

তারবার্তাঃ  
বাংলাব্যাংক

**বাংলাদেশ ব্যাংক**  
প্রধান কার্যালয়  
খাকা ।

“যৌতুক দেয়া-নেয়া শাস্তিযোগ্য অপরাধ”  
কমন সার্ভিসেস ডিপার্টমেন্ট

সিএসডি পরিপত্র নম্বর : ০৩/২০০৫

২৩/৫/২০০৫ ইং  
তারিখ : -----  
০৯/২/১৪১২ বাং

বাংলাদেশ ব্যাংকের সকল বিভাগ ও অফিস

**The Bangladesh Bank Procurement Processing and Approval Procedures (BBPPAP) প্রবর্তন প্রসঙ্গে ।**

স্বচ্ছতা ও জবাবদিহিতা নিশ্চিত করে গণখাতে ক্রয় ও সংগ্রহ কার্যক্রমের গতি ও দক্ষতা বৃদ্ধির লক্ষ্যে সরকারের জারীকৃত The Public Procurement Regulations, 2003 (PPR) এর সাথে সঙ্গতিপূর্ণভাবে প্রণীত The Bangladesh Bank Procurement Regulations, 2004 (BBPR) ১ নভেম্বর, ২০০৪ তারিখের সিএসডি পরিপত্র নম্বর ০১ মারফত ব্যাংকে প্রবর্তিত ও বিলিকৃত হয়েছে। পরবর্তীতে PPR এর আওতায় সরকারী সংগ্রহের প্রক্রিয়াকরণ ও অনুমোদন পদ্ধতি বিশদভাবে নির্দেশ করে ২০০৪ এর অক্টোবরে জারীকৃত The Public Procurement Processing and Approval Procedures (PPPAP) এর কাঠামো ঘনিষ্ঠভাবে অনুসরণপূর্বক বাংলাদেশ ব্যাংকের সাংগঠনিক কাঠামোর সাথে সঙ্গতি রেখে একই আদলে প্রণীত The Bangladesh Bank Procurement Processing and Approval Procedures (BBPPAP) এর খসড়া গত ১৬ মে, ২০০৫ তারিখে অনুষ্ঠিত পরিচালক পর্ষদের ২৭০তম সভায় BBPR এর ৫২(১) ধারা মোতাবেক অনুমোদিত হয়েছে। এক্ষণে উক্ত The Bangladesh Bank Procurement Processing and Approval Procedures (BBPPAP) এতদ্বারা কার্যকর করা হলো।

২। "The Bangladesh Bank Procurement Regulations, 2004" এর ৫(১) ধারার নির্দেশানুসারে সংশ্লিষ্ট সকলের অবগতি ও পরিদর্শনের জন্যে উক্ত The Bangladesh Bank Procurement Processing and Approval Procedures (BBPPAP) এর কপি প্রধান কার্যালয়ের সকল বিভাগ ও সকল শাখা অফিসে সংরক্ষিত থাকবে এবং ব্যাংকের ওয়েবসাইট-এ অন্তর্ভুক্ত থাকবে।

৩। The Bangladesh Bank Procurement Processing and Approval Procedures (BBPPAP) এর কপি এতদসঙ্গে সংযোজিত হলো।

কমন সার্ভিসেস ডিপার্টমেন্ট  
(ইক্যুইপমেন্ট সেকশন)

