



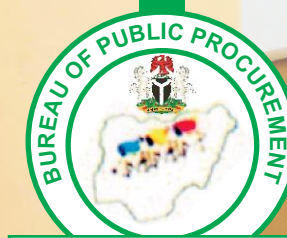
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**PUBLIC PROCUREMENT
RESEARCH CENTRE**



* Competition * Transparency * Efficiency

**BUREAU OF PUBLIC
PROCUREMENT**

PUBLIC PROCUREMENT RESEARCH CENTRE

**AHMADU BELLO UNIVERSITY,
ZARIA, KADUNA STATE**

Training PROGRAMMES 2019

E-mail: info@bpp.gov.ng, pprc.abuzaria@gmail.com

Tel: +2348055171713, 08035905859, 08095447114, 08032844954

Training to achieve value for money, best practice in procurement and zero tolerance to corruptions



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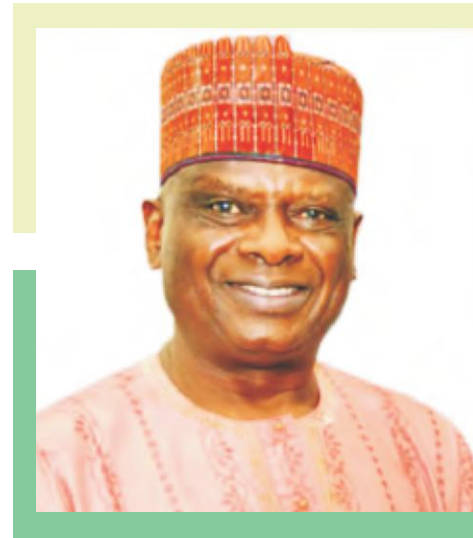


Auditorium



PUBLIC PROCUREMENT RESEARCH CENTRE

Training PROGRAMMES 2019



FOREWARD

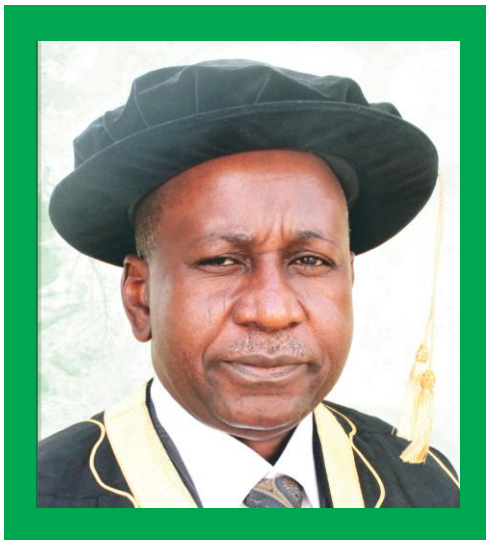
In today's information driven economy, we are in a fast paced world where a lot of things are done in line with the latest development in technology, that does not in any way leave the public procurement

process behind. In this regard, capacity building and development is the nucleus of a robust public procurement system of any nation. In other words, to be in league with the rest of the world towing the line of international best practices, the procurement cadre in Nigeria is gaining so much prominence as it were, must be adequately developed with the requisite knowledge and understanding that account for optimal delivery in the practice. This ultimately will take the reform to a safe haven where in the long run Nigeria could beat its chest in the prevention of corruption through procurement among the comity of nations.

The Public Procurement Research Centre (PPRC) ABU Zaria in collaboration with the Bureau of Public Procurement (BPP) on the training programmes for the year 2019 is poised to promote a good understanding of the fundamentals of the public procurement process as a means of promoting sustainable good quality procurement performance. The quality of the faculties with their well grounded background in their different field of expertise that will handle the different classes on procurement by dint of their wealth of experience and practice is a sync to the quality of officers that will emerge from this training centre. These programmes are designed as a fulcrum to meet emerging trends and latest development in the field of procurement. The focus and utmost preoccupation of this training is to ensure that the crop of officers handling the public procurement process in their different MDAs exhibit up-to-datedness in the field.

Mamman Ahmadu, FNIQS.

Director-General, Bureau of Public Procurement (BPP)



From the Office of the Vice-Chancellor

Ahmadu Bello University is a world-class University comparable to any other University, engaged in imparting contemporary knowledge, using high quality facilities and multi-disciplinary approach, to men and women of all races, as well as generating new ideas and intellectual practices relevant to the needs of its immediate community, Nigeria and the world at large.

As one of the largest University in Nigeria with connections and partnership, joint degrees all over the world. The University has enough manpower to assist other neighbouring Universities in the area of research and training. The University is sited at the centre of Northern Nigeria, Kaduna state with more than 153 on estimate institutions and government agencies around the vicinity of the University.

The University has one of the most beautiful environment, artificial village (drama village), gardens, farms, dams, for attraction and international recreational and sport facilities. The main campus Samaru has various hotel accommodation inside the campus at affordable rates which makes the life of participants easier. The centre has trainers from the BPP, in-house, professional organizations and international Institutions. The PPRC (ABU) was commissioned by the BPP on the 25th November, 2016, the centre is to serve the greater interest of Nigeria and the geo-political zone that constitute its catchment area in particular as part of the mandate of the BPP.

