

**Training Course  
on  
PUBLIC PROCUREMENT  
PROCEDURE**

**Course Guideline**



**Organized by: National Agriculture Training Academy**

**April, 2019**

# **Training Course on PUBLIC PROCUREMENT PROCEDURE**

## **Course Management**

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### **Supervision and Facilitation**

Dr. Md. Abu Sayeed Miah  
Director, Training (in-charge)  
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Md. Tahazul Islam  
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**National Agriculture Training Academy (NATA)**

Gazipur- 1701

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# Expectations

Learning on “Public Procurement Procedure” is very much essential for the government officers. They should have enough knowledge, practical experience and skills on Public Procurement Act (PPA)-2006 and Public Procurement Rules (PPR)-2008. They need to procure goods, works and services using government fund. The participants of this course will have the opportunity to increase their knowledge, exchange their views and ideas among them and also with the resource persons. I hope they will be able to apply their acquired knowledge in their own field.

**Dr. M. A. Salam**

Course Director

Director General (In-charge)

NATA



“Public Procurement Procedure” training course is the demand based training programme of the different organization under Ministry of Agriculture (MOA). Different government organizations need to procure goods, works and services using government fund. They should have to enrich in knowledge and skills on it. Duration of the course is 10 days which is not sufficient. But we designed it with limited time considering various reasons. I hope, this training will be helpful for ensuring transparency, accountability and free-fair competition among the participants in government procurement.

**Dr. Md. Abu Sayeed Miah**

Course Supervisor

Director Training (In-charge)

NATA, Gazipur



Government officers are always imparting different developmental activities. They have also expend public fund for continuous development activities. To ensure transparency, accountability and value for money they should obey by some rules and regulation relating to procurement. That is why training course on PPP has designed. I hope this course will be capable to serve the intended purpose.

Md. Tahazul Islam

**Course Coordinator**



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# **Introduction to National Agriculture Training Academy (NATA)**

## **1.1 The Academy**

National Agriculture Training Academy (NATA) is the apex training institute for human resource development of officers (grade-9 and above) under the Ministry of Agriculture (MoA) for providing training on diversified fields of professional interest in agriculture sector. The Academy organizes various training programs related to modern agricultural technologies and office management issues throughout the year. The academy is established in Gazipur as Central Extension Resources Development Institute (CERDI) on 14 March 1975 with the financial assistance of Japan International Cooperation Agency (JICA). Afterwards, on 27 June 1984, CERDI was undertaken to the Training Wing of Department of Agricultural Extension (DAE). On 03 April 2013, Government of the People's Republic of Bangladesh abolished CERDI and established NATA as an independent organization of MoA and on 07 June 2014, NATA has been started its journey as a training academy. After emergence as NATA, the Academy began its training functions with only 10 faculty members. Though Government approved strength is 184, at present NATA has 84 staff members including 30 faculty members.

## **1.2 Vision**

National Agriculture Training Academy becomes a center of excellence for developing competent human resources in agriculture sector.

## **1.3 Mission**

We are pledged to achieve the shared vision through:

- i. Development of skilled human resources of all organizations under MoA by imparting quality training, research and development and publications;
- ii. Enhancement of linkage between education, research and extension to endow agriculture service delivery system;
- iii. Building a network with reputed institutions of home and abroad for organizational capacity development; and
- iv. Fostering a culture of continuous learning for development of knowledge-intensive agriculture service.

## **1.4 Functions**

The NATA has been entrusted to perform the following functions:

- i. Develop skilled human resources of the government, semi-government, autonomous organizations under MoA through imparting training program on modern and sustainable agriculture technology and office management topics;
- ii. Transfer modern and sustainable agriculture technology developed by the research organizations for obtaining higher yield of crops of the farmers;
- iii. Conduct demonstration, adaptive research and research of proven technologies;
- iv. Impart all sorts of in-service training with special emphasis on induction, foundation and senior staff course;
- v. Exchange publications, participants and resource persons in seminars, workshops, conferences and training among the stakeholders;
- vi. Advise government and other organizations on training, achieving food and nutrition security, ICT, transfer of agriculture technology, agro-based industries and conservation environments etc.;
- vii. Help government and policy makers in framing and analyzing agricultural policies;
- viii. Conduct different training activities of academy in consonance with provision of the public administration training policy, 2003; and
- ix. Perform all kinds of duties directed by the government.

