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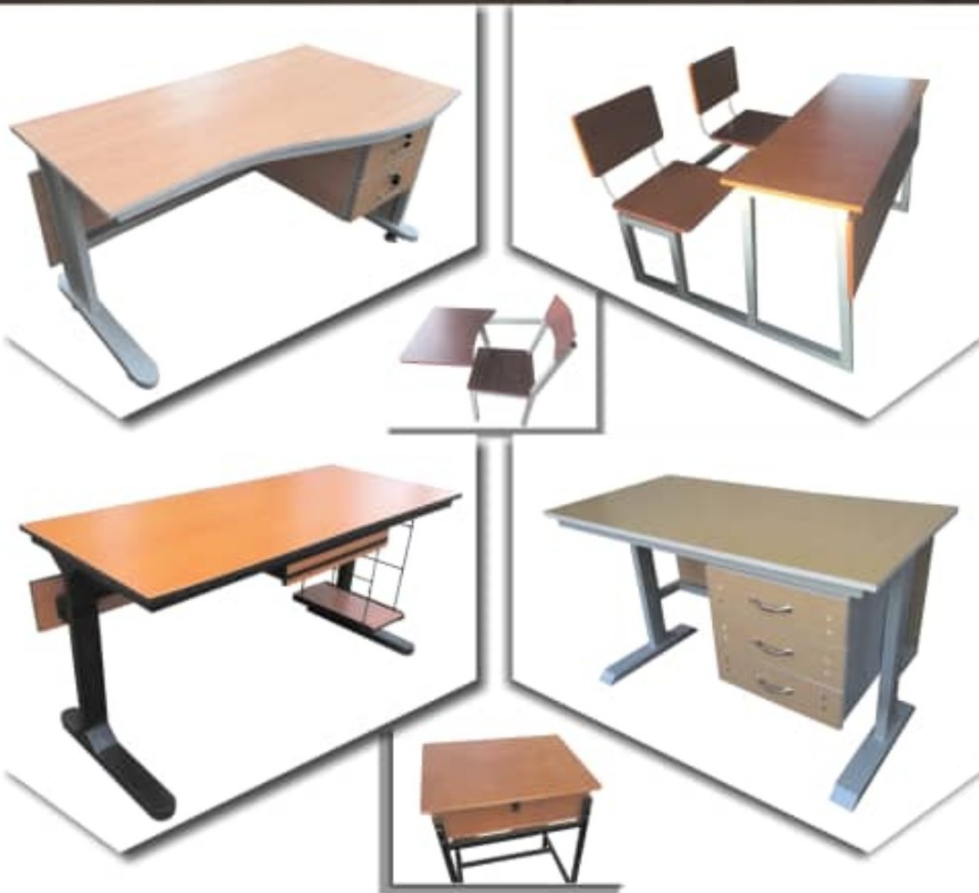
**BUREAU OF PUBLIC PROCUREMENT**

# Training Programmes 2020

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# Training Programmes 2020



## Foreword

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 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) FUTO in collaboration with the Bureau of Public Procurement (BPP) on the training programmes for the year 2020 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

As the Foremost University of Technology in Nigeria, the Federal University of Technology, Owerri was established with the mandate to operate practical and result-oriented programmes and training targeted towards transforming the nation's economy from consumer-oriented to production-oriented with sound technological base.

To achieve this, my administration, through a well articulated vision encapsulated in my Mantra "Driving The Culture of Excellence", is re-engineering and repositioning the Federal University of Technology, Owerri to be a truly world class University through recruiting, nurturing and developing uniquely promising students and exceptional staff in Science, Technology and enterprise to the benefit of our globalized world.

It will be crucial to note that the objectives of the Bureau of Public Procurement in harmonizing existing government policies and practices on Public Procurement and ensuring probity, accountability and transparency in the procurement process complements the mantra of my administration "Driving the Culture of Excellence". It was against the backdrop of meeting the objectives of the Bureau of Public Procurement in the country that the Public Procurement Research Centre (PPRC) of the University was established as the first of its kind in the country. The Centre engages in human capacity building and acquisition of requisite knowledge and skills of procurement processes that translate to effective and efficient service delivery. Since its establishment in 2012, the Centre has organized several trainings and development programmes aimed at promoting better understanding of basic facts of Public Procurement processes which will give rise to efficient procurement performance.

Moreover, in order to enhance transparency and accountability in the procurement processes of the University, the Federal University of Technology Owerri also established a Procurement Unit, charged with the responsibility of economic efficiency, transparency and value for money of procurement related matters in the University and this office has been alive to its responsibilities.

I strongly recommend the trainings and programmes of the Public Procurement Research Centre (PPRC) of the Federal University of Technology Owerri for the year 2020 to all Ministries, Departments and Agencies desirous of entrenching quality procurement process in their organizations

**Prof. Francis C. Eze, FSESN, FNIP, KSJI, JP,**  
B.Sc. (Nig), M.Sc. (Dundee), PhD (Nig)  
Vice-Chancellor,  
Federal University of Technology, Owerri



# From The Desk Of The Director

In 1999, World Bank Country Procurement Assessment survey conducted in Nigeria established the link between poor/weak public procurement procedures and corruption. The study also revealed the grave implications/negative consequences of the ugly situation on national development especially in the area of infrastructural development. The Report specifically revealed that 60k was being lost to underhand practices out of every N1.00 spent by Government. Further still, the Report revealed that an average of ten Billion US Dollars (\$10b) was being lost annually due to fraudulent practices in the award and execution of public contracts through inflation of contract cost, lack of procurement plans, poor project prioritization, poor budgeting processes, lack of competition and value for money and other kinds of manipulations of the procurement and contract award processes.