The PPRC (ABU) from 2016-2018 has trained over 200 participants from various MDA's in Nigeria and more requests were made on daily basis for participation.

The centre shall give the general public procurement community with quality research and analysis, advanced educational opportunities, and continued professional development by advancing theoretical and practical knowledge in public procurement to enhance transparency, accountability, value for money and fitness for purpose.

Ahmadu Bello University, invites all public and private sector professionals to these trainings for the year 2019 as part of continued improvement and national development for a sustainable society.

Prof. Ibrahim Garba Bsc., (Hons) Geology, Msc. (Mineral Exploration) ABU, Ph.D Geology (London), D.I.C., FNMGS
*The Vice-Chancellor,
Ahmadu Bello University*



**Ahmadu Bello
UNIVERSITY**
Zaria- Nigeria

INTRODUCTION

The Public Procurement Research Centre (PPRC) Ahmadu Bello University, Zaria

The Public Procurement Research Centre, Ahmadu Bello University, Zaria, Kaduna State was commissioned on 25th November, 2016 by the Bureau of Public Procurement (BPP). The Centre will serve the greater interest of Nigeria in general and the geo-political zone that constitutes its catchment area in particular.

The BPP will share with the Centre information, data and perspectives on the implementation of procurement reforms in Nigeria within the framework of the Public Procurement Act, 2007 as well as experiences from other Countries. Also, the BPP will partner with the Centre in the task of building National Capacity required for the efficient and effective utilization of scarce resources to deliver value for money and fitness for purpose in the provision of infrastructure, goods and services.

PURPOSE

PPRC's purpose in general shall be to build a world-wide recognized professional community of scholars and practitioners devoted to improved efficiency, fairness and transparency in public procurement and also to provide applied research, training, education, information and scholarly publication.

PHILOSOPHY

To Educate, Research and Empower the Public Procurement Profession in order to achieve value for money in all procurements and disposals.

VISION

It is envisioned that the PPRC will be the premier academic source for advancing public sector procurement in Africa.

MISSION

The Mission of the PPRC is:
to provide the public procurement community quality research, advanced educational opportunities, and continued professional development by advancing theoretical and practical knowledge in public procurement.

OBJECTIVES

The core objectives of the centre shall include but not limited to the following:

1. Establish best practice in Public Procurement through training and research
2. Conduct research on issues covering the broad spectrum of public procurement profession, including studies examining critical areas such as:
3. Evaluation of procurement performance and matrices,
4. Procurement preferences ,
5. The compensation study ,
6. A host of other challenges that policy makers and professionals are concerned with :
 - a. Build bridges among various stakeholders
 - b. Developing the Public Procurement Body of Knowledge that is needed to meet the changing needs of public procurement scholars and practitioners.
 - c. Source linkages and Partnership in Public Procurement best practices
 - d. To explore and drive opportunities to introduce procurement curriculum into Nigerian Universities.

TRAINERS

The Centre will rely on trainers from the BPP, University, Professional Organization, Civil Societies and International Institutions to deliver training. Online Courses will also be offered at the facility in Collaboration with the relevant departments and Units of the University. To accommodate individual needs, our qualified and experienced trainers employ a range of learning methods, including:

1. Skills analysis
2. Interactive tutoring
3. Working on existing organisation projects
4. Group discussions
5. Uses content relevant to your sector

"Building and sustaining an efficient country procurement system that meets international best practices"

PROCUREMENT TRAINING PROGRAMME 2019



Engr. B. G. Ibrahim

MMSE, MIAE, MCIPS, MIAI
Chartered Professional CIPS (UK)
Ag. Director

Our courses are open to Ministries, Departments and Agencies of Government, Federal Government Institutions, Service Providers, Contractors and others who are interested in procurement training.

Should you have specific training requirements, or have a group of people interested in a particular topic, or require a course on a topic not currently offered- get in touch and we will try and identify or develop a course to meet your Needs. In house training workshops can also be organized on request. Our centre is involved in various procurement research activities with international collaboration and partnership.

The training involves use of traditional style lectures, interactive syndicate work, case studies, exercises and discussion of real life examples.

Our courses are competitively priced to provide value for money.

Procurement Training Programme 2019

CODE	COURSE TITLE	DATES	TARGET GROUP	FEES
MARCH				
PPRCT 01	Understanding Effective Public Procurement in Practice	18th - 22nd March	The course targets those charged with procurement and bids evaluation responsibilities in Federal Government MDAs, State Government Ministries, Corporations and Agencies, Relevant staff in Universities, Polytechnics College of Education and private sectors.	₦130,000.00
PPRCT 02	Understanding the Public Procurement Solicitation Principles	18th - 22nd March	Service Providers, Senior and Middle level Managers in procurement and those who are involved in public Procurement Decisions.	₦120,000.00