## **1.5 Location of the Academy**

The Academy is about 25 km away from the capital city Dhaka and 3 km away from JoydevpurChandanaChowrasta towards Gazipur district head quarter. It is located adjacent to Bangladesh Rice Research Institute (BRRI) and occupied 49 acres of land. The academy provides the trainees an ample scope to get free access to the adjacent institutions like Bangladesh Agriculture Research Institute (BARI), Bangladesh Rice Research Institute (BRRI), Seed Certification Agency (SCA), Bangabondhu Sheikh MujiburRahman Agricultural University (BSMRAU), Telecommunication College, and other government offices in Gazipur.

## **1.6 Facilities**

### **1.6.1 Physical Facilities**

The Academy is well equipped with some physical facilities to run the training programs successful though it began its voyage recently. Existing facilities of the academy are as follows.

- Office building-2
- Class room- 3
- Laboratory (Subject wise technical)
- Plant protection museum- 1
- Conference room- 1
- Auditorum-1
- Dormitory- 4
- Cafeteria- 1
- Greenhouse- 3
- Workshop-1
- Mosque-1

### **1.6.2. Digital Computer cum Language Lab. and IT facilities**

There is one Digital Computer cum Language Lab in the Academy. It is located on the 1<sup>st</sup> floor of the Administrative building. IT facilities available include LAN and Wi-Fi and the whole campus under Wi-Fi coverage. To expedite foreign language learning, NATA set up a Digital Computer cum Language Lab. as part of the Academy's drive for capacity building of government officials. Participants can avail the opportunity of learning the foreign language while they stay in NATA.

### **1.6.3 Recreational Facilities**

The Academy has a recreation room with color T.V in the dormitory. The daily newspapers are also available in recreation room for the participants.

### **1.6.4 Linkage with other Training Organizations**

NATA maintains good relations with other training Academies in the country including BPATC, RPATC, BCS Administration Academy, BIAM, FIMA and so on. NATA has a plan to collaborate with international training institutes for improvement its human resources. NATA also collaborate with national research organizations for research in agriculture sector.

## **1.7 Evaluation**

Course coordinator and asst. course coordinators are given the responsibility to evaluate the participants. The course is evaluated during pre and post training situation. Furthermore, the participants are given the chance to evaluate the resource speakers by using a prescribed format.

## **1.8 Sessions**

Every day the session is started at 9.00 am in the morning and ends at 5:00 pm in the afternoon. There are two health breaks started at 10.30 am for snacks and 03.30 pm for tea as well as lunch with prayer break at 01.05 pm respectively. Participants are advised to attend in the class in time without fail for avoiding any kinds of disciplinary action.

### **Daily Schedule**

<b>Activities</b>	<b>Duration</b>
Recap	09.00-09.30
1 <sup>st</sup> Session	09:30-10:30
Tea Break	10:35-11:35
2 <sup>nd</sup> Session	11:35-12:00
3 <sup>rd</sup> Session	12:05-01:10
Lunch and Prayer	01:10-02:20
4 <sup>th</sup> Session	02:20-03:20
5 <sup>th</sup> Session	03:30-04:30
Tea	04:30-05:00

## **1.9 Norms to be followed during the training**

- No casual leave is allowed during training period;
- Participants living in the dormitory are advised to follow the norms of the dormitory;
- The campus area is a “Non Smoking Zone”. Participants are advised to refrain from smoking inside the Academy; and
- Participants are not allowed to enter the dormitory after 10:00 pm at night.

