



PUBLIC PROCUREMENT
RESEARCH CENTRE

with the support of



BUREAU OF PUBLIC PROCUREMENT

Training PROGRAMMES 2018

E-mails: pprc.owerri@gmail.com, pprc.futo@futo.edu.ng | Tel: 08169895730, 08033279081, 08037714993, 08033263035
Training to achieve value for money, best practice in procurement and zero tolerance to corruption



Training

PROGRAMMES
2018

INTRODUCTION

The Public Procurement Research Centre (PPRC)
Federal University of Technology, Owerri



The Public Procurement Research Centre, Federal University of Technology, Owerri was commissioned on 8th October, 2012 by the United Nations Development Programme Country Representative in the presence of the dignitaries from National Assembly, Heads of Ministries, Departments and Agencies of the Federal Government including the Centre initiator, the Bureau of Public Procurement.

PURPOSE

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

PHILOSOPHY

To Educate, Research, and Empower the Public Procurement Professionals 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:

- Establish best practice in Public Procurement through training and research
- Conduct research projects on issues covering the broad spectrum of public procurement professionals, including studies examining critical areas such as:
 - evaluation of procurement performance and matrices,
 - procurement preferences,
 - the compensation study,
 - a host of other challenges that policy makers and professionals are concerned with.
- Build bridges among various stakeholders
- Develop the Public Procurement Body of Knowledge that is needed to meet the changing needs of public procurement scholars and practitioners.
- Source linkages and Partnerships in Public Procurement best practices
- Explore and drive opportunities to introduce procurement curriculum in Nigerian Universities.





**PROCUREMENT
TRAINING
PROGRAMME
2018**

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'll try and identify or develop a course to meet your needs. In house training workshops can also be organized on request. 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 – 2018

CODE/ DATES	COURSE TITLE	TARGET GROUP	FEES
PPRCT 01 19 th - 23 rd March	Understanding Effective Public Procurement in Practice	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.	₦1,30,000
PPRCT 02 19 th - 23 rd March	Understanding the Public Procurement Solicitation Principles	Service Providers, Senior and Middle level Managers in procurement and those who are involved in public procurement decisions.	₦1,20,000
PPRCT 03 & PPRCT 04 9 th - 13 th April	Technical and Financial Bid Evaluation for Goods, Services and Works	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.	₦1,50,000
PPRCT 05 7 th - 11 th May	Public Procurement Bid Evaluations	Service Providers, Senior and Middle level managers in procurement and those who are involved in public procurement decisions.	₦1,30,000
PPRCT 06 7 th - 11 th May	Managing & Negotiating with Consultants and Contractors	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.	₦1,30,000
PPRCT 01/2 4 th - 8 th June	Understanding Effective Public Procurement in Practice	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.	₦1,30,000
PPRCT 07 25 th - 29 th June	Understanding Public Procurement Methods	Senior and Middle level managers in procurement and those who are involved in public procurement decisions.	₦1,30,000
PPRCT 05/2 2 nd - 6 th July	Public Procurement Bid Evaluations	Service Providers, Senior and Middle level managers in procurement and those who are involved in public procurement decisions.	₦1,30,000
PPRCT 08 2 nd - 6 th July	Tenders and Contracts Management	Service Providers, Senior and Middle level managers in procurement and those who are involved in civil construction and Maintenance Industry.	₦1,30,000

PROCUREMENT TRAINING PROGRAMME – 2018

CODE/ DATES	COURSE TITLE	TARGET GROUP	FEES
PPRCT 09 6 th - 10 th August	Conflict Management in Public	Senior and Middle level managers in procurement and those who are involved in public procurement decisions.	₦130,000
PPRCT 10 6 th - 10 th August	Corruption Risks in Public Procurement	Senior and Middle level management staff in procurement, local government, state agencies, contractors, EFCC, Police and other law enforcement agencies.	₦130,000
PPRCT 11 3 rd - 7 th September	Understanding Public Procurement Planning	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
PPRCT 12 3 rd - 7 th September	Practical Guide to Public Procurement for Contractors and Service Providers	Contractors and Service providers.	₦130,000
PPRCT 01/3 8 th - 12 th October	Understanding Effective Public Procurement in Practice	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
PPRCT 13 22 nd - 26 th October	Public Procurement Risk Analysis & Management for Anti-Corruption Agencies	Senior and Middle level management staff in procurement, local government, state agencies, contractors, EFCC, ICPC, Police and other law enforcement agencies.	₦130,000
PPRCT 03 & PPRCT 04/2 12 th - 16 th November	Technical and Financial Bid Evaluation for Good, Services and Works	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
PPRCT 01/4 3 rd - 7 th December	Understanding Effective Public Procurement in Practice	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

2017 TRAINING WORKSHOP PHOTOS



Understanding Effective Public Procurement in Practice - December 2017.