APRIL

PPRCT 03/04	Technical and Financial Bid Evaluation for Goods Services and Works	1st - 5th April	Service Providers, Engineers, Quantity Surveyors, Senior and Middle level managers in procurement and those who are involved in technical and financial bid evaluation for Goods, Services and Works.	₦150,000.00
PPRCT 11	Understanding Public Procurement Planning	1st - 5th April	Senior Middle level management Staff in Procurement, Accounts, Planning, Research and Statistics units, Relevant staff in Works, Physical planning, legal unit and heads of Departments.	₦120,000.00

MAY

PPRCT 05	Public Procurement Bid Evaluation	13th - 17th May	Service Providers, Senior and Middle level manager in procurement and those are involved in public procurement decisions.	₦130,000.00
PPRCT 06	Managing & Negotiating with Consultants and Contractors	13th - 17th May	Middle and high, level managers in procurement department, engineering, physical planning and works departments, Project Managers, Contractors, Consultants and end users involved in procurement process.	₦130,000.00

JUNE

PPRCT 01/2	Understanding Effective Public Procurement in Practice	24th - 28th June	The course targets those charged with procurement and bids evaluation responsibilities in Federal Government MDAs, State Government Ministries, Corporations and Agencies. Relevant staff in Universities, Polytechnics, College of Education and private sectors.	₦130,000.00
PPRCT 07	Understanding Public Procurement Methods	24th - 28th June	Senior and Middle level Managers in procurement and those who are involved in public procurement decisions	₦130,000.00

JULY

PPRCT 05/2	Public Procurement Bid Evaluations	8th - 12th July	Service Providers, Senior and Middle level Managers in procurement and those who are involved in public procurement decisions.	₦130,000.00
PPRCT 08	Tenders and Contracts management	8th - 12th July	Service Providers, Senior and Middle level Managers in procurement and those who are involved in public procurement decisions.	₦130,000.00

Procurement Training Programme 2019

CODE	COURSE TITLE	DATES	TARGET GROUP	FEES
AUGUST				
PPRCT 09	Conflict Management in Public Procurement	19th - 23rd August	Service Providers, Senior and Middle level managers in Procurement and those who are involves in Civil Construction and Maintenance Industry.	₦130,000.00
PPRCT 10	Corruption Risks in Public Procurement	19th - 23rd August	Senior and Middle level management staff in procurement, local government, state agencies, contractors, EFCC, Police and other law enforcement agencies.	₦130,000.00

SEPTEMBER

PPRCT 11/2	Understanding Public Procurement Planning	9th - 13th September	Senior and Middle level management staff in procurement, Accounts, Planning, Research and Statistics units. Relevant staff in Works, Physical Planning, legal unit and heads of departments	₦120,000.00
PPRCT 12	Practical Guide to Public Procurement for Contractors and Service Providers	9th - 13th September	Contractors and Service providers	₦130,000.00

OCTOBER

PPRCT 01/3	Understanding Effective Public Procurement in Practice	14th - 18th October	The course targets those charges with procurement and bids evaluation responsibilities in Federal Government MDAs, State government Ministries, corporations and gencies, public learning institutions, and private sectors.	₦130,000.00
PPRCT 13	Public Procurement Risk Analysis & Management for Anti-Corruption Agencies	14th - 18th October	Senior and Middle level management staff in procurement, local government, staet agencies, contractors, EFCC, ICPC, Police and other law enforcement agencies.	₦130,000.00

NOVEMBER

PPRCT 03-04/2	Technical and Financial Bid Evaluation for Good, Services and Works	11th - 15th November	Service Providers, Engineers, Quantity Surveyors, Senior and Middle level Managers in procurement and those who are involved in technical and financial bid evaluation for Goods, Services and Works.	₦150,000.00
PPRCT 08/3	Tenders and Contracts Management	11th - 15th November	Service Providers, Senior and Middle level managers in procurement and those who are involved in public procurement decisions.	₦130,000.00

DECEMBER

PPRCT 01/4	Understanding Effective Public Procurement in Practice	9th - 13th December	The course targets those charged with procurement and bids evaluation responsibilities in Federal Government MDAs, State Government Ministries, Corporations and Agencies. Relevant staff in Universities, Polytechnics, College of Education and private sectors	₦130,000.00
PPRCT 10/2	Corruption Risks in Public Procurement	9th - 13th December	Senior and Middle level management staff in procurement, local government, state agencies, contractors, EFCC, Police and other law enforcement agencies.	₦130,000.00

2018 TRAINING WORKSHOP PHOTOS



Procurement Training Programme 2018



UNDERSTANDING EFFECTIVE PUBLIC PROCUREMENT IN PRACTICE

BACKGROUND

As the emphasis on managing for results increases, the demand for rigorous and evidence based procurement process is rising. Government, donor agencies, development partners and other stakeholders (Citizens and National Assembly) want to know whether funds allocated to projects have been spent appropriately and desired outcomes achieved.

Effective public procurement drives economic development of any country. With the drastic drop in crude oil prices, the pressure on Ministries, Departments and Agencies (MDAs) of government to operate even more efficiently has never been greater. MDAs need to spend wisely and make effective procurement decisions. Central to this imperative is the need for organisations to have staff who have the appropriate procurement skills. To respond to this need, PPRC, A.B.U. Zaria has developed a practical procurement skills training programme dedicated to the needs of the MDAs. The programme is underpinned by essential procurement principles and models that will equip staff and their organisations for current and future challenges.

