



Islamabad the 8th December, 2020

STANDARD OPERATING PROCEDURE (SOP)
FOR RAISING OF PROCUREMENT REQUISITIONS

1. SCOPE OF STANDARD OPERATING PROCEDURE (SOP)

All procurements will be made in conformity with PPRA Code, as amended by PPRA from time to time, and SOPs issued, and amended/updated from time to time, by PRAL. This SOP, save as otherwise provided, covers all goods, services and works and for matters connected therewith or ancillary thereto as defined in the PPRA Rules. Procurement / Purchase of Goods will include acquiring fixed assets, office equipment & supplies, while Procurement / Purchase of services will include acquiring/hiring of local, national & international/foreign consultants, advisors, contractors and other service providers.

2. PROCUREMENT PROCESS/STEPS

- a. The primary responsibility for initiating the process for the required procurements, goods, services and works would rest with the concerned departments/sections or the officer, as the case may be.
- b. The initiating department/officer shall mention complete details/requirements including whether the requirement is of repair/replacement or new procurement. The initiator will provide all the required details such as specifications, drawings, capacity, quantity, nature of work / services, estimated cost, duration of works/services etc. The initiating officer/end user shall use Requisition Form attached as **Annexure-A**.
- c. After mentioning complete details, the initiating officer shall forward the Requisition Form to the Head of Wing or Head of Department as the case may be. The Head of Wing or Head of Department will, after verifying the genuineness of requirement, recommend or approve the Requisition Form. The Head of Wing or Head of Department can approve requirements up to the limit of PKR 50,000/- (Pak Rupees Fifty Thousand Only). All the requirements above the limit of PKR 50,000/- (Pak Rupees Fifty Thousand Only) shall be recommended for further approval by CEO, PRAL.
- d. Following officers/executives are authorized to approve requisitions of their departments up to the limit of PKR 50,000/- (Pak Rupees Fifty Thousand Only):

Department/Wing	Authorised Officer/Executive
i. Networks & Infrastructure	Head of Wing (Chief Manager Networks & Infrastructure)
ii. User Support	Head of Wing (Chief Manager Operations / Chief Manager Customs)
iii. Data Sciences	Head of Wing (Chief Manager Data Sciences)



iv. Software Development	Head of Department (General Manager Software Development)
v. CEO Secretariat	Head of Department (CEO)
vi. Administration & HR	Head of Department (Senior Manager Administration & HR)
vii. Accounts & Finance	Head of Department (Senior Manager Finance)

- e. The Head of Wing/Department shall forward the requirements up to the limit of PKR 50,000/- to Administration department, whereas the requirements above the limit of PKR 50,000/- shall be forwarded to CEO for approval, which after approval of CEO shall be forwarded to Administration department.
- f. Administration department shall assess all requirements as received. The requirements pertaining to repairs and / or replacements shall be processed by Administration department through stores/internal resources or vendors (maximum up to the limit of PKR 100,000/-). All such requirements up to the limit of PKR 50,000/- will be processed with approval of Senior Manager Administration & HR whereas requirements between PKR 50,000/- & PKR 100,000/- will be processed by Administration department with approval of the CEO.
- g. Any requirements related to new procurements or of warranty claims shall be forwarded by Administration department to the Procurement Department for further processing.
- h. Procurement Department will evaluate the received Procurement Requisition and in case any information or approval/authorization is found missing or incomplete then Procurement Department will return the case to the respective department without initiating procurement process. The End User has to ensure the provision of complete and duly approved Procurement Requisition and related documents to Procurement Department for further processing. Once all required details and approvals are received by the Procurement Department the procurement process will be initiated accordingly.
- i. The procurement department will do all necessary actions required for the procurement complying with PPRA Code.

3. POST PURCHASE ACTIVITIES

Upon receipt of the item/goods so purchased the end user shall confirm its receipt to the Procurement Department and Administration/Store Department through GRN (Goods Receipt Notes)/ Delivery Challan and Acceptance of Goods and/or services. The Administration/Store Department will register the same in the stock/inventory register maintained for the purpose. The former or Finance & Accounts Department, as the case may be, will also issue and inscribe a unique number for each of the items/goods as per its classification, i.e., "Fixed Asset" or "Stock (consumable/non-consumable)". The Finance & Accounts Department will ensure that the item is charged to the proper head of Account, and in case of Fixed Asset, indicate the rate of depreciation to be charged and enter the same in the relevant books of accounts.



NOTE:

This SOP will be reviewed and updated to cater to the requirements of CAPEX/OPEX and Budgeted/Non-Budgeted expenses once PRAL adopts the practice of preparation and approval/implementation of annual budget.