স্বাক্ষরিত/-  
( মোঃ আব্দুল হামিদ সরকার )  
মহাব্যবস্থাপক  
ফোন : ৭১২০৯৫৯ ও ২২০১

নথি নং-সিএসডি : (ইএস)৩০/১/২০০৪ ।

## **The Bangladesh Bank Procurement Processing and Approval Procedures (BBPPAP)**



**Come into force with effect from 23 May, 2005**

**Common Services Department, Bangladesh Bank,  
Head Office, Dhaka.**

# The Bangladesh Bank Procurement Processing and Approval Procedures (BBPPAP)

## 1 Background

- 1.1 As a part of implementation of "The Bangladesh Bank Procurement Regulations, 2004" the Bank (Bangladesh Bank) has decided to review and revise the current procurement processing and approval procedures for award of a procurement contract, in line with the Public procurement Processing and Approval Procedures (PPPAP) introduced and circulated by IMED of the Ministry of Planning, Govt. of the People's Republic of Bangladesh vide circular No.IMED/CPTU/PPR-0204B/8184 dated 10<sup>th</sup> October, 2004 duly published in the Bangladesh Gazette on 11<sup>th</sup> October, 2004. The Bank has introduced this streamlined Procurement Processing and Approval Procedures for all procurement of the Bank covered under the Bangladesh Bank Procurement Regulations, 2004 (BBPR), in order to take procurement decisions efficiently and speedily.
- 1.2 Regulation 52(1) of the BBPR states, "Procurement processing and approval procedures shall be made as approved by the Board of Directors of the Bangladesh Bank".
- 1.3 These procedures shall apply to all procurement in which funds are utilised, whether they are from the capital or the revenue budget of Bangladesh Bank, always providing that the procedures applicable to procurement of the Bank as laid down in the BBPR and **the subsequent interpretations contained in the Procedures for Implementation of the PPR** are properly observed.
- 1.4 The abbreviations used in the BBPPAP, the Flow Chart and the Check List are as follows:
- |             |  |
|-------------|--|
| AO          | Authorised Officer (An officer below the rank of HOPE authorised by delegation of financial power to approve procurement contract) |
| BB          | Bangladesh Bank (the Bank)   |
| BBPR        | Bangladesh Bank Procurement Regulations, 2004  |
| <b>CCGP</b> | <b>Cabinet Committee on Government Purchase</b>  |
| <b>CPTU</b> | <b>Central Procurement Technical Unit</b>  |
| DOFP        | Delegation of Financial Powers   |
| DG          | Deputy Governor  |
| DGM         | Deputy General Manager   |
| ED          | Executive Director   |
| EC          | Executive Committee  |
| GM          | General Manager  |
| HOPE        | Head of a Procuring Entity   |

NOA	Notification of Award
NA	Not Applicable
PEC	Proposal Evaluation Committee
BBPPAP	The Bangladesh Bank Procurement Processing and Approval Procedures
PPR	Public Procurement Regulations, 2003
TEC	Tender Evaluation Committee
TSC	Technical Sub Committee

## 2 A Procuring Entity

2.1 Regulation 2 of the BBPR states that:

- (a) A **“Procuring Entity”** means a Department or an office of the Bank undertaking procurement for the Bank in accordance with these regulations.
- (b) **In a Procuring Entity an individual or group of individuals, assigned by the Head of a Procuring Entity undertakes the issue, receipt and evaluation of tenders and subsequent award of contract at the levels specified in the Delegations of Financial Powers.**
- (c) A **“Head of a Procuring Entity”** means the head of an office or a department of the Bank undertaking the procurement.

2.2 Subject to the DOFP, and subject to also to such guidance and instructions regarding implementation of the BBPR, issued from time to time, the head of a procuring entity (or authorized nominee) is ultimately responsible for decisions and actions taken by a procuring entity under the BBPR. Procurement decisions shall be taken in a manner which promotes transparencies of the procurement process and the prescribed procedures.

2.3 Attention is drawn to the actions to be taken prior to the examination and evaluation of tenders, as described in the BBPR [Regulation 26 (Submission and receipt of tenders) and Regulation 27 (Opening of tenders)] and subsequent guidance and instructions, issued from time to time, regarding implementation of the BBPR.

## 3 Appointment and composition of the Tender Evaluation Committee

3.1 In both the Regulations and the Procedures the words “TEC”, “Tender” and “Tenderer” have been used throughout, and the same format has been adopted in these procedures. However, since TEC and PEC, Tender and Proposal and Tenderer and Consultant are synonymous the interpretation of the use of the words should be made accordingly.

- 3.2 Regulation 28(1) states that a procuring entity shall appoint only one Tender Evaluation Committee (TEC) for each tender at the appropriate level to examine, evaluate and prepare a report with recommendations for award for submission directly to the approving authority, or to the Governor where the Board of Directors is the approving authority.