PPRC Director awarding certificate to a Workshop participant- July 2017



FUTO Vice-Chancellor awarding certificate to workshop participants - December 2017




Understanding Effective Public Procurement in Practice - June 2017.



Conflict Management in Public Procurement - August 2017



FUTO Vice-Chancellor awarding certificate to workshop participants - December 2017.



PPRCT 01 **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, FUTU 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 thousand naira (N100, 000) for

tuition and course materials. Participants can make payment to Public Procurement Research Centre, FUTO 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 CONTEXT 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 in 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 context is also to identify practical procurement issues.

- Topical procurement issues
- Bid Opening
- Post Bid evaluation
- Issues in Bid Evaluation
- Complaint Procedures
- Certificate of No Objection.

2017 TRAINING WORKSHOP PHOTOS



Yobe State Public Procurement Training Workshop - June 2017



Managing Corruption Risks in Public Procurement - July 2017



Public Procurement Planning - Sept 2017

Managing & Negotiating with Contractors - August 2017



PPRCT 02: UNDERSTANDING PUBLIC PROCUREMENT SOLICITATION PRINCIPLES

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 thousand naira (N100, 000)

for tuition and course materials. Participants can make payment to Public Procurement Research Centre, FUTO through Remita.

COURSE OUTLINE

Introduction to Procurement

- 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

RFP tags

Letters of intent.



**PPRCT03-04:
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 twenty thousand naira (N120,000) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, FUTO through Remita.

COURSE HIGHLIGHTS

- The Procurement Cycle
- The Project Lifecycle and its relationship to Bid Evaluations
- Fundamental Principles of Bid Evaluations
- The Evaluation Process and lifecycle
- 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 lifecycle analysis
- Determining weightings
- Calculated and Assigned Weightings
- Weighted Scoring and normalisation of raw scores
- Preliminary examination of bids
- Responsive and Non responsive bids and examples
- 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.



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 thousand naira (N100, 000) for tuition and course materials. Participants can make payment to Public

Procurement Research Centre, FUTO 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 & CONTRACTORS

