



MINISTRY OF FINANCE, ECONOMIC PLANNING AND DEVELOPMENT

07 August 2024

Ministry of Finance, Economic Planning and Development

Circular Note No. 4 of 2024

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From: Ag. Financial Secretary

To: Supervising Officers in charge of Ministries/Departments

Fees payable to Members of Departmental Bid Committees, Bid Evaluation Committees and Due Diligence Committees

Representations have been made to this Ministry pertaining to the fees payable to the Chairperson, Members and Secretary of Departmental Bid Committees (DBC) and Bid Evaluation Committees (BEC) in respect of procurement of goods, works, consultancy and other services. In this context, the prescribed amount, has been revised as detailed below: -

A. Departmental Bid Committee (DBC)

1. The fees payable to the Chairperson, Members and Secretary of Departmental Bid Committees, have been revised as follows: -

Chairperson	Rs 1000 per sitting, subject to a maximum of Rs 10,000 per month
Members	Rs 800 per sitting, subject to a maximum of Rs 8,000 per month
Secretary	Rs 600 per sitting, subject to a maximum of Rs 6,000 per month

2. Supervising Officers should exercise appropriate control on the number of sittings based on the number of procurement and their complexities/specificities and also ensure adherence to the Financial Instructions No 1 of 2014 on the Departmental Bid Committee.

B. Bid Evaluation Committee (BEC)

3. The fees payable to the Chairperson, Members and Secretary of Bid Evaluation Committees will be payable on an **hourly rate** basis as follows: -

SN	Category of Officers	Revised Rate (Rs/hr)
1.	Professional equivalent to Lead Engineer's Level (Lead Architect, Lead Engineer, Lead Quantity Surveyor, Head of Construction, Permanent Secretary or equivalent grade)	1725
2.	Professional equivalent to Principal Engineer's Level (Principal Architect, Principal Engineer, Principal Quantity Surveyor, Professional Accountant, Deputy Permanent Secretary, Head Public Infrastructure Department, Divisional Manager or equivalent grade)	1445
3.	Professional equivalent to Senior Engineer's Level (Architect / Senior Architect, Engineer/Senior Engineer, Quantity Surveyor/ Senior Quantity Surveyor, Senior Accountant, Senior Manager (Civil Engineering), Chief Financial Officer or equivalent grade)	1315
4.	Professional equivalent to Engineer's level with less than 5 years post registration experience (also to include Assistant Quantity Surveyor, Assistant Permanent Secretary)	1150
5.	Senior Technical Officer level or equivalent	850
6.	Technical Officer level or equivalent	720
7.	Secretary of Bid Evaluation Committee	525

Payment and other Conditions for BEC

4. The Chairperson of the BEC would be paid an additional sum representing 10% above the hourly rate approved for his category.
5. The grades listed at para 4 above are indicative, and the equivalent grades may be determined on the basis of the salary for each grade.
6. The top salary in the salary scale of evaluators, which represents the relative worth of the job, should be used for identification purposes.
7. The hourly rate payable to an evaluator whose salary falls between two categories, should be calculated as previously determined, as follows:-
- (Hourly Rate X + Hourly Rate Y) / 2, where X represents the higher grade and Y represents the lower grade.
8. The top salary of the substantive post of the evaluators should be used in case the latter have been assigned higher duties.
9. Evaluators drawing salaries in a salary scale lower than that of the 'Technical Officer' should draw fees applicable to the 'Technical Officer'.

10. In line with Circular No. 7 of 2008 from the Procurement Policy Office (PPO), a BEC is **not** required where procurement of goods is based on price only and for which bids were invited using the Request for Sealed Quotations or Restricted Bidding methods, from a list of qualified and eligible suppliers.
11. The payment of fees to the Chairperson, Members and Secretary of the Bid Evaluation Committees would be subject to the following conditions: -
- a) The Supervising Officer/ Accounting Officer should pre-determine:
 - (i) the level of expertise required for the constitution of the BEC; and
 - (ii) the number of hours required for the evaluation based on the complexity of the project and the number of bids received, with a view to ensuring proper monitoring of the bid evaluation exercise;
 - b) The evaluation exercise would have to be carried out preferably after normal working hours except for procurement on fast-track basis;
 - c) The composition of the BEC should not normally exceed three (3) members (excluding the Secretary). However, should the need for further technical assistance be required, the prior approval of the Supervising Officer should be obtained and such person(s) should be paid fees only for the number of hours put in, based on the same prescribed rates;
 - d) Members of the DBC should **not** form part of the BEC in order to avoid any conflict of interest; and
 - e) In case of a non-conclusive Bid Evaluation Exercise, that is, when no award is recommended by the BEC, the Chairperson, Members and the Secretary should be paid fees equivalent to the number of hours spent on the Bid Evaluation exercise.

C. Due Diligence Committee (DDC)

12. The same fees and conditions applicable to Bid Evaluation Committees will also apply to Due Diligence Committees.
13. The new payment criteria (including fees) will become applicable for all evaluations which would commence subsequent to the date of this Circular.
14. This Circular supersedes the Circular Note No. 5 of 2017 and Circular Note No. 9 of 2019 of this Ministry.
15. You are required to bring the contents of this Circular to the attention of all officers concerned as well as to bodies falling under the purview of your Ministry/Department.



Mrs. B. Fatwma Abdool Raman Ahmed
Permanent Secretary
for Ag. Financial Secretary