

# PUBLIC PROCUREMENT RESEARCH CENTRE

AHMADU BELLO UNIVERSITY,  
ZARIA, KADUNA STATE.

## TRAINING PROGRAMMES 2018

With the support of



Public Procurement Research Centre



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



# **Public Procurement Research Centre (PPRC)**

**Ahmadu Bello University, Zaria**

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## **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 25<sup>th</sup> 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:

- ❖ Establish best practice in Public Procurement through training and research
- ❖ Conduct research on issues covering the broad spectrum of public procurement profession, 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
    - Developing the Public Procurement Body of Knowledge that is needed to meet the changing needs of public procurement scholars and practitioners.
    - Source linkages and Partnership in Public Procurement best practices
    - 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:

- Skills analysis
- Interactive tutoring
- Working on existing organization projects
- Group discussions

- Uses content relevant to your sector

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

Our courses are open to Ministries, Departments and Agencies of Governments, Service Providers, Contractors and others who are interested in our 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 workshop training can also be organized on request. Our courses are competitively priced to provide value for money.

## **PROCUREMENT TRAINING PROGRAMME – 2018**

<b>CODE/ DATES</b>	<b>COURSE TITLE</b>	<b>TARGET GROUP</b>	<b>FEES</b>
<b>PPRCT 01</b>  <b>19<sup>th</sup> -23<sup>rd</sup></b>  <b>March</b>	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, public learning institutions, and private sectors.	₦130,000.00
<b>PPRCT 02</b>  <b>19<sup>th</sup> – 23<sup>rd</sup></b>  <b>March</b>	Understanding the Public Procurement Solicitation Principles	Service Providers, Senior and Middle level managers in procurement and those who are involved in public procurement decisions.	₦120,000.00

<b>PPRCT 03/04</b> 9 <sup>th</sup> - 13 <sup>th</sup>  April	Technical and Financial Bid Evaluation for Goods, Services and Works	Service Providers, Senior and Middle level managers in procurement and those who are involved in public procurement decisions.	₦150,000.00
<b>PPRCT 05</b> 7 <sup>th</sup> –11 <sup>th</sup>  May	Public Procurement Bid Evaluations	Senior and middle level managers will benefit from the course.	₦130,000.00
<b>PPRCT 06</b> 7 <sup>th</sup> – 11 <sup>th</sup>  May	Managing & Negotiating with Consultants and Contractors	Middle and high level managers in procurement department, engineering, contract managers and staff involved in negotiation.	₦130,000.00
<b>PPRCT 01/2</b> 4 <sup>th</sup> – 8 <sup>th</sup>  June	<b>Understanding Effective Public Procurement in Practice</b>	The course targets those charged with procurement and bids evaluation responsibilities in Federal Government MDAs, State government Ministries, corporations and agencies, public learning institutions, and private sectors.	₦130,000.00
<b>PPRCT 07</b> 25 <sup>th</sup> -29 <sup>th</sup>  June	<b>Understanding Public Procurement Methods</b>	Senior and Middle level managers in procurement and those who are involved in public procurement decisions	₦130,000.00

<b>PPRCT 05/2</b> 2 <sup>nd</sup> – 6 <sup>th</sup>  July	<b>Public Procurement Bid Evaluations</b>	Service Providers, Senior and Middle level managers in procurement and those who are involved in public procurement decisions.	₦130,000.00
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<p><b>PPRCT 08</b></p> <p>2<sup>nd</sup> – 6<sup>th</sup></p> <p><b>July</b></p>	<p><b>Tenders and Contracts Management</b></p>	<p>Service Providers, Senior and Middle level managers in procurement and those who are involved in public procurement decisions.</p>	<p>₱130,000.00</p>
<p><b>PPRCT 09</b></p> <p>6<sup>th</sup> – 10<sup>th</sup></p> <p><b>August</b></p>	<p>Conflict Management in Public Procurement</p>	<p>Senior and Middle level managers in procurement and those who are involved in public procurement decisions</p>	<p>₱130,000.00</p>
<p><b>PPRCT 10</b></p> <p>6<sup>th</sup> – 10<sup>th</sup></p> <p><b>August</b></p>	<p>Procurement Corruption Risks in Public Procurement</p>	<p>Senior and Middle level management staff in procurement and those who are involved in public procurement decisions</p>	<p>₱130,000.00</p>
<p><b>PPRCT 11</b></p> <p>3<sup>rd</sup> – 7<sup>th</sup></p> <p><b>September</b></p>	<p>Understanding Public Procurement Planning</p>	<p>Senior and Middle level management staff in procurement and those who are involved in public procurement decisions</p>	<p>₱120,000.00</p>
<p><b>PPRCT 12</b></p> <p>3<sup>rd</sup> – 7<sup>th</sup></p> <p><b>September</b></p>	<p>Practical Guide to Public Procurement for Contractors and Service Providers</p>	<p>Contractors and Service providers</p>	<p>₱130,000.00</p>