BACKGROUND

All types of 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

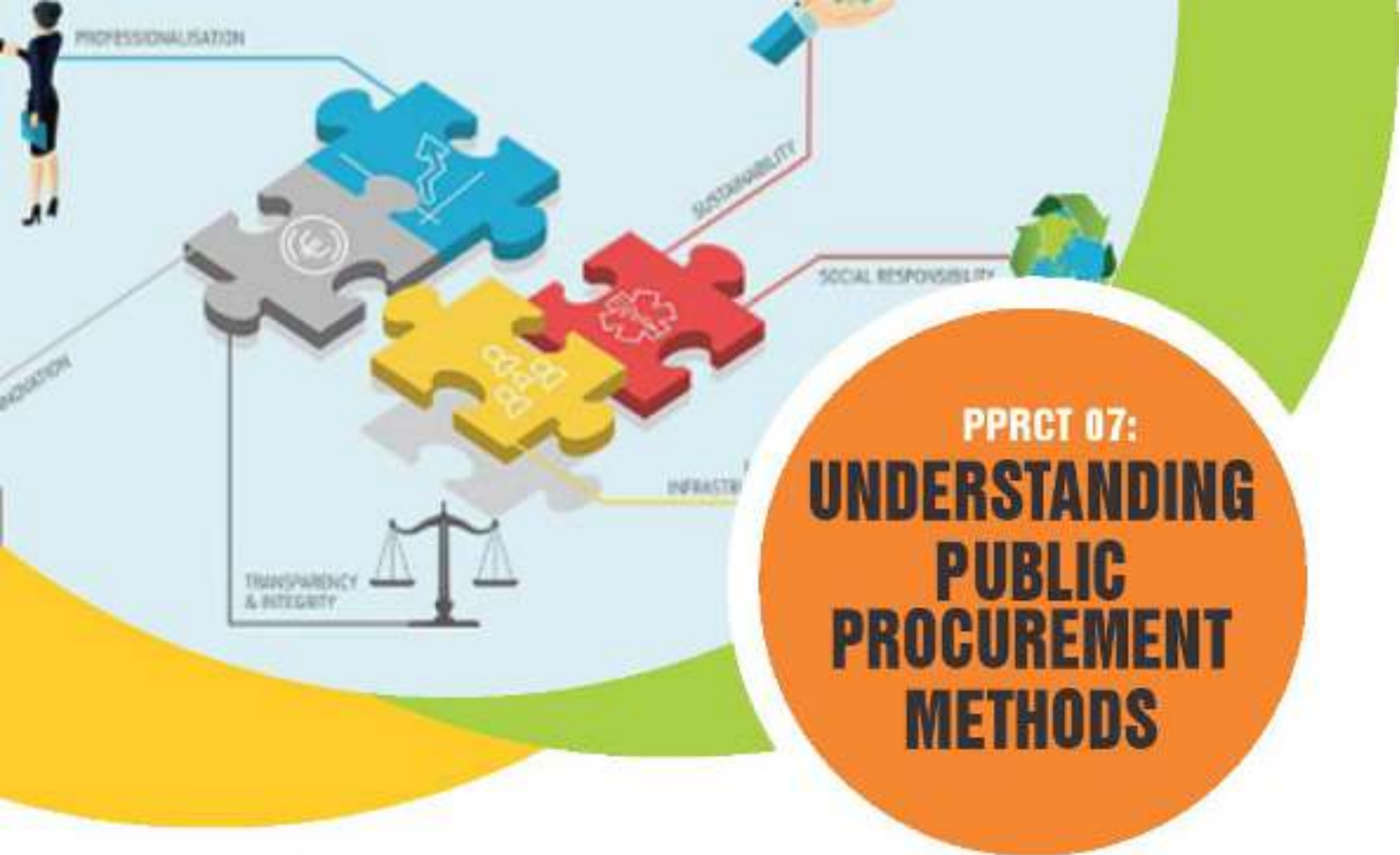
The course duration is 5 days.

COURSE FEE AND METHOD OF PAYMENT

The course fee for the programme is one hundred thousand naira (N100, 000) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, FUTO 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 thousand naira (N100, 000) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, FUTO 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 & 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 thousand naira (N100, 000) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, FUTO 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 Know 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 thousand naira (N100, 000) for tuition and course materials. Participants can make payment to Public

Procurement Research Centre, FUTO 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 RISKS 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 thousand naira (N100,000) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, FUTO 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.
- Integrity Pact in Public Procurement.

2017 TRAINING WORKSHOP PHOTOS



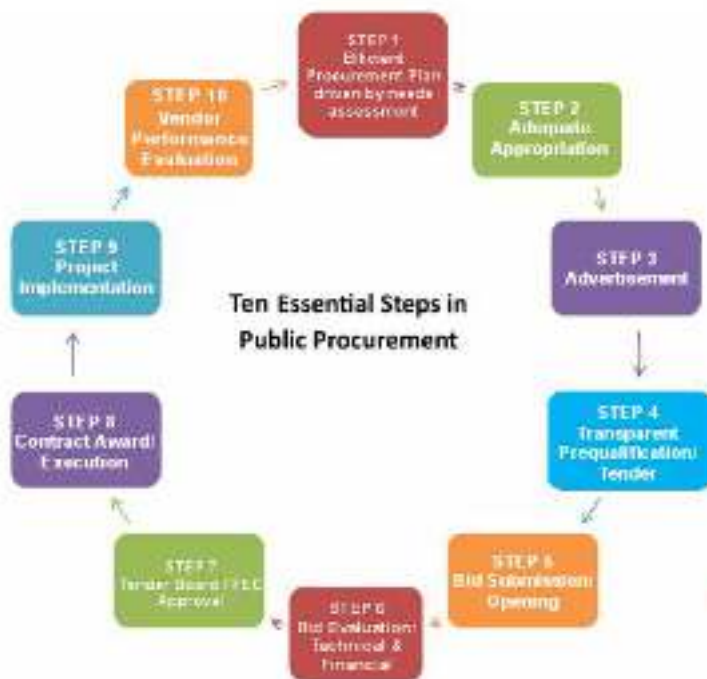
Public Procurement Planning Training Workshop- September 2017



Technical and Financial Bids Evaluation Training Workshop- November 2017



Effective Public Procurement in Practice - Yobe State Officers and other participants. June 2017.