TARGET AUDIENCE

The course targets those charged with procurement and bids evaluation responsibilities in Federal Government MDAs, State Government Ministries, Corporations and Agencies. Relevant staff in Universities, Polytechnics, College of Education and private sectors.

DURATION

The course duration is 5 days.

COURSE FEE AND METHOD OF PAYMENT

The course fee for the programme is one hundred and thirty thousand naira (₦130,000.00) For tuition and course materials. Participants can make payment to Public Procurement Research Centre, ABU Zaria through Remita.

COURSE HIGHLIGHTS

The highlights of topics to be covered in the programme are as follows:

Introduction to Procurement The aim of this topic is to provide an understanding of the fundamentals of procurement in a public sector context.

- * The public sector procurement environment
- * The importance of the procurement



team

- * Principles of procurement
- * Best practice procurement processes
- * Information technology.

UNDERSTANDING THE LEGAL ON TEXT OF PROCUREMENT LAW

The aim of this topic is to understand the organisation's structure, where procurement fits into the overall strategy, its policy framework and legal obligations.

- * The organizations structure and procurement role
- * Strategy and the role of procurement
- * Procurement policies and planning
- * Procurement Procedures Manual and regulations
- * Environmental procurement requirements
- * Freedom of Information.

GOING OUT TO TENDER

This topic seeks to equip participants with the skills required to manage the tendering process for the procurement of goods, works or services to the organization.

- * Writing specifications and tender documentation
- * Setting objective selection and award criteria
- * Tender opening and evaluation
- * Negotiating and awarding contracts Tender de-briefing.

FINANCIAL SKILLS

To work effectively in the procurement arena, staff need to have a suitable level of financial awareness.

This topic provides basic skills finance and related topics to enable staff to engage with the bidders and partners.

Understanding financial statements and risk Financial planning Economic appraisals and project assessment.

PROCUREMENT EFFECTIVENESS

This topic will enable participants to evaluate the effectiveness of procurement policies and procedures as well as undertake efficiency measurement exercises.

Measuring efficiency and value for money Procurement Monitoring and evaluation Procurement audit.

PROCUREMENT IN PRACTICE

This topic analyses the main current and future procurement issues facing public bodies. Invited speakers will provide updates on a number of issues.

This topic's contexts also to identify practical procurement issues.

1. Topical procurement issues
2. Bid Opening
3. Post Bid evaluation
4. Issues in Bid Evaluation
5. Complaint Procedures
6. Certificate of No Objection



BACKGROUND

Whether your organisation is seeking better prices or services from its suppliers, or contracting out and outsourcing areas of activity, effective tender RFP preparation is a way of assessing what a competitive marketplace can offer. Effective tendering techniques are now being employed by organisations as a way of ensuring that they are contracting with the suppliers that have the best prices and levels of service.

TARGET AUDIENCE

Service Providers, Senior and Middle level Managers in procurement and those who are involved in public procurement decisions.

DURATION

The course duration is 5 days.

COURSE FEE AND METHOD OF PAYMENT

The course fee for the programme is one hundred and twenty thousand naira (₦120,000.00) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, ABU Zaria through Remita.

COURSE OUTLINE

Introduction to Procurement

PPRCT 02:

UNDERSTANDING PUBLIC PROCUREMENT SOLICITATION PRINCIPLES

- * The big picture of Procurement Total Cost of Ownership (TCO) Best Practice.

Developing your Sourcing Strategy Examining the tender/RFP process as a concept and its significance and place in the procurement and project management process defining your objectives, scope and boundaries Examining the relationship framework. Can this process itself be outsourced? How to prepare budgets and identify purchasing authorities Planning and staffing requirements for procurement projects.

How to reduce effort, time and costs analysis of the reasons why tenders RFPs can fail to deliver.

Understanding the Professional Tender/RFP Process Exploring the various stages of the purchasing process:

- * Quotations-RFPs
- * Expressions of interest
- * Requests for Information How to use the RFI conference and/or briefings RFP closure process How to assign the right staff and professionals Techniques for goods/services analysis.

Writing and Advertising the Tender/RFP
Writing the proposal and specifications to attract high quality bids
How prescriptive should your specifications be?

The role of performance based specifications
How to apply TCO
Ensuring the design of your contract captures all of your objectives and expectations.

Tailoring your contract to guarantee the terms and outcomes meet your needs
Incorporating performance measures into your contract.

The pre-qualification process - when to use it.

Examining the Sign-off and Approval Process

Analysis of the role of the sponsor and user group in the tender/RFP process.

How to develop your business case before the approval meeting.

What techniques are available for streamlining the approval process?
Successful techniques for how to plan and staff the evaluation team.

How to be objective and fair when assessing tenders/RFPs.

Developing Effective Evaluation Models for the Tender/RFP Process
What are the most effective evaluation methodologies available?

Effective techniques for filtering tenders/RFPs to reduce effort while

increasing effectiveness
Best practice techniques for documenting evaluation models.

