Guidance Notes on the Use of The Standard e-TD (e-PG3A)

These guidance notes have been prepared by the BPPA to assist the Procuring Entity in the preparation of tender document using the Standard Tender Document (STD), for the procurement of Goods and related services. The Procuring Entity should also refer to the Public Procurement Act 2006(Act No 24 of 2006) and the Public Procurement Rules, 2025, issued to supplement the Act, available on BPPA's website www.bppa.gov.bd/ including amendments thereto. All concerned are advised to refer to the aforementioned Act and Rules while participating in any Tendering process.

STD (e-PG3A) applies when a Purchaser (the Procuring Entity) wishes to select a Tenderer (a Supplier) for the supply of Goods and related services through a Framework arrangement under Open Tendering Method or Limited Tendering Method (OTM/LTM) for which the Contract award is being determined on the basis of the lowest evaluated responsive Tender.

This STD also refers to such a Framework Agreement, where a Procuring Entity (Purchaser) makes an agreement for a definite period with a single supplier for delivery of fixed or estimated quantity of goods and accomplishment of related services where actual deliveries are performed through several Call-off contracts.

STD (e-PG3A) is based upon internationally acceptable model formats, which have been adapted to suit the particular needs of procurement within Bangladesh.

The Procuring Entity addresses its specific needs through the information provided in the **Tender Data Sheet (TDS)** and the **Particular Conditions of Agreement (PCA)** as well as in the detailed requirements of the procurement in the **Schedule of Requirements**, the **Technical Specifications** and/or the **Drawings**.

Guidance notes in brackets and italics are provided for both the Procuring Entity and the Tenderers and, the Procuring Entity should carefully decide what notes need to remain and what other guidance notes might be required to assist the Tenderers in preparing its Tender Submission so as to minimise an inept Tendering process.

STD (e-PG3A, provides all the information that a Tenderer needs in order to prepare and submit a Tender. This should provide a sound basis on which the Procuring Entity can fairly, transparently and accurately carry out a Tender evaluation process on the Tenders submitted by the Tenderers.

STD (e-PG3A) has 6 Sections, of which Section 1 (Instructions to Tenderers) and Section 3 (General Conditions of Contract) shall not be altered or modified under any circumstances.
The following briefly describes the Sections of the STD (e-PG3A) and how the Procuring Entity should use these when preparing a particular Tender Document.

Scope and Type of Contract

The STD is suitable for any scope of intended agreement where the goods and services are pre-defined in the context of both quality (specs) and quantity and the overall period of delivery timeline are fixed enabling a total agreement amount to be calculated from total quantities of goods to be delivered through several Call-off orders. Contracts and Payments shall be done against each of the Call-Off orders made under the Framework Agreement.

Section 1. Instructions to Tenderers (ITT)

This Section provides relevant information to help Tenderers prepare their Tenders. Information is also provided on the submission, opening, and evaluation of Tenders and on the award of Contract. The Instructions to Tenderer (ITT) specify the instruction and procedure that govern the tendering process. This Section also contains the criteria to be used by the Procuring Entity in order to determine the lowest evaluated responsive Tender and the qualifications of the Tenderer to perform the Contract. The Instructions to Tenderer are not a Contract document and, therefore, are not a part of the Contract.

The text of the clauses in this Section shall not be modified.

Section 2. Tender Data Sheet (TDS)

This Section provides the information that is specific to each object of procurement and that supplements the information or requirements included in Section 1: Instructions to Tenderers. To facilitate the preparation of the TDS, its clause numbers are numbered with the same numbers of corresponding ITT Clauses.

Section 3. General Conditions of Agreement (GCA)

This Section provides the General Conditions of Contract that will apply to the Contract for which the Tender document is issued. The GCA clearly identifies the provisions that may normally need to be specified for a particular tendering process and need to be addressed through the PCA. Contractor/ supplier can't fulfil his contractual obligation without requisition slip/call-off order issued from PE's office under the framework agreement

The text of the clauses in this Section shall not be modified.

Section 4. Particular Conditions of Agreement (PCA)

This Section provides clauses specific to the particular Contract that modify or supplement Section 3: General Conditions of Agreement. The Procuring Entity should include at the time of issuing the Tender Documents all possible information that the GCA indicate in the PCA. To facilitate the preparation of the PCA, its clause numbers are numbered with the same numbers of the corresponding GCA Clauses.

Section 5. Tender and Contract Forms

This Section provides the standard form for the Tender Submission Letter (Form e-PG3A-1), Tenderer information sheet (e-PG3A-2), Price Schedule (Form e-PG3A-4A & e-PG3A-4B), Specifications Submission and Compliance Sheet (Form e-PG3A-5), Manufacturer's Authorisation Letter (Form e-PG3A-6), Bank Guarantee for Tender Security (Form e-PG3A-7) and Bank's Letter of Commitment for Line of Credit (e-PG3A-8) to be submitted by the Tenderer.

This Section also contains the form of the Notification of Award (Form e-PG3A-9) and Framework Agreement (Form e-PG3A-10), which when completed, incorporates any corrections or modifications to the accepted Tender relating to amendments permitted by the Instructions to Tenderers, the General Conditions of Agreement (GCA), and the Particular Conditions of Agreement (PCA).

The forms of **Bank Guarantee for Performance Security (Form e-PG3A-11)** and **Bank Guarantee for Advance Payment Security (Form e-PG3A-12), as and** if applicable, are to be to be completed and furnished by the successful Tenderer, when required.

Section 6. Drawings

This Section contains any Drawings that supplement the Technical Specifications for the Goods and related services to be procured.