## Course at a glance

### Rationale

A training course was conducted for the officers of different organizations under MoA working on Public Procurement Procedure to enrich the knowledge and to expertize them on Public Procurement Act (PPA)-2006, Public Procurement Rules (PPR)-2008 and e-GP system. This training will also provide them to ensure their transparency/ accountability in government procurement. Officers of different organizations under MoA will be able to prepare annual procurement plan, procurement methods, advertisement/invitation of tender, tender openingtender evaluation, contract award and management, and e-tendering systemby using existing rules and acts for domestic and international procurement. The training will also serves the opportunity for other persons acquainted with public procurement procedures and to assist them in their profession.

### Course Objective

The objectives of the courses are-

- i. to enrich knowledge and skills of the participants on Public Procurement Act (PPA)-2006, Public Procurement Rules (PPR)-2008 and electronic government procurement (e-GP) system
- ii.to prepare annual procurement plan, use of appropriate procurement method, tender/proposal advertisement/invitation, preparation of Tender Data Sheet, opening and evaluation of tender/proposal, contract award, agreement and management, and e-tendering system by using existing acts and rules for national and international procurement
- iii. to ensure their transparency/ accountability in public procurement.

**Target population:** 30 1<sup>st</sup> class officers (in each batch) of different Organization underMoA.

**Duration of each session:** 60 minutes.

### Prerequisites of the course:

- To attend in the training class in time;
- To be present at least 99% of the classes otherwise certificate may not be awarded;
- Maintain the norms in dormitory and cafeteria;
- Absent from any session is not allowed without prior permission from the course coordinator even in case of emergency;
- Enthusiastic to learn and share ideas in training session; and
- Cell phone must keep in off/silent mode.



## Course Content

<b>Contents/Topics</b>	<b>Method</b>
<b>Background, Overview, Reforms, Ethics and Contract Processes in Public Procurement (GP)</b> <ul style="list-style-type: none"> <li>• An overview of PPA-2006 and PPR-2008, Public Procurement (GP) reforms</li> <li>• Procurement Ethics, transparency, RTI and anti-corruption act in GP</li> <li>• Variations, disputes and payment, Audit observation and settlement procedure</li> <li>• Annual Procurement Plan (APP) Conflict and its management, complain and appeal</li> <li>• Tender management and record keeping</li> <li>• Public Procurement policies</li> </ul>	L and D
<b>Procurement of Goods and works</b> <ul style="list-style-type: none"> <li>• Procurement methods: OTM, LTM, TSTM, OSTETM, RFQM and DPM</li> <li>• Tender advertisement and processing for goods and works</li> <li>• Preparation of tender or proposal, and GP committees</li> <li>• Standard Tender Documents (STDs) for goods, PG-3 and ITT</li> <li>• Tender data sheet (TDS) for goods</li> <li>• GCC and PCC for goods and works</li> <li>• Tender opening (goods &amp; works)</li> <li>• Tender evaluation (goods &amp; works)</li> <li>• Contract award and performance</li> <li>• Pre-qualification and STDs for works, PW-3</li> <li>• Instruction to Tenderer (ITT), TDS for works</li> <li>• Tender approval process and agreement</li> <li>• Contract management procedure (goods and works)</li> </ul>	L and D, E
<b>Procurement of Intellectual and Professional Services</b> <ul style="list-style-type: none"> <li>• Procurement of Intellectual and Professional services, Procurement Methods</li> <li>• Terms of Reference (TOR), Standard Request for Proposal (SRFP), Proposal Data Sheet (PDS), EOI etc.</li> <li>• Evaluation of proposal and Negotiation</li> <li>• Post qualification, approval and agreement</li> <li>• Contract administration and management</li> </ul>	L and D
<b>e-Government Procurement (e-GP)</b> <ul style="list-style-type: none"> <li>• E-procurement (e-GP) and e-GP guideline</li> <li>• e-GP tendering, committees, evaluation and approval</li> <li>• e-GP exercise (Lab practice)</li> </ul>	L and D
	L,D and E