Best Practice Procedures for Rejecting Proposals.

How to rank and shortlist tenders/RFPs Designing

benchmark criteria to evaluate expressions of interest and bids.

Establishing a review panel: Who should be involved?

How to assess minimum conformity to process when evaluating tenders/RFPs.
Effectively assessing negotiable contractual arrangements recognising the signs of minimum compliance.

What is tolerable risk and how do you assess it?

How do you assess costs?
Post Tender/RFP activities: Negotiating and awarding the Contract
Methodologies for responding to client queries.

Advising the successful applicant
Obligations regarding Tender/RFP rejection
The legal pitfalls
Post tender/RFP negotiations
RFPTags
Letters of intent.



PPRCT 03-04

TECHNICAL AND FINANCIAL BID EVALUATION FOR GOODS *Services and Works*

BACKGROUND

PPRCT 03-Technical and Financial bid evaluation for Goods and Services and PPRCT 04-Technical and Financial bid evaluation for works can run concurrently or individually. The course provides participants with knowledge of the principles and techniques involved in bid evaluations in procurement of goods services and works.

TARGET AUDIENCE

Service Providers, Engineers, Quantity Surveyors, Senior and Middle level managers in procurement and those who are involved in technical and financial bid evaluation for Goods, Services and Works.

DURATION

The course duration is 5 days.

COURSE FEE AND METHOD OF PAYMENT

The course fee for the programme is one hundred and fifty thousand naira (₦150 000 00) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, ABU Zaria through Remita.

COURSE HIGHLIGHTS

- * The Procurement Cycle
- * The Project Life cycle and its relationship to Bid Evaluations
- * Fundamental

- * Principles of Bid Evaluations
- * The Evaluation Process and life cycle
- * Decision Analysis techniques
- * How and when to develop Evaluation Criteria
- * Technical and Financial Evaluations
- * Bid securities, pre qualification and post qualification and risk management
- * Bid Evaluation Methods
- * The Independent Estimate
- * Key techniques in estimating cost, risk, time and contingencies
- * Techniques in life cycle analysis
- * Determining weightings
- * Calculated and Assigned Weightings
- * Weighted Scoring and normalisation of raw scores
- * Preliminary examination of bids
- * Responsive and Non responsive bids
- * Detailed examination of bids
- * Non Price Variables
- * Cost Effectiveness Ratios
- * Personal Perceptions
- * Unethical and poor practices
- * Determining Value
- * What can be evaluated
- * Evaluating for Local Content and Domestic Preference
- * The Evaluation report
- * Case studies.

PPRCT 05: **PUBLIC PROCUREMENT BID EVALUATION**



BACKGROUND

Given the difficulties inherent in the evaluation process and in the preparation of complete, accurate and concise Bid Evaluation Reports, the training is organised to provide Ministries, Departments, and Agencies. and their Consultants with guidance on bid evaluation procedures and on the format of the report.

TARGET AUDIENCE

Service Providers, Senior and Middle level managers in procurement and those who are involved in public procurement decisions.

DURATION

The course duration is 5 days.

COURSE FEE AND METHOD OF PAYMENT

The course fee for the programme is one hundred and thirty thousand naira (₦130,000.00) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, ABU Zaria through Remita.

COURSE HIGHLIGHTS

Bid Evaluation Procedure and Reporting General
Bid Evaluation Procedure
Domestic Preference Scheme in Bid
Comparison Preparation of Bid Evaluation Report

Examples of Bid Evaluation Report Bid Evaluation Report for Supply Contract Bid Evaluation Report for Civil Works Contract Bid Evaluation Report for Supply, Delivery and Installation Contract (Two Envelope Stage Bidding Procedure).

▶ PPRCT 06: ◀ **Managing & Negotiating with Consultants and Contractors**



BACKGROUND

Most organizations use consultants and contractors to implement their projects and operations, and in some up to 85% of project expenditures are on them. Therefore, managing those individuals (or companies) is essential for a successful procurement process.

DURATION

The course duration is 5 days.

COURSE FEE AND METHOD OF PAYMENT

The course fee for the programme is one hundred and thirty thousand naira (₦130,000.00) for tuition and course materials. Participants can make payment to Public Procurement Research Centre ABU Zaria through Remita.

COURSE OUTLINE

- * Difference between Consultants and Contractors
- * Defining the Relationship with Consultants and Contractors
- * Understanding the Rights & Obligations of the Parties
- * Consultants & Contractor Firms Pricing Strategies
- * Sourcing & Qualifying Potential Consultants and Contracting Firms
- * Defining the Scope and developing a clear statement of work
- * Invitations to Tender (ITT)/Requests for Proposals (RFP)/Requests for Quotation (RFQ)
- * Proposal Bid Evaluation
- * Contract Pricing & Price Adjustments
- * Managing the Tender Process
- * Price Analysis of Proposals/Bids
- * Cost Analysis of Proposals/Bids
- * Negotiations Strategies and Techniques
- * Contract Administration
- * Monitoring and Measuring Performance of Consultants and Contractors
- * Model Contract Formats
- * Financial considerations
- * Progress Reporting and Payment
- * Termination of Contract
- * Confidential Information & Non Disclosure Insurance Coverage .



