Clarify reproductive health commodities-
should mention Contraceptives, MSRs,
equipments and Drugs.

2.3: Procurement planning

Para 2: instead of supply planning officer
we can write officer/officers responsible
for supply planning will develop the initial
forecast.
Can we write consumption trend instead
of demand trend?

2.3 cont....

- Include source of fund in the procurement plan,
- The final projection/ annual procurement plan should be presented to the DG as proposed by the FWG for IDA funded and GOB funded separately.

2.4: monitoring

- mention Director (logistic and supply) or line director (PSSM)
- 2.6: Procurement records: c) a copy of the original cost estimate for the contract as per pp or operational plans
- 2.9: MSRs and equipments to be added.

Chapter 4: responsibilities and thresholds

- 4.1: a) approving the annual procurement plan of dgfp under IDA credit(RPA).....
- b) awards for tenders in excess of Taka 50 crore are made by the Cabinet Committee for Government Purchase.

4.2: Director (L&S)

- c) Responsible for clearance of goods , receiving and transportation
- Prepare the annual consolidated PP
- execute procurement on a national/international level include:
 - Preparation of Tender/Bidding Documents
 - Launching of tenders/bids
 - Coordinating bid evaluation with the DG, Line directors involved in the TEC of L&S unit for different packages

4.2 cont.

- Obtaining “no objection” from WB and approvals from Ministry.....
- Contract award, signing of contracts and follow up
- Opening of L/C
- Facilitating clearances
- Processing of orders as per supply planning/schedule of requirement

4.3 forecasting of working group

- .decision on estimates will be taken by the Head of the procuring entity/ad hoc committee
- 4.3.3: other members can be from WB, pop councils, NIPORT, CIDA

4.4: Tender/Proposal evaluation committees

- Pls correct the number of the members from 3 to 5 as per PPR
- The TEC/PEC will be chaired by a member of the committee appointed by approving authority(DG/Secretary)
- In the TEC /PEC the desk officer may be included as a member/member secretary .

4.5 : Procurement committee

- At present no existence of this committee in DGFP and Group Jamuna thinks it can be a good opportunity for the HOPE or approving authority to take decision as per the suggestion of the committee. As per PPR the “Purchase Summary” is sent to the HOPE in Sealed envelope which can not be discussed or placed before any other committee. If the HOPE does not agree with the proposal he/she may send it back to the TEC for further review on any specific issue/s.

4.5.1: functions

- To be deleted
- 4.5.2,4.5.3, 4.5.4 and 4.5.5 to be deleted

New entry: Technical Sub committee

- Normally a technical sub committee is formed when the TEC /PEC felt it necessary to have an expert opinion on the technical issue of the package under review.
- Most of contraceptive items are of complex nature as far as their specification and composition are concerned. So to have a Technical SC comprising members from pharmaceutical sectors may ensure the selection of potential supplier as well as quality of the product.

General Comments:

- Pls use the latest version of PPR-2008 for reference
- The whole Procurement cycle can be presented in the beginning of the chapter
- The chapters can be arranged as per the cyclic order
- The Contract management chapter is not elaborated
 - Should be a detail chapter on L/C opening
 - on clearance and receiving procedures.
 - on penalty (liquidated damage)
 - Incoterm
 - Quality assurance
 - Insurance
- Chapter on Warehousing and Distribution system may be added.

General comments

- In chapter 5
- The opening panel can be replaced by opening committee and follow the composition of the committee is defined in the PPR.
- To have a detail analysis of the Draft manual specially on other chapter which are not assigned we need to sit again.
- Performance security: the percentage is not correct?

- At the end don't forget to have fun and laugh.

Thank you

Consumption Trends, January 2002 to December 2009

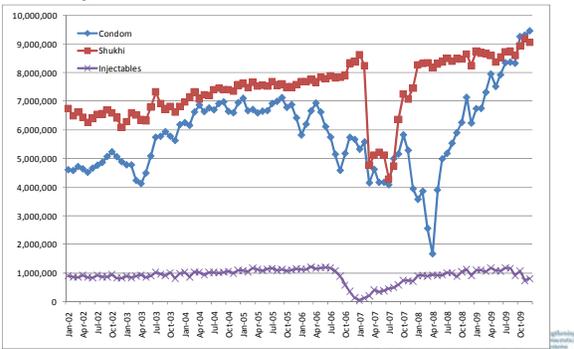


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 October 2 – 3, 2010
 Proshika HRDC Trust, Koitta, Manikgonj
 For better health worldwide