**\*\* L= Lecture, D= Discussion, and E= Exercise**

# TRAINING SCHEDULE

## Training on Public Procurement Procedure

Date: 15-24 April, 2018

### Daily Schedule

Date	Time	Particulars	Speaker
Day-1 Tuesday 16.04.2019	08.45-09.15	Registration	Lucky
	09.15-09.35	Pretest	CC/ACC
	09.35-10.00	Inauguration	Faculties
	10.00-11.00	Public Procurement System, Value for Money, Key Principles of PPA 2006	Anamul Haque Bhuiya National Procurement Consultant, World Bank.
	11.00-11.30	Tea Break	
	11.30-12.30	Key Features of PPR 2008, Overall Compliance Framework, Provisions of PPR 2008	
	12.30-01.30	Steps in Procurement Cycle, Risk Factors, Examples, Cases and Procurement Ethics	
	01.30-02.30	Prayer and Lunch	
	02.30-03.30	Procurement and Contract Strategy, Procurement Methods, Role and Responsibilities of PE Choosing Procurement Methods (Lots, Packages, No Split, National Procurement)	
	03.40-04.40	Procurement Process in Different Methods, Including Prequalification Process	
Day-2 Wednesday 17.04.2019	09.30-10.30	Delegation of Financial Power (Rev. and Dev.)	DD (Planning), NATA
	10.35-11.35	Procurement Related Documents (STD, SRFP, SPD etc.)	Md. Abdur Razzaque PEng. Superintending Engineer BARI, Gazipur.
	11.35-12.00	Tea Break	
	12.05-01.10	Public Procurement Committees, Advertisement, Framework Contracts, Complaints and Appeals	
	01.10-02.20	Prayer and Lunch	Dr. Md. Sayedur Rahman DD (Admin.) NATA, Gazipur.
	02.20-03.20	Orientation and Tendering Process in e-GP: system	
	03.25-04.25	Orientation and Tendering Process in e-GP: system (Contd.)	
Day-3 Thursday 18.04.2019	09.30-10.30	Supply Chain Management (SCM) Introduction	Ahsanul Haque Chowdhury MCIPS Additional Deputy Director DAE, Khamarbari.
	10.35-11.35	Procurement Core Competencies, Procurement Competency Framework	
	11.35-12.00	Tea Break	
	12.05-01.10	Supply Chain Integration, Sourcing, Acquisition Costs, Value Chains, Internal Relationship	
	01.10-02.20	Prayer and Lunch	
	02.20-03.20	Inventory Management, Logistics, Transportation Costs/Delivery, Negotiations	
	03.30-04.30	Management and Leadership in Procurement and SCM	
Day-4 Friday 19.04.2019	08.00-09.00	Methods for Procurement of Intellectual and Professional Services	Banik Gour Sundor MCIPS MDS, BPATC
	09.00-10.00	Expression of Interest (EOI), Preparation of TOR	
	10.00-10.20	Tea Break	
	10.20-11.20	Exercise on Review / Evaluation of EOI and Preparation of Short List	
	11.20-12.20	Exercise on Review / Evaluation of EOI and Preparation of Short list	
	12.20-01.20	Exercise on Review / Evaluation of EOI and Preparation of Short list (Contd.)	
	02.00-03.00	Prayer and Lunch	
Day-6 Saturday 20.04.2019	09.30-10.30	Request for Proposal PS7	Md. Salah Uddin MCIPS Deputy Director CPTU, IMED, Ministry of Planning.  Savar, Dhaka.
	10.35-11.35	Proposal Data Sheet	
	11.35-12.00	Tea Break	
	12.05-01.10	Exercise and Presentation on PDS	
	01.10-02.10	Prayer and Lunch	
	02.10-03.10	General Condition of Contract	
	03.15-04.15	Particular Conditions of Contract	

