**REQUEST FOR PROPOSAL (RFP)**

**Title:** Consultancy Services for Preparing Procurement Manual

**RFP Number:** STC/RFP/2025/001

**Issued by:** Sri Lanka State Trading (General) Corporation Ltd

**Date of Issue:** 23rd January 2025

**1. Introduction**

State Trading Corporation invites proposals from qualified consultancy firms or individuals to provide professional services for the preparation of a comprehensive Procurement Manual. The manual will serve as a guiding document to standardize and improve the organization’s procurement processes, ensuring compliance with applicable laws and best practices.

**2. Objective**

The primary objective of this consultancy is to develop a user-friendly and practical Procurement Manual that:

* Aligns with the organization’s strategic goals and policies.
* Ensures compliance with relevant national and international procurement regulations.
* Incorporates best practices for transparency, efficiency, and accountability in procurement.
* Provides clear guidelines for all stages of the procurement cycle.

**3. Scope of Work**

The consultant is expected to:

1. Conduct a needs assessment through consultations with key stakeholders to understand existing procurement processes and challenges.
2. Review relevant policies, procedures, and legal frameworks.
3. Develop a draft Procurement Manual that includes:
   * Procurement planning and budgeting.
   * Vendor management and prequalification.
   * Tendering and bidding processes.
   * Evaluation, selection, and contract awarding.
   * Contract management and dispute resolution.
   * Ethical considerations and conflict of interest guidelines.
4. Facilitate workshops to validate the draft manual with stakeholders.
5. Finalize the Procurement Manual based on feedback received.
6. Provide training or orientation sessions for relevant staff on the manual’s implementation.

**4. Deliverables**

The consultant shall deliver the following:

1. Inception report detailing the methodology, work plan, and timelines.
2. Draft Procurement Manual.
3. Finalized Procurement Manual (both digital and hard copy).
4. Training materials and orientation session(s) for staff.

**5. Qualifications and Experience**

The consultant or firm should have:

* Proven experience in preparing procurement manuals or similar documents.
* Strong knowledge of procurement laws, policies, and best practices.
* Experience working with public, private, or non-profit sectors.
* Excellent communication, facilitation, and training skills.

**6. Proposal Submission Requirements**

Interested consultants are required to submit a proposal that includes:

1. **Technical Proposal**:
   * Understanding of the assignment.
   * Detailed methodology and work plan.
   * Team composition and profiles of key personnel.
   * Relevant experience and references.
2. **Financial Proposal**:
   * Detailed budget breakdown.
   * Total consultancy fees, including taxes.
3. **Administrative Documents**:
   * Company profile or CV for individual consultants.
   * Copy of registration/license (for firms).
   * Tax clearance certificate (if applicable).

**7. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

* Technical approach and methodology (40%).
* Relevant experience and qualifications (30%).
* Financial proposal (20%).
* References and past performance (10%).

**8. Submission Details**

* **Deadline for Submission**: 30th January 2025 12.00 PM
* **Submission Method**: Proposals must be submitted via [Email / Physical Address].
* **Contact for Queries**: Manager Procurement ( Dhanushka – 0776395944)