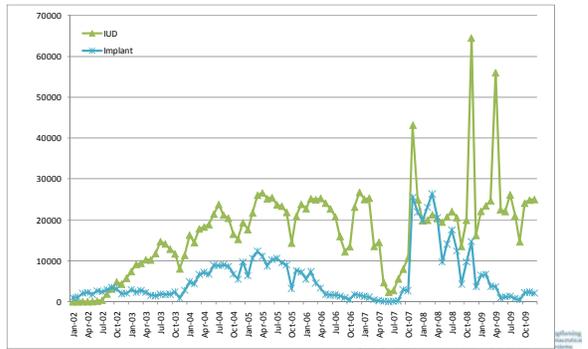
CONSUMPTION TRENDS



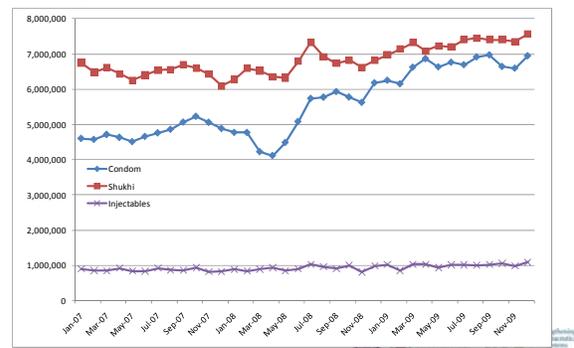
DGFP Consumption of Condoms, Shukhi and Injectables – Jan-02 to Dec-09



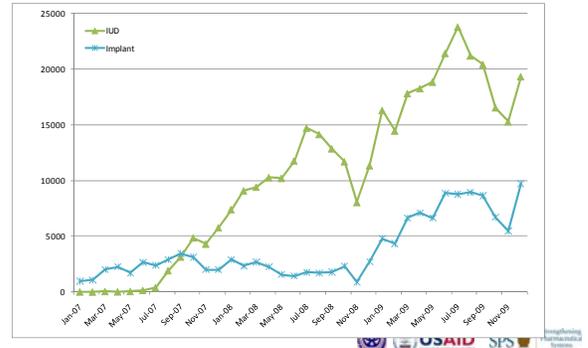
DGFP Consumption of IUD and Implants – Jan-02 to Dec-09



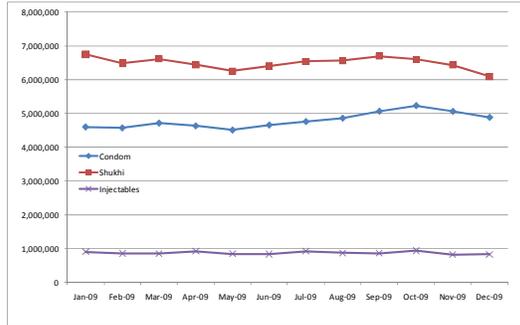
DGFP Consumption of Condoms, Shukhi and Injectables – Jan-07 to Dec-09



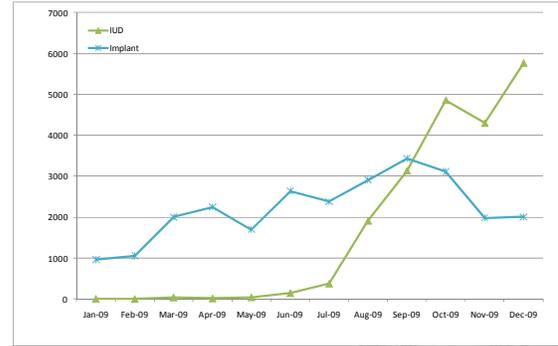
DGFP Consumption of IUD and Implants – Jan-07 to Dec-09



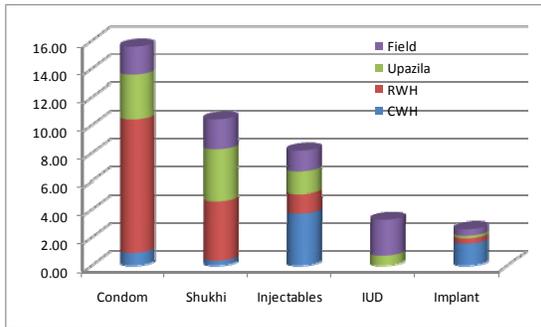
DGFP Consumption of Condoms, Shukhi and Injectables – Jan-09 to Dec-09



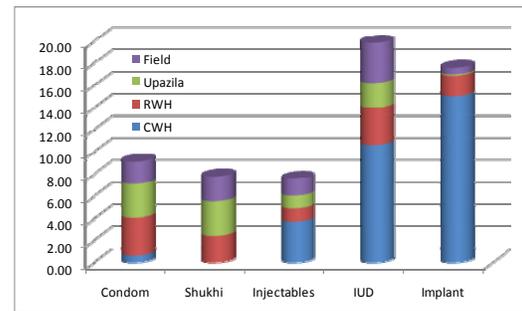
DGFP Consumption of IUD and Implants – Jan-09 to Dec-09



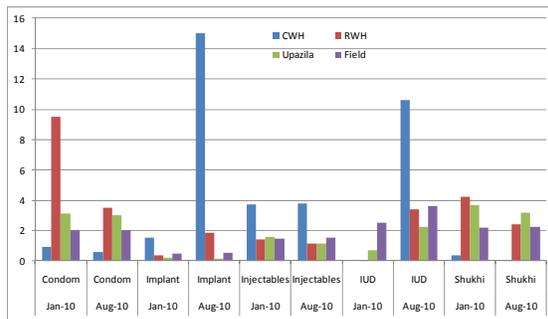
DGFP Stock Status – January 2010



DGFP Stock Status – August 2010



DGFP Stock Status – Jan & Aug 2010



ANNEX 5: SAMPLE PIPELINE® OUTPUT, STOCK STATUS REPORT