Date	Time	Particulars	Speaker
Day-7 Sun Day 21.04.2019	09.30-10.30	Group Exercise on Evaluation of Proposal Under QCBS	Engr. Rashed Morshed MCIPS Procurement Consultant World Bank.
	10.35-11.35	Group Presentation on Evaluation of Proposal Under QCBS	
	11.35-12.00	Tea Break	
	12.05-01.05	Negotiation, Approval, Signing and Completion of the Process, Key terms and Issues in Contract Management and Dispute Resolution	
	01.05-02.05	Prayer and Lunch	
	02.05-03.05	Procurement Post Review Process and Document, Particular Conditions of Contract	
	03.10-04.10	Evaluation of Proposals: Technical, Financial ,Combined Evaluation	
Day-8 Tues Day 23.04.2019	09.30-10.30	Goods Procurement Process for National Competitive Tendering(NCT)-PG3	Md. Rafiqul Islam MCIPS National Procurement Consultant UNDP, Bangladesh.
	10.35-11.35	Preparation of Tender Data Sheet (TDS) and Technical Specifications	
	11.35-12.00	Tea Break	
	12.05-01.10	Exercise and Group Presentation TDS Specifications and Schedule of Requirements	
	01.10-02.20	Prayer and Lunch	
	02.20-03.20	Introducing Tender Forms for Goods. Exercise and Group Presentation on Tender Forms	
	03.30-04.30	International Goods Procurement, INCOTERMS and Domestic Preference Discussion and Practice	
Day-9 Wednes Day 24.04.2019	09.30-10.30	General Condition of Contract(GCC) and Particular Condition of Contract(PCC)	Dr. Md. Moniruzzaman MCIPS GM(Admin.), DMRTD Project
	10.35-11.35	Contract performance and Group Exercise and Presentation on PCC and Contract forms	
	11.35-12.00	Tea Break	
	12.05-01.10	Goods Quotation Docement-PG1, Qutation Process	
	01.10-02.20	Prayer and Lunch	
	02.20-03.20	Tender Opening and Evaluation, Preliminary, Technical, Financial Evaluation and Post Qualification	
	03.30-04.30	Exercise and Group Presentation on Evaluation of Tenders, Contract Award: Approval, Award, Signing, Debriefing	
Day-10 Thurs Day 25.04.2019	09.00-10.00	Procurement Planning, Scheduling, Annual Plan and Updating Publication	Md.Tahazul Islam Senior Assistant Director, NATA
	10.05-11.05	Procurement Planning, Scheduling, Annual Plan and Updating Publication(Contd.)	
	11.05-11.25	Tea Break	
	11.25-12.25	Exercise on Preparation of Procurement Plan and Presentation(Contd.)	
	12.25-01.25	Exercise on Preparation of Procurement Plan and Presentation(Contd.)	
	01.25-01.55	Post Evaluation	
	01.55-02.25	Closing Ceremony	
	02.25-	Prayer and Lunch	

## **List of Resource Personnel**

1. Mr. Anamu Haque Bhuiya, National Procurement Consultant, SEQEP.
2. Ahsanul Hoque Chowdhury, MCIPS, Additional Deputy Director, DAE, Khamarbari, Dhaka.
3. Dr. MD. Akhlas Uddin, Deputy Director (Planning and Publication), NATA, Gazipur.
4. Engr. Md. Abdur Razzaque, PEng, Superintending Engineer, BARI, Gazipur.
5. Dr. Md. Sayedur Rahman, Deputy Director (Admin. and Support Service)
- 6.5. Mr. Salah Uddin, MCIPS, Deputy Director, CPTU (017 1271 8051)
7. Engr. Rashed Morshed, MCIPS, Procurement Consultant, World Bank.
8. Banik Gour Sundor, MCIPS, MDS, BPATC, Savar, Dhaka.
9. Mr. Md. Rafiqul Islam, MCIPS, National Procurement Consultant, UNDP.
10. Dr. Md. Moniruzzaman, MCIPS, General Manager (Admin.), DMRTD Project, Dhaka.
11. Md. Tahazul Islam, Senior Assistant Director, NATA, Gazipur.

