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 Chief Secretary's Secretariat, Northern Provincial Council



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To:
 Secretaries,
 Deputy Chief Secretaries,
 Head of Departments.

Implementation of the Electronic Government Procurement (e-GP) System in Sri Lanka

Your kind attention is drawn to the Public Finance Circular No. 05/2018 dated 23.10.2018 and the Public Finance Circular dated 16.11.2018 on "Introductions of an Electronic Government Procurement (e-GP) System into the Sri Lanka Public Sector".

2. The Department of Public Finance has initiated several actions to develop an Electronic Government Procurement (e-GP) system with the technical assistance of "Theekshana", the Research and Development arm of School of Computing of the University of Colombo (UCSC), with the approval of the Cabinet of Ministers. Accordingly, the e-GP Secretariat, which is institutionalized within the Department of Public Finance of the Ministry of Finance conducted few awareness sessions for the Procuring Entities (PEs) and Vendors respectively and have decided to take following course of actions for the implementation of the e-GP system in Sri Lanka through the web portal of www.promise.lk and request your co-operation towards this transformation in procurement management in the public sector.

2.1 Registration of Procuring Entities (PEs)

As the initial step towards using national e-GP procurement flat form¹ in place of current paper based procurement system, we request all government entities² plan to carryout procurements of goods, works, consultancy services or non-consultancy services from 2021 onwards, to register them with the national e-GP system as a PE, on or before 15 th of January 2021.

2.2 Registration of Liaison Officers (LOs).

It is also essential to nominate a Liaison officer (LO) of your PE and authorize he/she to register as the LO in the e-GP portal. The LOs are the first contact points of PEs to coordinate with the e-GP Secretariat. Therefore, it is required to nominate a suitable officer Points (Staff Grade Officer who is conversant with the subject of Public procurement along with reasonable experience and knowledge in the use of ICT) as a LO for your organization.

¹. Please visit www.promise.lk and register under procurement entity regulation

². Including provincial councils, State Corporation, Statutory board and State owned enterprises.

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Nominated officer should preferably have uninterrupted service term of two (2) years ahead at least. Organizations which have several institutions, departments, sections under the key institution can have more than one LO to be nominated to ease the process. Appointment of LO (officer for procurement Functions) is a delegated subject of the Head of the³ institution. Once the LOs are appointed for your institution he/she will be issued a specific Username and a Password to login to the e-GP system.

2.3 Registration of Venders

This System also mandatory requests for the venders to register them via website www.promise.lk for purpose of EGP process. However the annual supplier registration for the year 2021 has already been completed manually. All the registered venders also have the possibilities to register them as Venders through this designated website. Rs 5,000.00 is charged as registration fees from the respective venders for the year 2021.

2.4 Publication of the Annual Procurement Plan

As per the Public Finance Circular 01/2014, PEs are required to prepare Annual Procurement Plans (APP). The information given in APP, prepared as per the format given in Annex III of the Public Finance Circular 05/2018 dated 23.10.2018, shall also be uploaded to the www.promise.lk website.

2.5 Publication of the Procurement Notices

The following procurement information shall be uploaded to the www.promise.lk website by the LOs on all procurements planned to carry out by PE with effect from on or before 15th of January 2021.

1. Advance Procurement Notices/Pre-Procurement Notices
2. Procurement Notices
3. Contracts Awards information⁴

2.6 Use of e-GP portal for “Shopping” Procedure

All the procurements planned to be processed by PEs under the “Shopping Procedure” should be processed through the e-GP system gradually by PEs beginning of on or before 15th of January 2021. The use of e-GP portal for other procurement methods will be notified thereafter. E-GP portal also will have many procurement related information including standard products specifications and procuring entities are requested to use them to speed up the procurement processers.

3. All required user guides and information as to how the e-GP system could be used by the LOs, PEs and venders will be available on the system as guiding references.

³ Head of the institution could be a Secretary of the Ministry, Director General of the Department, Project Director of the Project, and Managing Director/Chairman of the Government Owned Company. Or Chief Executive Officer of a State – Owned Enterprise.

⁴ As per Section 8.10.1 of the Procurement Guidelines.2006

4. A help Desk service will be made available by the e-GP Secretariat of the PFD through a hotline 1925 and a dedicated e-mail address for PEs as well as for vendors throughout the process until the e-GP system is fully functional.

5. Any further information or clarification on this may be obtained either from the Director General of Department of Public Finance on 0112484614 or through promise@pfd.treasury.gov.lk

6. In the Provincial level any clarification on this may be obtained from the Accountant – Accounts & Payments, Provincial Treasury, NP on 0212223540.


A. Pathinathan,
Chief Secretary.

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Chief Secretary
Northern Province

Copies to: 1. Hon. Governor, Governor's Secretariat, NP - To inform to the Hon. Governor please

2. Director General, Department of Public finance

3. Asst. Audit General, National Audit Office, NP

4. Chief internal Auditor, Provincial Audit Office, NP

} For your information please

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