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 thousand naira (N100, 000) for tuition and course materials. Participants can

make payment to Public Procurement Research Centre, FUTO through Remita.

COURSE HIGHLIGHTS

- Overview of Principles and Objectives of Public Procurement.
- Procurement Planning Principles.
- Understanding Needs Analysis.
- Effective Market comparison & 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 & 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 thousand naira (N100, 000) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, FUTO 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 on SBDs.
- Case Study/Group Discussion on RFPs.



**PPRCT 13:
PROCUREMENT PUBLIC
RISK ANALYSIS
AND MANAGEMENT
FOR ANTI-CORRUPTION
AGENCIES**

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 lifecycle.

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 thousand naira (N100, 000) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, FUTO 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

2017 TRAINING WORKSHOP PHOTOS



Effective Public Procurement in Practice Workshops – June and December 2017.



Public Procurement Planning- Sept 2017



Managing & Negotiating with Contractors- August 2017



Managing Corruption Risks in Public Procurement- July 2017



Understanding Effective Public Procurement in Practice - October 2017.

AWARENESS! AWARENESS!! AWARENESS!!!



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PUBLIC PROCUREMENT RESEARCH CENTRE FEDERAL UNIVERSITY OF TECHNOLOGY OWERRI NIGERIA SCHOOL OF POSTGRADUATE STUDIES

A. POSTGRADUATE DIPLOMA IN PUBLIC PROCUREMENT

The Public Procurement Research Centre, Federal University of Technology, Owerri (FUTO) invites applications from suitably qualified candidates for consideration for admission into Postgraduate Diploma in Public Procurement. The 2017 / 2018 Admission exercise is still ongoing.

Any interested candidate should pay a non-refundable fee of eleven thousand, three hundred naira (N11,300.00) only at any of the Deposit Money Banks (DMB) through the Remita Gateway on the Postgraduate application platform and then complete the online application at www.futo.edu.ng

B. ADMISSION REQUIREMENTS

All candidates applying for the postgraduate programme in Public Procurement must satisfy the basic matriculation requirements including English Language and Mathematics as required by the Federal University of Technology Owerri, Nigeria. This is in addition to having:

- i) A Higher National Diploma (HND), Lower Credit
- ii) A Bachelor's degree in any discipline from an accredited University with at least Third Class Honours.

C. DURATION OF PROGRAMME

1) A minimum of two (2) semesters and a maximum of four (4) semesters for full-time and minimum of four (4) semesters and a maximum of six (6) semesters for part-time students.

D. METHOD OF APPLICATION

Candidates are advised to apply on-line following the procedure given below:

Step 1: Go to the FUTO Website - www.futo.edu.ng

Step 2: Click on Prospective Students.

Step 3: Go to PG Application Form 2017/2018

Step 4: Click on on-line application for Public Procurement Research Centre (PGD)

Step 5: Click on generate 2017/2018 PG Application Invoice

Step 6: Enter your Telephone Number

Step 7: Click on Sign In

Step 8: Print your invoice containing your RRR number (Remita Retrieval Reference) and proceed to the bank for payment or make payment via ATM card.

Step 9: Go to any bank with your invoice and pay a non-refundable fee of Eleven thousand three hundred naira (N11,300.00) for PPRC application.

Step 10: Return to Step 4 above

Step 11: Click on Fill PG Application form 2017/2018

Step 12: Enter your Remita Number from the bank Step 13: Fill the on-line form accordingly

NOTE: Make sure the referee email address supplied is valid as a referee form link would be sent to your referees for completion online. Also print out your registration online form with your credentials and submit to PG School and PPRC FUTO.

Step 14: Print out a copy of the Acknowledgement Slip when the form is completed.

Also, an acknowledgement would be sent to the email address you provided while filling the form. Therefore, make sure you provide a valid personal e-mail address.

For more enquires send an email to ict@futo.edu.ng, pprc.owerrri@gmail.com Call: 08033262035, 08037714993, website: www.futo.edu.ng

Our Purpose



...to build a world -wide recognized professional community of scholars and practitioners devoted to improved efficiency, fairness and transparency in public procurement...

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