The TEC should have been appointed by the time the tender document is issued, but certainly must be appointed before the tender submissions are received. A Procuring Entity may form:

- (a) only one TEC to handle all the procurement of that Procuring Entity; or
- (b) more than one TEC if it finds that its procurement is such that many tenders are to be examined/evaluated monthly; or
- (c) a separate TEC to evaluate a specific large value or complex tender; or
- (d) a separate TEC, on an “as required basis” for all other cases where the approval of award is at the level of the Board of Directors.

Always providing however that **no procurement evaluation shall pass through more than one TEC** and no second review of the TEC's report shall be carried out by any other committee, before submission of the report directly to the contract approving authority determined in accordance with the Delegation of Financial Powers.

- 3.3 Regulation 28(2) states that a TEC shall consist of a minimum of five members, of whom two shall be from outside the Procuring Entity. The TEC shall be formed in such a way that the two outside members are not from within a different unit of the same Procuring Entity or the same Ministry/Division/Agency, and that they are truly independent from the Procuring Entity.

The TEC members may be selected from:

- (a) officers of the concerned section/division of a Procuring Entity, e.g. selected from the commercial, technical and financial section/division; or
- (b) officers from the concerned department/office or other departments/offices of Bangladesh Bank; or
- (c) officers from the end-user beneficiary entity; or
- (d) technical, commercial, financial and legal experts from Ministries or Agencies (excluding Ministry of Finance and agencies under MOF) and/or universities and/or reputable professional bodies in the case of the two outside members.

However, the two outside members must be experienced in procurement, have professional knowledge in the field for which they are to be appointed and may be appointed at the

discretion of the head of a procuring entity, or an authorised officer or by the competent authority.

3.4 In cases where the tender value does not exceed that stated in BBPR (Appendix A) for:

- (a) Restricted Tendering Method under Regulation 14(2);
- (b) Request for Quotation Method under Regulation 17(1) and 17(2);

then a head of a procuring entity or an authorised officer may appoint the two outside persons from other Procuring Entities or Departments of the Bank.

3.5 The members of the TEC shall be those who can devote the time needed for tender evaluation and finalisation of the tender evaluation report, within the time periods specified in Annex A.

3.6 In all cases the Head of a Procuring Entity, or an authorised officer, or an approving authority shall approve the composition of each TEC. However, when the Board of Directors is the approving authority, the TEC shall be appointed with the concurrence of the Governor who is the Chairperson of the Board [or an officer authorised by him to exercise the financial powers of the Governor in accordance with delegation of Financial Powers under the Bangladesh Bank (Expenditure) Regulations, 1977].

3.7 The Head of a Procuring Entity, or an authorised officer, or an approving authority may also appoint a Technical Sub-Committee (TSC) and or other experts if it is felt that a particular Tender requires such assistance.

3.8 **Where the approving authority is at the level of a head of a procuring entity (the head of a department or head of an office undertaking the procurement i.e. General Manager) or an authorized officer as per DOFP**, the TEC shall be chaired by a senior officer next below the rank of a head of a procuring entity.

3.9 **Where the approving authority is at the level of the Governor or an officer authorized by him**, the TEC shall be chaired by the concerned head of procuring entity or an officer at his/her level (General Manager). However, if the concerned head of procuring entity is unable or is not available to chair a particular TEC, a senior officer next below him/her shall chair that particular TEC, always providing the evaluation process is not compromised.

3.10 **Where the approving authority is at the level of the Board of Directors**, the TEC shall be chaired by the Executive Director concerned. However, if the concerned Executive Director is unable to chair a particular TEC, the same shall be chaired by an officer of that level, always providing the evaluation process is not compromised.