PPRCT 07:

UNDERSTANDING PUBLIC PROCUREMENT METHODS

BACKGROUND

This course deals with various procurement methods such as Goods ,Works and Services /Consultancy .

Choosing correct method is key in achieving desired outcomes .A review of the various procurement methods and thresholds as stipulated in the Public Procurement Act 2007 .

TARGET AUDIENCE

Senior and Middle level managers in procurement and those who are involved in public procurement decisions

DURATION

The course duration is 5 days .

COURSE FEE AND METHOD OF PAYMENT

The course fee for the programme is one hundred and thirty thousand naira (N130 , 000 00) for tuition and course materials .Participants can make payment to Public Procurement Research Centre, ABU Zaria through Remita.

COURSE HIGHLIGHTS

Overview of Public Procurement Methods and Tender Documents Advertisement Preparation Approved Revised Thresholds for Service Wide Application Case Study Group Discussion Procurement Methods (Procurement of Consultancy Services)Differences Between Procuring Goods ,Work and Services and Selecting Consultants .



PPRCT 08:

Managing Tenders, Specifications and Contracts

BACKGROUND

A major portion of every organization's operating cost is spent on outside goods and services . Based on this fact , executive management everywhere is determining that Managing Tenders , Specifications , and Contracts must emerge as a critical core competency if organizations are to increase revenue .

This course is designed to explore many of the best practices in the initial phases of contracting so that participants will be able to implement the steps needed to create maximum total value for their organization .

TARGET AUDIENCE

Service Providers , Senior and Middle level managers in procurement and those who are involved in Civil Construction and Maintenance Industry .

DURATION

The course Duration is 5 days

COURSE FEE AND METHOD OF PAYMENT

The course fee for the programme is one hundred and thirty thousand naira (N130, 000 00) for tuition and course materials . Participants can make payment to Public Procurement Research Centre ,ABU Zaria through Remita .

COURSE OUTLINE

- * Contracting Strategy
- * Elements of a Good
- * Procurement & Competitive Bidding Process
- * Selecting the Right Contracting Strategy
- * The Importance of the Contract
- * Basic Types of Project Delivery
- * Types of Statement of Work
- * Specification Check List
- * Conduct Risk Assessment
- * Risk Management .

EVALUATION AND CONTRACT PREPARATION

- * Basic Contract Types Economic Price adjustments
- * Developing Tender
- * Evaluation Criteria Value Model of Total Cost of Ownership Electronic Evaluations
- * Technical & Commercial Evaluations How Do you Got a Good Price?
- * Requesting Cost breakdowns and Evaluations of Cost Breakdowns .

IMPORTANT ELEMENTS OF THE CONTRACT

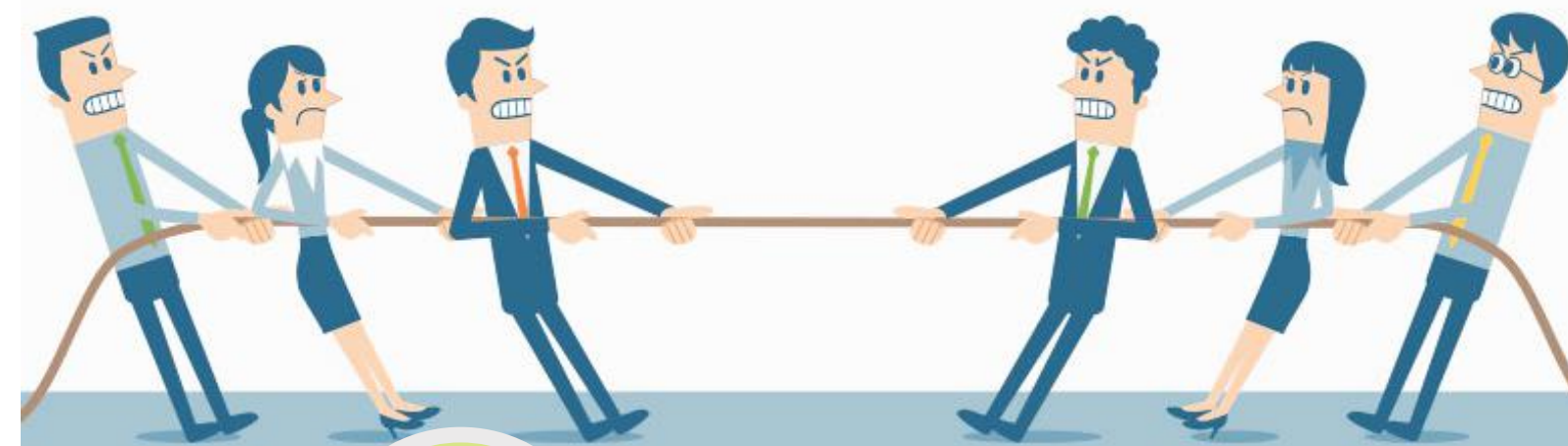
- * Objectives of the Contract
- * Contract Check Lists
- * The Important Integration Clause
- * Inspection , Acceptance , Rejection
- * Clauses for Defects in Material and Workmanship
- * Performance Based Service Contracts
- * Penalty/Liquidated Damages Clause
- * Clauses for Spare Parts .