<b>PPRCT 01/3</b>  8 <sup>th</sup> – 12 <sup>th</sup>  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, public learning institutions, and private sectors.	₦130,000.00
<b>PPRCT 13</b>  22 <sup>nd</sup> - 26 <sup>th</sup>  October	Public Procurement Risk Analysis & Management for Anti-Corruption Agencies	Public Procurement Risk Analysis & Management for Anti-Corruption Agencies	₦130,000.00
<b>PPRCT03_0</b> 4/2  12 <sup>th</sup> – 16 <sup>th</sup>  November	Technical and Financial Bid Evaluation for Good, Services and Works	Senior and middle level managers will benefit from the course.	₦150,000.00
<b>PPRCT 01/4</b>  3 <sup>rd</sup> – 7 <sup>th</sup>  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, public learning institutions, and private sectors.	₦130,000.00

Participants can make payment to ABU,  
Treasury Single Account, on REMITA Platform through any  
Commercial Bank in Nigeria.  
Account Name: Ahmadu Bello University, Zaria receipt will be  
issued upon presentation of evidence of payment during training  
registration



# Effective Public Procurement Practice

## **Introduction:**

As the emphasis on managing for results increases, the demand for rigorous and evidence-based procurement process is rising. Government, donor agencies, development partners etc and other stakeholders (citizens, National Assembly, borrowers etc) want to know whether a project has spent its money appropriately and desired outcomes have been achieved.

The pressure on Ministries, Departments and Agencies (MDAs) of Government to operate even more efficiently has never been greater. Money is tight and will become even tighter over the next few years, which means that MDAs need to spend wisely and make effective procurement decisions. Central to this imperative is the need for organizations to have staff who have the appropriate procurement skills.

To respond to this need, PPRC, ABU 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 organizations for current and future challenges.

## **Who Is The Course Aimed At?**

The course is aimed at staff working in the procurement function as well as experienced staff who will like to update their knowledge and skills. Other staff that have responsibility for making procurement decisions, tendering or contract management would also benefit from the course. The course specializes in public procurement. As such, the course is applicable to staff working at various levels in all public bodies in Nigeria.

## **Duration**

The course will last 5 days.

## **Course Fee and Method of Payment**

The course fee for the training is N130, 000.00 which includes all tuition and course materials. Participants can make payment to ABU, Treasury Single Account, and Account name: Ahmadu Bello University, Zaria, on REMITA Platform through any Commercial Bank in Nigeria.

## **Course Highlights**

The highlights of topics to be covered in this 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 that sets the scene for the remaining topics.

- ❖ The public sector procurement environment
- ❖ The importance of the procurement team
- ❖ Principles of procurement
- ❖ Best practices procurement processes
- ❖ Information technology

### **Understanding the Context of Procurement Law**

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

- ❖ The organization's structure and procurement role
- ❖ Strategy and the role of procurement
- ❖ Procurement policies and planning
- ❖ Contract law
- ❖ 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
- Obtaining value for money
- 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 topic 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 also enable participants to evaluate the effectiveness of procurement policies and procedures as well as undertake efficiency measurement exercises.

- Measures efficiency and value for money
- Procurement monitoring and evaluation
- Procurement audit

### **Procurement in Practices**

This topic analysis the main current and future procurement issues facing public bodies. Invited speakers will provide updates on a number of issues. This topic's context it also to identity practices procurement issues.

- Topical procurement issues
- Bid opening
- Post bid evaluation
- Issues in bid evaluation
- Complaint procedures
- Due process No Objection
- Certification of No objection

PRACTICAL SESSIONS AND GROUP DISCUSION

# **UNDERSTANDING THE PUBLIC PROCUREMENT SOLICITATION PRINCIPLES**

### **Background**

Whether your organization 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 marketable can offer. Effective tendering techniques are now being employed by organizations as a way of ensuring that they are contracting with the suppliers that have the best prices and levels of services.