#### 4 Tender evaluation report

- 4.1 A member (or members) of a TEC shall sit on the Tender Opening Committee, but as a general principle, the TEC shall be convened promptly after the Tender Opening and complete its task(s) within the time periods indicated in Annex A.
- 4.2 The members of the TEC are required, in the evaluation report to:
- (a) certify collectively, by jointly signing that “in compliance with Regulations 28(3) of the Bangladesh Bank Procurement Regulations 2004, the Tender Evaluation Committee certifies that the examination and evaluation has followed the requirements of the Regulations, the Procedures and tender document, that all facts and information have been correctly reflected in the Evaluation Report, and that no substantial or important information has been omitted”; and
  - (b) certify singularly, by individually making a declaration of impartiality in the following manner, “I, *[name of the TEC member and designation]*, do hereby declare and confirm that I have no business or other links to any of the competing Tenderers”.
- 4.3 The Tender Evaluation Committee should observe the guidance notes for **Regulation 28(4) through 28(17) of the BBPR and also subsequent guidance and instructions, issued from time to time, for the Implementation of the BBPR**, but it is important to note that the completed tender evaluation report shall be submitted **directly to the approving authority** without passing through any intermediary level, for further verification, review or endorsement, except for those where the approving authority is the Board of Directors, when the documents shall be submitted to the Governor.
- 4.4 In all cases, attached to the Tender Evaluation Report shall be a check-list showing the time taken at each stage, which will be completed by the TEC and the person(s) through whom the Tender Evaluation Report passes during its approval process. The sample check-lists are attached (Annex B – For Goods and Works, Annex C – for Services (Firms) and Annex D – for Services (Individual)).

#### 5 Procurement approval procedure

- 5.1 **Where the approving authority is at the level of a Head of a Procuring Entity (head of the concerned procuring department/office) or an Authorised Officer (AO), or the Governor (or authorised nominee) in accordance with DOFP** the Tender Evaluation Report, the tender comparison sheet and the recommendations for award of procurement contract (but not the tenders submitted by the tenderers) shall be submitted by the TEC in a sealed envelope **directly** to the concerned approving authority, without any

intermediate stop. After approval the HOPE or AO, Governor (or authorised nominee) will return the signed Tender Evaluation Report to the Procuring Entity for necessary further action.

**5.2 Where the approving authority is at the level of the Board of Directors** the TEC shall prepare a concise summary called 'purchase proposal' and submit it along with the Tender Evaluation Report, the tender comparison sheet and the recommendations for award of procurement contract (but not the tender documents submitted by the tenderers), in a sealed envelope, **directly** to the Governor. The Governor will add his/her comments/concurrence to the purchase proposal and pass the documents to the Deputy Governor concerned for preparing a 'Memorandum' for submission to the Executive Committee of the Board of Directors. The Deputy Governor concerned will return the signed Memorandum along with evaluation report, the tender comparison sheet and the recommendations for award of procurement contract to the Head of the Procuring Entity concerned. The HOPE shall send the signed Memorandum attaching relevant documents to the secretary to the Board of Directors for placing the same before the Executive Committee for approval.

If the Deputy Governor concerned is the Chairperson of the TEC for a particular procurement, he/she will send the proposal as well as signed Memorandum along with relevant documents stated above **directly** to the Secretary to the Board Directors. In all such cases the Governor shall be kept informed. The secretary to the Board of Directors will send the decision (Minute of the EC meeting) of the EC to the head of the procuring entity concerned for further necessary action.

## **6 Approval of the Tender Evaluation Report, Recommendations and the Purchase Proposal**

6.1 In all cases the '**approving authority**' shall consider the Tender Evaluation Report, summary or purchase proposal and the recommendations for award of procurement contract as submitted by the TEC and shall either;

- (a) approve the recommendations; or
- (b) seek any clarification from the concerned authority; or
- (c) reject the recommendations, stating the reasons, and request a re-evaluation; or
- (d) reject the recommendations and issue instructions to reprocess the procurement in accordance with the Bangladesh Bank Procurement Regulations, 2004.

6.2 The decision of the approving authority shall be communicated to the Procuring Entity through the same route in which the request for approval was initially submitted.



- 6.3 After the **approval** has been received by the Procuring Entity, the Notification of Award (NOA) for the procurement contract shall be issued within one week provided that no complaint or appeal is pending under the BBPR against the tender/proposal.
- 6.4 In processing procurement cases for approval confidentiality must be ensured by all officers and staff dealing with the procurement case, either directly or indirectly, as per Regulations 29 and requirements of the implementation procedures.
- 6.5 All Procuring Entities shall submit quarterly reports, for procurement(s) of Tk. 1 crore and above in the case of Goods/Works procurement and Tk 50 Lakh and above in the case of Services procurement, to the IMED/CPTU, indicating the time taken at each stage of the procurement process stating the reasons for delays beyond the norms shown in Annex A. This information shall be used by the IMED/CPTU to benchmark and track the progress of implementation of public procurement.