ADDITIONAL IMPORTANT CONTRACT CLAUSES

- * Today's Challenges Regarding Force Majeure
- * Applicable Law
- * How to Deal With Contract Changes
- * Payment Considerations
- * Methods of Payment
- * Advance Payments
- * Progress Payments
- * Letters of Intent .

PREPARING THE CONTRACT FOR COMPLETION

- * Status Reporting Clause
- * Buyers Rights before Performance is Due
- * How Contracts May End
- * What Constitutes a Breach?
- * Remedies for Breach of Contract
- * Types of Bonds & Guarantees
- * Disputes Resolution Provisions
- * Other Contract Clauses List
- * Final Contract Review Process .



PPRCT
09:

CONFLICT MANAGEMENT IN PUBLIC PROCUREMENT

BACKGROUND

Conflicts can arise amongst stakeholders in public procurement .Conflict is a process that begins when goals of one party are frustrated by another or perception of mutual interference .It can be as result of bad management resource scarcity ,goals of parties which are incompatible ,conflicting perceptions ,ideals or beliefs etc .

TARGET AUDIENCE

Senior and Middle level managers in procurement and those who are involved in public procurement decisions .

DURATION


The course duration is 5 days .

COURSE FEE AND METHOD OF PAYMENT

The course fee for the programme is one hundred and thirty thousand naira (₦130,000.00) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, ABU Zaria through Remita.

COURSE HIGHLIGHTS

- * Identifying Various Stakeholders in Public Procurement/Stakeholders Analysis .
- * Introduction to Conflict and Conflict Management in Public Procurement.
- * Conflict and Conflict Management at the Pre bidding Stage .
- * Conflict and Conflict Management at the Bidding Stage .
- * Contract Conflict Management .
- * Administrative Review and Procedure/Case Studies .
- * Red Flags in Public Procurement .



PPRCT 10: CORRUPTION RISK IN PUBLIC PROCUREMENT

BACKGROUND

Corruption is a pain point in Public Procurement. This study will broaden and impact practical knowledge on the breach or perversion of legal rules, established procedure, code of conduct, system of ethics, or set of moral norms in Public Procurement Corruption risks analysis and evaluation will be illustrated with several case studies.

TARGET AUDIENCE

Senior and Middle level management staff in procurement, local government state agencies, contractors, EFCC, police and other law enforcement agencies.

DURATION

The course duration is 5 days .

COURSE FEE AND METHOD OF PAYMENT

The course fee for the programme is one hundred and thirty thousand naira (₦130,000.00) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, ABU Zaria through Remita.

COURSE HIGHLIGHTS

- * Corruption in Public Procurement
- * Overview of Corruption Risk Management
- * Identification of Corruption Risks
- * Corruption Risk Analysis & Evaluation
- * Developing Procurement Integrity Plan
- * Developing Corruption Risk Management Strategy

PPRCT 11: Understanding Public Procurement PLANNING

BACKGROUND

Procurement Planning involves strategically identifying what needs to be procured , when and how and by whom. It plays a crucial role in ensuring cost efficiency, timely delivery of goods and services and contract award to the right vendor.

TARGET AUDIENCE

Senior and Middle level management Staff in Procurement, Accounts, Planning, Research and Statistics units. Relevant staff in Works, Physical planning, legal unit and heads of departments,

DURATION

The course duration is 5 Days.

COURSE FEE AND METHOD OF PAYMENT

The course fee for the programme is one hundred and twenty thousand naira (₦120,000.00) for tuition and course materials .Participants can make payment to Public Procurement Research Centre ABU Zaria through Remita .

COURSE HIGHLIGHTS

- * Overview o f Principles and Objectives of Public Procurement .
- * Procurement Planning Principles .
- * Understanding Needs Analysis .
- * Effective Market comparisons & Survey .
- * Procurement Planning for Goods & Works .
- * Procurement Planning for Services .
- * Procurement Time Line (Advertisement & Approvals).
- * Composition and Duties of Procurement Planning Committee.
- * Procurement Approvals.
- * Thresholds ,prior certification requirements.

PPRCT 12: PRACTICAL GUIDE TO PUBLIC PROCUREMENT FOR CONTRACTORS AND SERVICE PROVIDERS

BACKGROUND

This course aggregates the essential information and documentation on Procurement legal framework ,methods ,regulations and standard bidding documents for contractors and service providers .

TARGET AUDIENCE

Contractors and Service Providers .

DURATION

The course duration is 5 Days .

COURSE FEE AND METHOD OF PAYMENT

The course fee for the programme is one hundred and thirty thousand naira (N130,000 00) for tuition and course materials .Participants can make payment to Public Procurement Research Centre,ABU Zaria through Remita .

