

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.
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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.
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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.
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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.
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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)
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