## **7 Procurement Approval Timetable / Flowchart**

- 7.1 The time periods shown in the Flow chart (Annex A) from the time of Tender Opening up to the time of the issue of the Notification of Award for the procurement contract shall be strictly adhered to by all the Procuring Entities, evaluation committees and approving authorities.

Procurement Processing and Approval Timetable Flow chart

Approval Procedure Approving Authority	Technical Sub-committee (TSC) (If required)	Tender Evaluation Committee (TEC)/ Proposal Evaluation Committee (PEC)	Authorized Officer/ Head of Procuring Entity (HOPE)	Governor/ Authorized nominee	Executive Committee (EC) of the Board of Directors	Total Period when Technical Sub-Committee is	
						Not Required	Required
Authorized Officer (AO)/ Head of Procuring Entity (HOPE)	2 weeks	2 weeks	1 week Approval ↓ & 1 week issue of NOA	N/A	N/A	4 weeks	6 weeks
Governor/Authorized nominee	2 weeks	2 weeks	1 week HOPE Scrutiny & Observation & 1 week issue of NOA	1 week Approval by the Governor / Authorized nominee	N/A	5 weeks	7 weeks
Board of Directors	2 weeks	2 weeks	2 weeks HOPE Scrutiny & Observation 1 week issue of NOA	1 week Governor/ Authorized nominee's Recommendation	2 weeks Approval by EC of the Board of Directors	7 weeks	9 weeks

**Note:**  
**table** 1. For aided project/programme where prior review of a development partner is required at any stage of procurement processing and approval the time required for such review shall be added to the above time.  
 2. For all cases of evaluation of consultancy proposals one week's time in addition to above time table shall be allowed to the PEC for evaluation/negotiation etc.

Annex B

**CHECK-LIST FOR PROCUREMENT PROCESSING AND APPROVAL PROCEDURE FOR GOODS OR WORKS.**

PROCURING ENTITY AND DESCRIPTION OF PROCUREMENT				
Procuring Entity				
Name of the Project (if applicable)				
Source of Funds (tick relevant boxes)	Government	<input type="checkbox"/>	Development/ Capital	<input type="checkbox"/>
	Project Aid	<input type="checkbox"/>		
	Own Funds	<input type="checkbox"/>		
Revenue		<input type="checkbox"/>		
Brief Description of Goods & Works				
<b>PROCUREMENT METHOD</b>				
SCHEDULE OF ACTIVITIES				
SL. NO.	Activity (if not applicable indicate N/A)	Planned Date (as per flow chart)	Actual Date	If any Delay Indicate No. of Days
<b>A</b>	<b>PREQUALIFICATION</b>			
A1	Date of Advertisement of Invitation for Prequalification			
A2	Date of Submission of Recommended Prequalification List			
A3	Date of Approval of Recommended Prequalification List			

<b>B</b>	<b>TENDER FOR GOODS OR WORKS</b>			
B1	Date of Advertisement of Invitation for Tender			
B2	Date of issue of Tender Document (if different to B1 above)			
B3	Date of Receipt of Tenders			
B4	Date of Opening of Tenders			
B5	Date of Submission of Technical Sub-Committee (TSC) Report			
B6	Date of Submission of Evaluation report			
B7	Date of Approval for Award of Contract			

<b>SCHEDULE OF ACTIVITIES IN PPPAP PROCESS</b>				
<b>Date of submission of Tender Evaluation Report to the approving authority</b>				
		Planned Date (as per flow chart)	Actual Date	Delay (in days)
Authorized Officer	Submitted			
	Forwarded			
	Approved			
Head of Department/Office HOPE	Submitted			
	Forwarded			
	Approved			
Governor/Authorized nominee	Submitted			
	Forwarded			
	Approved			
Board of Directors	Submitted			
	Forwarded			
	Approved			
	Forwarded			
	Approved			
Date of Issue of the Notification of Award (NOA) for Goods or Works				
Signature of Chairperson of Evaluation Committee				
Name and Designation of Chairperson of Evaluation Committee				

