

## **Guideline for delivering e-GP training to gewogs**

### **Objectives: To train and implement e-GP in all the gewogs by July 2022**

The four days electronic government procurement (e-GP) training (schedule attached) to the gewogs should be coordinated and delivered by the procurement officers of the respective dzongkhags, in coordination with the Procurement Management and Development Division (PMDD). The four days' training shall cover modules on procurement of goods and works, including the modules on bid preparation and submission by the bidder. The first three days shall be on procurement of goods, demonstrating the entire procurement process starting from the preparation of Annual Procurement Plan (APP) till the award of contract and the last one day of the training shall be on procurement of works. In the case of procurement of works, the process in the e-GP system can be demonstrated only until the opening of tender and inform that after opening, the required data will be sent to e-tool for evaluation, as the systems are integrated. The concerned engineers of the gewogs are expected to know the process of evaluation of procurement of works in e-tool, for which separate training is provided by the Construction Development Board (CDB). The process after the evaluation until the award of work is to be continued in the e-GP but it is to be noted that it is the same as demonstrated in procurement of goods. The targeted participants from the gewogs should consist of gup, mangme, concerned gewog engineer and any other relevant official as deemed necessary.

Following are the roles and responsibilities of individuals in conducting the training:

#### **1. Responsibilities of the procurement officers**

- Arrangement of training halls and necessary logistics
- DT hall or conference hall shall be used for the training
- Preparation of presentations/training materials in consultation with PMDD
- Deliver the training to the gewog users as per the training schedule
- Share training schedules to the participants at least a week prior to the commencement of the training.
- The procurement officer will be assisted by a competent user from the same agency
- Attendance shall be maintained on daily basis
- TA/DA payment and bill settlement
- Collect feedback on the training from the participants using the google form shared by the PMDD.

- Submit training report to PMDD after completion of training, including budget expenditure report.
- As soon as the training is completed, the **PA admin** for each gewog shall be filled and submitted to the PMDD office (respective assigned focal).

## 2. Responsibilities of PMDD

- Provide training materials like presentations slides
- Create gewog offices in the training server and provide user credentials of PA admin to the trainer.
- Assign one PMDD staff with each dzongkhag for any assistance during the training
- Provide financial support
- Provide credentials of registered bidders in the training server
- Technical support including opening of tender when required.

## 3. Participants Responsibility

- Attend the training without fail
- Should have a laptop/PC for individual use.
- Report and adhere strictly to the training timing

## **e-GP training admissibility**

- Nu. 500 per participants to cover cost of two times refreshment and working lunch (including water)
- All participants from the same gewog shall carpool and use the government vehicles. No mileage shall be paid in such cases.
- All claims shall be as per the in country training DSA.

## **Expected Outcome**

- All the gewogs should be able to use e-GP for all procurement activities
- The participants should be able to navigate through the e-GP and perform their respective roles independently
- All tenders will be invited through the e-GP system.

### e-GP Training Schedule (4 days)

Module	Time
Day 1	
e-GP overview	9:00 AM - 10:00 AM
Tea Break: 10:00 AM – 10:30 AM	
Government User Creation Demo	10:30 AM - 11:30 AM
Government User Creation (Hands on practice)	
Lunch Break: 1:00 PM – 2:00 PM	
Annual Procurement Plan ( APP) Creation (demo) for goods and works	2:00 PM - 3:00 PM
Tea Break: 3:00 PM – 3:30 PM	
Hands on Practice on APP ( Goods and Works)	3:30 PM - 5:00 PM

Module	Time
<b>Day 2</b>	
Tender Notice creation and Committee Formation demo (goods)	9:00 AM - 9:30 AM
Hands on practice for tender Notice creation and Committee Formation (goods)	9:30 AM - 10:00 AM
<b>Tea Break: 10:00 AM – 10:30 AM</b>	
Tender document preparation and publication demo (goods)	10:30 AM - 11:30 AM
Hands on practice for tender document preparation and publication (goods)	11:30 AM - 1:00 PM
<b>Lunch Break: 1:00 PM – 2:00 PM</b>	
Bidder participation demo (goods)	2:00 PM - 3:00 PM
<b>Tea Break: 3:00 PM – 3:30 PM</b>	
Hands-on Practice on Bidder participation (goods)	3:30 PM - 5:00 PM

Module	Time
Day 3	
Bid opening demo (goods)	9:00 AM - 9:15 AM
Evaluation process demo (goods)	9:15 AM - 10:00 AM
Tea Break: 10:00 AM – 10:30 AM	
Hands on Practice on bid opening process (goods)	10:30 AM - 1:00 PM
Hands on practice on evaluation process (goods)	
Lunch Break: 1:00 PM – 2:00 PM	
Demo on Letter of Intent( LoI), Letter of Acceptance ( LoA) and contract Signing	2:00 PM - 3:00 PM
Tea Break: 3:00 PM – 3:30 PM	
Hands on Practice on LoI, LoA and contract signing	3:30 PM - 5:00 PM

Module	Time
<b>Day 4</b>	
Tender Notice creation and Committee Formation demo (works)	9:00 AM - 9:30 AM
Hands on practice for tender Notice creation and Committee Formation (works)	9:30 AM - 10:00 AM
<b>Tea Break: 10:00 AM – 10:30 AM</b>	
Tender document preparation and publication demo (works)	10:30 AM - 11:30 AM
Hands on practice for tender document preparation and publication (works)	11:30 AM - 1:00 PM
<b>Lunch Break: 1:00 PM – 2:00 PM</b>	
Bidder participation demo (works)	2:00 PM - 2:30 PM
Hands on practice for bidder participation (works)	2:30 PM - 3:00 PM

<b>Tea Break: 3:00 PM – 3:30 PM</b>	
Opening and Evaluation process demo (works)	3:30 PM - 5:00 PM