COURSE HIGHLIGHTS

- * Principles and Objectives of Public Procurement Reform .
- * Overview of the Public Procurement Act ,2007 .
- * Overview of Public Procurement Regulations (Goods and Works).
- * Overview of Public Procurement Regulations (Consultancy Services).
- * Participants Field Experience Sharing and Documentation in Procurement process .
- * Understanding the Use of Standard Bidding Documents (SBDs).
- * Understanding the Use of Standard Requests for Proposal (RFPs).
- * Requirements of Good Advertisement .
- * Principles of Bids Collection ,Submission and Opening.
- * Procedures for Administrative Review under the Public Procurement Act, 2007.
- * Practical guide on the Registration on the National Database of Federal Contractors, Consultants and Service Providers .
- * Corruption Risks in Public Procurement in Nigeria .
- * Code of Conduct for Public Procurement .
- * Case Study/Group Discussion SBDs .
- * Case Study/Group Discussion RFPs .

PROCUREMENT PURUC RISK ANALYSIS AND MANAGEMENT *For* ANTI-CORRUPTION Agencies



PPRCT 13:

BACKGROUND

Public Procurement risk analysis and management knowledge is essential for anti - corruption agencies in government .The course covered the possible risks ,frauds and mitigation in the public procurement life cycle .

TARGET AUDIENCE

Senior and Middle level management staff in procurement ,local government ,state agencies ,contractors ,EFCC ,ICPC ,Police and other law enforcement agencies .

DURATION

The course duration is 5 days

COURSE FEE AND METHOD OF PAYMENT

The course fee for the programme is one hundred and thirty thousand naira (N130,000 00) for tuition and course materials .Participants can make payment to Public Procurement Research Centre,ABU Zaria through Remita.

COURSE HIGHLIGHTS

- * Understanding Risks of Fraud and Corruption in Public Procurement Cycle -Pre-Reform Era in Nigeria .
- * Corruption Risks in Public Procurement in Nigeria
- * Procurement Planning Public Procurement Notices
- * Application of Procurement Methods and Approved Thresholds
- * Understanding Public Procurement Regulations & Use of Standard Bidding Documents SBDs)for goods and works.
- * Understanding Procurement Regulations & Use of Standard Requests for Proposals RFPs)for Consultant Services
- * Fundamental Principles of Bid Evaluation
- * Procedures for Administrative Review under the Public Procurement Act ,2007
- * Procurement Records Management Procurement Survey and Audit
- * Code of Conduct for Public Procurement
- * Risks Analysis and Management in Public Procurement.
- * Principles for Enhancing Integrity In Public



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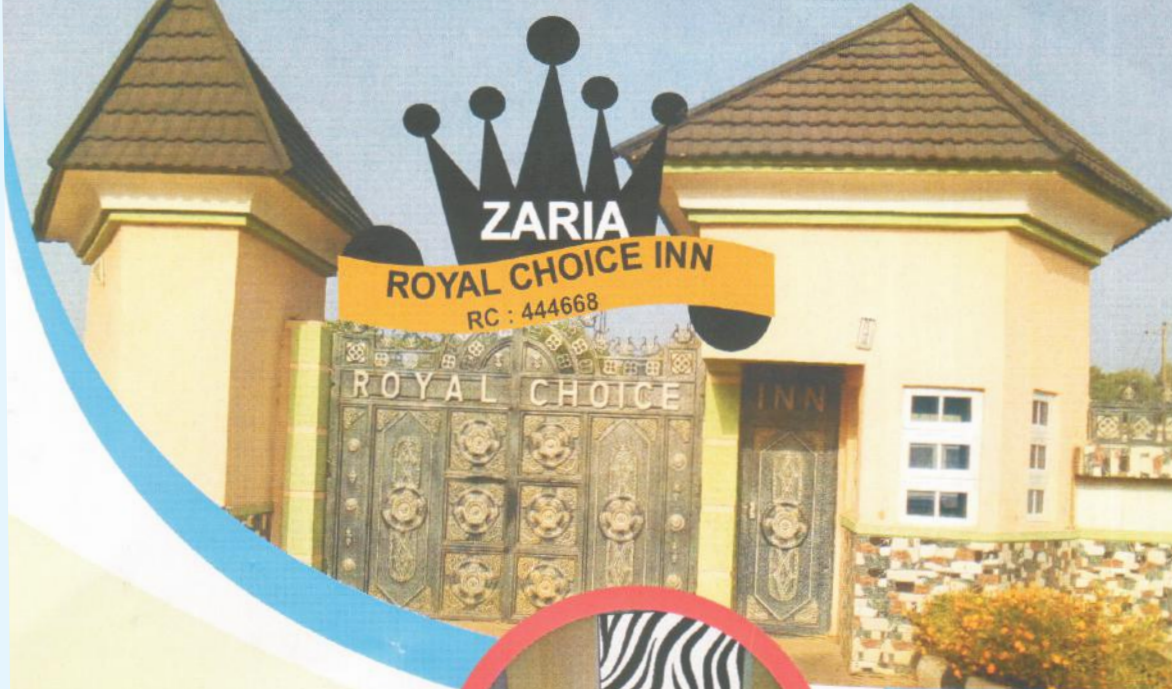
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