### **Key learning outcomes**

Reduce the effort, time and costs involved in preparing and evaluating supplier proposal understand how to write and advertise a tender/RFP. Learn how to prepare tenders/RFPs that solicits better and more competitive bids. Analyze best practices for filtering and rejecting proposal. Develop elimination and ranking criteria within your organization, for suppliers grasp techniques for actively managing and measuring supplier performance incorporate effective proposal evaluation models and criteria. Define performance terms to guarantee effective delivery and minimize costs improve the services provided by your suppliers through effective negotiation skills.

### **Course Methodology**

The emphasis is on a practical, easy\_ to \_follow process rather than a rigorous theoretical dissertation. This five day course will use case study examples and group exercises as well as tutorial sessions. All attendees will provided with a workbook and a certificate of attendance.

### **Duration**

The course will last 5 days.

### **Who should attend?**

Procurement professionals  
Purchasing professionals  
Supply chain managers  
Project managers  
Logistics managers  
Production managers  
Contract managers  
Consultants  
Finance managers  
Internal/ external Auditors  
Heads of department  
Facilities managers

### **Outline**

#### **Introduction to procurements**

The big picture of procurement  
Total cost of Ownership (TCO)  
Best practice

## **Developing your sourcing strategy**

Examining the tender/RFT 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 prequalification 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 accessing tender/RFPs

## **Developing effective evaluation models for the tender/RFP process**

What are the most effective evaluation methodologies available?

Effective techniques for filtering tender/RFPs to reduce effort while increasing effectiveness

Best practice techniques for documenting evaluation models

## **Best practice and 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?  
Effectively assessing negotiable contractual arrangements  
Recognizing the signs of minimum compliance  
What is tolerable risk and how do you assess it?  
How do you assess cost?

### **Post tender/RFP activities: Negotiating and awarding the contract**

Methodologies for responding to client queries  
Advising the successful applicant  
Obligations regarding tender/RFP rejections  
RFP tags  
Letters of intent

PRACTICAL SESSION AND GROUP DISCUSSION

# Technical and financial Bid Evaluation

Provide participants with knowledge of the principles and techniques involved in bid evaluations in procurements of goods, works services.

### **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 post management
- ❖ Bid Evaluation methods
- ❖ The Independent Estimate
- ❖ Key techniques in estimating cost, risk, time and contingencies
- ❖ Techniques lifecycle analysis

- ❖ Determining weightings
- ❖ Weighted scoring and normalization 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
- ❖ Calculating and Assigned weightings
- ❖ Evaluating for local content and Domestic preference
- ❖ The Evaluation report
- ❖ Case studies

**Duration**

The course will last 5 days.



## **Managing Tenders, Specifications & Contracts**

**Introduction**

A major portion of every organizations 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 competence if organizations are to increase revenue. This seminar 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. Included in the vast number of topics that brings increased professionalism to these important functions are:

- Elements of goods procurement & competitive bidding process
- Developing high quality specification
- Developing tender evaluation criteria
- Selecting the right contracting strategy
- Contract preparation

## **Seminar objectives**

Participants attending the program will:

- Discuss Elements of goods procurement process
- Develop methods of tender Evaluation
- Learn methods of Tender Evaluation
- Review contract strategies
- Explore steps in developing performance Based service contracts
- See examples of important commercial contract clauses
- Be presented the Essential Elements of a contract
- Be given examples of contract checklist

## **Training methodology**

Participants will increase competencies through a variety of instructional methods including lecture by an experienced practitioner and consultant, exercises, and group discussions covering current practices and their relationship to the implementation of new concepts.

## **Duration**

The course will last 5 days.

## **Organizational impact**

The organization will benefit by:

- Having better outcomes in commercial transactions
- Seeing improvements in the performance of contractors
- Lower total cost of ownership for materials, equipment & services.
- Better trained contract personnel leading and guiding the contracting process.
- Continuous improvement in customer service
- Higher productivity of personnel involved in contract activities.

## **Personal impact**

- Attendees will gain by participation in this program as a result of:
- Mastering skills in managing complex contract activities.
- Great ability to develop professionally.
- Increased job satisfaction and progress toward advancement.
- Receive increases recognition by their organization.
- Improved performance in leading, planning, and managing the entire contract process.
- Greater confidence in managing the tendering specifications and contract process.