## List of Participants

ক্র. নং	নাম, পদবী, মোবাইল ও ইমেইল	কর্মস্থল
১.	মোঃমনিরুল ইসলাম, সহকারী প্রকৌশলী 01818867256, mmonirul@bmda.gov.bd	প্রধান কার্যালয় বিএমডিএ, রাজশাহী
২.	মোঃমোজাদ্দীদ আল শামীম, প্রধান তুলা উন্নয়ন কর্মকর্তা 01719612528, moalshamim@gmail.com	তুলা উন্নয়ন বোর্ড, রাজশাহী জোন রাজশাহী
৩.	মোঃ সাইফুল ইসলাম, বৈজ্ঞানিক কর্মকর্তা 01912965899	মৃত্তিকা সম্পদ উন্নয়ন ইনস্টিটিউট জেলা কার্যালয় মৌলভীবাজার
৪.	গোলাম হুগীর আহাম্মদ, বৈজ্ঞানিক কর্মকর্তা 01722576805, sagirhbau@gmail.com	বারটান, সেচ ভবন, মানিক মিয়া এভিনিউ, ঢাকা
৫.	মোঃসামসুজ্জোহা, বৈজ্ঞানিক কর্মকর্তা 01729814236, kbdzoha@gmail.com	বারটান, সেচ ভবন, মানিক মিয়া এভিনিউ, ঢাকা
৬.	ইলোরা পারভীন, বৈজ্ঞানিক কর্মকর্তা 01737544047, elorasau@yahoo.com	বারটান, সেচ ভবন, মানিক মিয়া এভিনিউ, ঢাকা
৭.	ড. মোঃ ইলিয়াছ হোসেন, প্রধান বৈজ্ঞানিক কর্মকর্তা 01712632167, iliaswrc@gmail.com	বাংলাদেশ গম ও ভুট্টা গবেষণা ইনস্টিটিউট, শ্যামপুর, রাজশাহী
৮.	মোঃ ফরহাদ আমীন, বৈজ্ঞানিক কর্মকর্তা 01912248935, forhadbari@yahoo.com	বাংলাদেশ গম ও ভুট্টা গবেষণা ইনস্টিটিউট, জয়দেবপুর, গাজীপুর।
৯.	মোঃ ওহিদুজ্জামান খান, হিসাবরক্ষণ কর্মকর্তা 01716500043, ohiduzzanmabsri@gmail.com	বিএসআরআই, ঈশ্বরদী, পাবনা
১০.	মোঃ আব্দুল খালেক, উপব্যবস্থাপক 01715218900, akhaequebadc@gmail.com	বিএডিসি, কৃষি ভবন, দিলকুশা বা/এ, ঢাকা
১১.	ইফফাত আরা, সহকারী প্রধান প্রকৌশলী 01717851579, effat.rona@gmail.com	বিএডিসি, কৃষি ভবন, দিলকুশা বা/এ, ঢাকা
১২.	এস এম মাহবুব আলম, সহকারী পরিচালক 01715350411	কৃষি বিপণন অধিদপ্তর, খুলনা
১৩.	মিতাকুন্ডু, কৃষি প্রকৌশলী, 01715405295 kundumita_27280@yahoo.com	উপপরিচালকের কার্যালয়, ডিএই গোপালগঞ্জ
১৪.	মোঃআব্দুল গাফ্ফার, উপজেলা কৃষি অফিসার 01715082083, gaffarsau@yahoo.com	উপজেলা কৃষি অফিস, সদর নারায়নগঞ্জ
১৫.	আবু রেজা মোঃ আসাদুজ্জামান, উপজেলা কৃষি অফিসার 01718899173, uaodaenawabganj@gmail.com	উপজেলা কৃষি অফিস, নবাবগঞ্জ দিনাজপুর
১৬.	মোঃফয়সাল আরফাত বিন ছিদ্দিক, কৃষি সম্প্রসারণ অফিসার 01714634665, faysal36368@gmail.com	উপজেলা কৃষি অফিস, ধামইরহাট নওগাঁ
১৭.	উজ্জল সাহা, কৃষি সম্প্রসারণ অফিসার 01722921469, daemuksudpur@gmail.com	উপজেলা কৃষি অফিস, মুকসুদপুর গোপালগঞ্জ
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