E- PROCUREMENT
Creating a Transparent and Effective Public Procurement System

OVERVIEW

As the largest development fund in Pakistan, PSDF aims to provide superior customer service to all its stakeholders. These include our trainees, Training Service Partners (TSPs) and donors, from ensuring that our trainees receive their stipend on time to selecting the best TSP for program delivery, every effort is made at PSDF to be transparent, innovative and make evidence-based decisions. The procurement process is integral to our work, majority of organizations including PSDF have relied on a manual system till date to implement this process. This manual system is paper based and creates many challenges; resulting in a time-consuming and complex process that is prone to errors. A new process was needed to save public funds, time, and create a transparent system that makes it easy for all participants in the procurement process.

PROBLEM

Manual system results in:

Long programme procurement cycle time

Productivity and efficiency issues

Errors and repetition of work

Archival and retrieval of procurement documents for audit

Unification and standardization of business processes/documentation

Lack of analysis and intelligence of procurement spent

SOLUTION

To improve and upgrade its procurement process, PSDF chose to develop an e-tendering portal, converting the manual process to a smart automated system online. PSDF selected Tejari Pakistan through a competitive bidding process to implement this project.

PSDF's procurement process can be categorized as Non-Program Procurement which comprises of supply of goods, services, including consultancy services and training services for program procurement.

The new online E- Tendering system would:

Create a 100% paperless process

Speed up the entire procurement system

Allow potential bidders to view their bid in real time

Improve the overall customer experience for all users

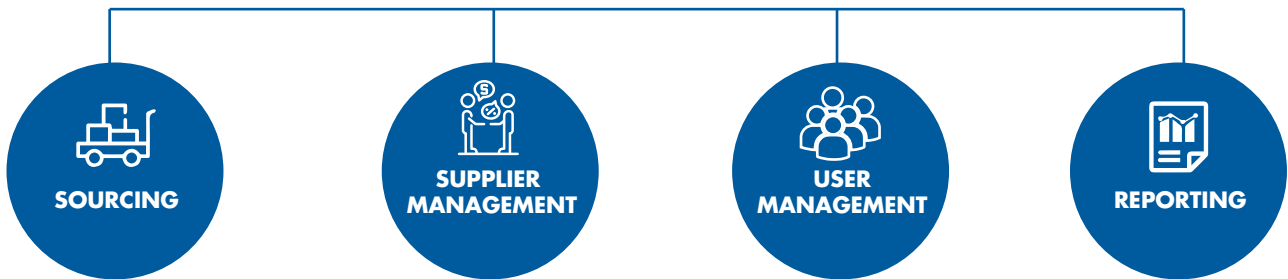Create a faster and transparent system

WITH PSDF E-TENDER POTENTIAL BUSINESS PARTNERS ARE EMPOWERED THROUGH **INCREASED EFFICIENCY**

KEY COMPONENTS

The E- tendering system developed uses SAP Integrated technology,
the key components of this system are:

SOURCING

This component can run criteria such as pre-qualifications, tender applications and request for proposals and receive responses to pre-qualify and shortlist suppliers and training providers. It can also create and allow application for project templates, bidding forms and manage workflow and run archival procedures.

SUPPLIER MANAGEMENT

Allows a supplier directory to be maintained and can classify suppliers based on various parameters.

USER MANAGEMENT

Users can be assigned, and their role and rights can be managed.

REPORTING

All data and relevant information can be extracted in the form of pre-defined reports in accordance with the requirements of the user.

RESULTS

- TRANSPARENT PROCUREMENT
- 100% AUDIT TRAIL
- RAPID TRANSACTION SPEED
- STREAMLINE OF ELECTRONIC PAPERWORK AND REDUCED MARGIN OF ERROR
- STANDARDIZED BUYING
- PAPER LESS SYSTEM, SUBMISSION & EVALUATION OF BIDS DONE ELECTRONICALLY, RECORDS CAN BE SAVED AND STORED IN SYSTEM
- BUSINESS INTELLIGENCE MODULE FOR REPORTING & ANALYSIS

PSDF is leading the advancement of public procurement in the country, becoming one of the first organizations in Pakistan to use the e-procurement system. This effort by PSDF to modernize the procurement process was recognized by the Institute of Tender Management (ITM). ITM is the country's most prestigious training and research institute working on procurement.

ITM acknowledged PSDF's efforts as an organization and awarded employees from PSDF's procurement department for their excellent contribution in the field of public procurement.