## **Who should attend?**

This seminar is suitable for:

- Contract, purchasing, and project personnel
- Engineering, operational, maintenance personnel
- And all others who are involved in the planning, evaluation, preparation and management of tenders, specifications, awards, and contracts that cover the acquisition of materials,



equipment, and services and who are in organizations whose leadership want high levels of competency in those involved in these activities.

## **Seminar Outline**

### Contracting strategy

- ❖ Element of a good procurement & competitive Bidding process
- ❖ Selecting the right contracting strategy
- ❖ The importance of the contract
- ❖ Basic types of project delivery
- ❖ Specification check list
- ❖ Conduct risk assessment
- ❖ Managing the risk

### **Evaluation and contract preparation**

- ❖ Basic contract types
- ❖ Economic price adjustments
- ❖ Developing tender evaluation criteria
- ❖ Value model of Total cost of Ownership
- ❖ Electronic evaluations
- ❖ Technical and commercial evaluations
- ❖ How do you know you got a good price?
- ❖ Requesting cost Breakdowns and Evaluations of cost Breakdowns.

### **Important Element of the contract**

- ❖ Objectives of the contract
- ❖ Contract check lists
- ❖ The important integration cause
- ❖ Inspection, Acceptance and Rejection
- ❖ Causes for defects in Material and Workmanship
- ❖ Penalty/liquidated Damages causes
- ❖ Causes for spare parts

### **Additional Important clauses**

- ❖ Today's challenges Regarding Force Majeure
- ❖ Applicable Law
- ❖ How to deal with contract changes
- ❖ Payment considerations
- ❖ Method of payment
- ❖ Advance payments
- ❖ Progress payments
- ❖ Letters of intent

### **Preparing the contract for the 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 review process

## PRACTICAL SESSION AND GROUP DISCUSSION



### **Description**

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

### **Contents**

- ❖ Part 1: Bid Evaluation procedure and reporting
  - General
  - Bid Evaluation procedure
  - Domestic preference scheme in Bid comparison
  - Preparation Bid Evaluation report
  - Appendices
  
- ❖ Part 2: Examples Bids Evaluation
  - Example 1: Bid Evaluation Report: supply contract
  - Example 2: Bid Evaluation Report: Civil Works Contract
  - Example 3: Bid Evaluation Report: supply, Delivery  
And installation Contract (Two Envelope Stage Bidding procedure)

## **Duration**

The course will last 5 days.



# **Managing & Negotiating With Consultants & Contractor**

## **Overview**

All types of organizations use consultants and contractors to achieve their projects and operations, and in some up to 80% of project expenditures are on them. Therefore, managing those individuals (or companies) is essential to their success

Program me objectives upon completion of this seminar, participant s will understand:

- The critical differences between contractors and consultants
- How to choose consultants and contractors
- The importance of developing a clear statement of work
- How to evaluate proposals and bid
- Structure and application of incentive arrangements
- Terms and conditions that will protect your company
- Planning and strategy of Negotiation with consultants and contractors
- Contract Administration
- Monitoring and measuring the performance of consultants and contractors

## **Core competencies**

- Sourcing consultants & contractors
- Managing the tender process
- Setting the scope of work
- Understanding costs & price
- Selecting contract clauses
- Setting negotiation strategies

## **Training methodology**

This seminar will utilize a combination of traditional style lectures, interactive syndicate work, case studies, exercises, group discussions, videos, and discussions of all real life examples.

## Duration

The course will last 5 days.

## Program me outline

1. Defining the difference between consultants and contractors
2. Defining the relationship with consultants and contractors
3. Understand the right & obligations of the parties
4. Sourcing and qualifying potential consultants and contracting firms
5. Defining the scope
6. Consultants & contractors firms pricing strategies
7. Invitation to Tender (ITT) R requests for proposals (RFP) Requests for quotation (RFQ)
8. Proposal /Bid Evaluation
9. Contract pricing and pricing adjustment
10. Price analysis of proposals/Bids
11. Cost analysis of proposals/Bids
12. Negotiation strategies and techniques
13. Model contract formals
14. Financial considerations
15. Progress reporting and payment
16. Termination of contract
17. Confidential information &Nondisclosure

Insurance coverage

PRACTICAL SESSION AND GROUP DISCUSSION