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சுவசிரிபாய
SUWASIRIPAYA

මගේ අංකය) ERFISP/COVID-19
எனது இல) Proc/2020/29
My No.)

ඔබේ අංකය)
உமது இல)
Your No.)

දිනය) 12-10-2020
நிகழ்நாள்)
Date)

සෞඛ්‍ය අමාත්‍යාංශය சுகாதார அமைச்சு Ministry of Health

All Provincial Directors of Health Services
All Regional Directors of Health Services

Urgent procurement of goods, works and non-consultancy services for management of COVID-19 epidemic

As a response to the instruction given by Ministry of Health, you may have decided already on the urgent procurement required for preparing identified hospitals in your region for accommodating COVID 19 positive patients. Please adhere to the following steps:

1. All requests should be sent to DDG MS I in the given format.
2. Title of the procurement, estimated cost and a brief justification have to be conveyed to Project office 0112680549/ fax-0112680490/ email-srilankacovid@gmail.com for immediate uploading in the World Bank STEP which is a compulsory procedure.
3. BOQ prepared by a technical officer together with details of minimum of three bidders and nomination of three officers for BID opening committee should be sent to DDG MS I.
4. Once the documents are approved by the PPC those documents will be sent to the requested officer (RDHS / PDHS) together with the standard format for bidding purpose.
5. BID so opened together with BID opening minute should be sent to the project office.
6. To save time and expedite the process following documents should be scanned and sent by email to the project office.
 - Quotation submission form
 - Price schedule
 - Delivery schedule
 - Specification / BOQ
7. Award letters will be sent to the requested officer and contract agreement will be arranged by PMU.
8. Once the jobs are completed certified invoices (in case of physical assets officer should confirm with a copy of inventory for proper taking over) for payment purposes.

I appreciate your keen adherence to the above arrangements for minimizing procurement delays with regard to management of COVID epidemic.

Dr S.H. Munasinghe
Secretary

Dr. S. H. Munasinghe
Secretary
Ministry of Health
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10, Sri Lanka.

Format for sending information on urgent procurements

No	Item	Detail Description
1	Name of the Institution	
2	Address/ Contact no of the liaison officer	
3	Scope	
4	Requirement/List of Activities * Related to BOQ	
5	Brief justification	

Name of the requested officer -

Date -

Signature of the requested officer

Recommendation of DDG (MS I)

Signature