**CHECK-LIST FOR PROCUREMENT PROCESSING AND APPROVAL PROCEDURE FOR SERVICES (FIRMS).**

PROCURING ENTITY AND DESCRIPTION OF PROCUREMENT				
Procuring Entity				
Name of the Project (if applicable)				
Source of Funds (tick relevant boxes)	Government	<input type="checkbox"/>	Development/ Capital	<input type="checkbox"/>
	Project Aid	<input type="checkbox"/>		
	Own Funds	<input type="checkbox"/>		
Revenue		<input type="checkbox"/>		
Brief Description of Services				
<b>PROCUREMENT METHOD</b>				
SCHEDULE OF ACTIVITIES				
SL. NO.	Activity (if not applicable indicate N/A)	Planned Date (as per flow chart)	Actual Date	If any Delay Indicate No. of Days
<b>C</b>	<b>EXPRESSION OF INTEREST (FIRMS)</b>			
C1	Date of Advertisement of Expression of interest			
C2	Date of Receipt of Expressions of Interest			
C3	Date of Submission of Recommended Short-listed Firms			
C4	Date of Approval of Recommended Short-listed Firms			
C5	Date of issue of Requested for Proposals (RFP)			
C6	Date of Submission of Request for Proposals			
C7	Date of Submission of Evaluation of Technical Proposals			
C8	Date of Approval of Evaluation of Technical Proposals			
C9	Date of Opening of Financial Proposals			
C10	Date of Completion of Combined Evaluation			
C11	Date of Submission of Evaluation Report			
C12	Date of Approval for Award of Contract			

<b>SCHEDULE OF ACTIVITIES</b>				
<b>Date of submission of Tender Proposal Evaluation Report to the approving authority</b>				
	Planned Date (as per flow chart)		Actual Date	Delay (in days)
Authorized Officer	Submitted			
	Forwarded			
	Approved			
Head of Department/Office HOPE	Submitted			
	Forwarded			
	Approved			
Governor/Authorized nominee	Submitted			
	Forwarded			
	Approved			
Board of Directors	Submitted			
	Forwarded			
	Approved			
Date of Issue of the Notification of Award (NOA) for Goods or Works				
Signature of Chairperson of Evaluation Committee				
Name and Designation of Chairperson of Evaluation Committee				

Annex D

**CHECK-LIST FOR PROCUREMENT PROCESSING AND APPROVAL PROCEDURE FOR SERVICES (Individuals).**

PROCURING ENTITY AND DESCRIPTION OF PROCUREMENT						
Procuring Entity						
Name of the Project (if applicable)						
Source of Funds (tick relevant boxes)	Government	<input type="checkbox"/>	Development/ Capital	<input type="checkbox"/>	Revenue	<input type="checkbox"/>
	Project Aid	<input type="checkbox"/>				
	Own Funds	<input type="checkbox"/>				
Brief Description of Services						
<b>PROCUREMENT METHOD</b>						
SCHEDULE OF ACTIVITIES						
SL. NO.	Activity (if not applicable indicate N/A)	Planned Date (as per flow chart)	Actual Date	If any Delay Indicate No. of Days		
<b>C</b>	<b>EXPRESSION OF INTEREST (INDIVIDUAL)</b>					
C1	Date of Advertisement of Expression of interest					
C2	Date of Receipt of Expressions of Interest					
C3	Date of Evaluation of Expressions of Interest					
C4	Date of Interview with Selected Individuals					
C5	Date of Evaluation of Final Selection List					
C6	Date of Submission of Evaluation Report					
C7	Date of Approval of Award of Contract					

<b>SCHEDULE OF ACTIVITIES IN PPPAP PROCESS</b>				
<b>Date of submission of Tender/Proposal Evaluation Report to the approving authority</b>				
	Planned Date (as per flow chart)		Actual Date	Delay (in days)
Authorized Officer	Submitted			
	Forwarded			
	Approved			
Head of Department/Officer HOPE	Submitted			
	Forwarded			
	Approved			
Governor/Authorized nominee	Submitted			
	Forwarded			
	Approved			
Board of Directors	Submitted			
	Forwarded			
	Approved			
Date of Issue of the Notification of Award (NOA) for Goods or Works				
Signature of Chairperson of Evaluation Committee				
Name and Designation of Chairperson of Evaluation Committee				