The Federal Government of Nigeria in a determined effort to checkmate this menace, instituted some economic reforms which included the Public Procurement Reform. In order to effectively implement this reform for minimizing open abuses to known rules, processes and standards in the award and execution of public sector contracts in Nigeria, Budget Monitoring and Price Intelligent Unit (BMPIU) known as Due Process was set up in 2001. Due to recorded successes of this reform, the public demanded for the institutionalization of this reform. This invariably led to the enactment of the Public Procurement Act of 2007 which established the Bureau of Public Procurement charged with the responsibility to amongst others, provide Legal and institutional framework and Professional Capacity for public procurement in Nigeria.

The objectives of establishing the Bureau of Public Procurement are to; Harmonize existing government policies and practices on public procurement and ensure probity, accountability and transparency in the procurement process;

## **ESTABLISH PRICING STANDARDS AND BENCHMARKS;**

Ensure the application of fair, competitive, transparent, value-for-money standards and practices for the procurement and disposal of public assets; and attain transparency, competitiveness, cost effectiveness and professionalism in the public sector procurement system.

Among other measures put in place by BPP to achieve its mandate, is the establishment of the Public Procurement Research Centre (PPRC) at the Federal University of Technology, Owerri in October, 2012. 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 and scholarly publication. The PPRC, FUTO has since then designed in collaboration with BPP a detailed curriculum for short term training workshop for Chief Executives and Procurement Officers in MDAs in Nigeria. These workshops are scheduled monthly. Special arrangements can be designed for any Procuring Entity upon request.

The PPRC, FUTO has in addition to the monthly training workshops mounted Postgraduate Studies (PGD and MSc) in Public Procurement.

We are indeed, ready to deliver efficiently and effectively on our mandate.

**Engr. Prof. Remy Uche, FNSE**  
*Director, PPRC FUTO.*





# Introduction

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

PPRCs 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.



***Visit of the Chairman and members of Federal House of Representative Committee in Public Procurement at PPRC, FUTO in 2018***





**ENGR. PROF. REMY UCHE, FNSE, JP**  
*Director*

## Procurement Training Programme For 2020

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 (including breakfast, lunch, conference bag/materials, local runs and tours).

# PROCUREMENT TRAINING PROGRAMME – 2020

CODE	COURSE TITLE	DATES	TARGET GROUP	FEES
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## MARCH

PPRCT 01	Effective Public Procurement in Practice	2 <sup>nd</sup> - 6 <sup>th</sup> 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.	N150,000.00
PPRCT 02	Public Procurement Solicitation Principles	2 <sup>nd</sup> - 6 <sup>th</sup> March	Service Providers, Senior and Middle level Managers in procurement and those who are involved in public procurement decisions.	N150,000.00

## APRIL

PPRCT 03-04	Technical and Financial Bid Evaluation for Goods, Services and Works	20 <sup>th</sup> - 24 <sup>th</sup> 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.	N180,000.00
PPRCT 11	Public Procurement Planning	20 <sup>th</sup> - 24 <sup>th</sup> April	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.	N150,000.00

## MAY

PPRCT 05	Public Procurement Bid Evaluations	11 <sup>th</sup> - 15 <sup>th</sup> May	Service Providers, Senior and Middle level managers in procurement and those who are involved in public procurement decisions.	N150,000.00
PPRCT 06	Managing & Negotiating with Consultants & Contractors	11 <sup>th</sup> - 15 <sup>th</sup> May	Middle and high, level managers in Procurement, Departments, Engineering, Physical Planning and Works Departments. Project Managers, Contractors, Consultants and end users involved in procurement process.	N150,000.00

## JUNE

PPRCT 01/2	Effective Public Procurement in Practice	8 <sup>th</sup> - 12 <sup>th</sup> 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.	N150,000.00
PPRCT 07	Public Procurement Methods	8 <sup>th</sup> - 12 <sup>th</sup> June	Senior and Middle level managers in procurement and those who are involved in public procurement decisions	N150,000.00

## JULY

PPRCT 05/2	Public Procurement Bid Evaluations	13 <sup>th</sup> - 17 <sup>th</sup> July	Service Providers, Senior and Middle level managers in procurement and those who are involved in public procurement decisions.	N150,000.00
PPRCT 08	Tenders and Contracts Management	13 <sup>th</sup> - 17 <sup>th</sup> July	Senior and Middle level managers in procurement and those who are involved in public procurement decisions	N150,000.00



# PROCUREMENT TRAINING PROGRAMME – 2020

## AUGUST

PPRCT 09	Conflict Management in Public Procurement	10 <sup>th</sup> – 14 <sup>th</sup> August	Service Providers, Senior and Middle level managers in procurement and those who are involved in Civil Construction and Maintenance Industry.	N150,000.00
PPRCT 10	Corruption Risks in Public Procurement	10 <sup>th</sup> – 14 <sup>th</sup> August	Senior and Middle level management staff in procurement, local government, state agencies, contractors, EFCC, Police and other law enforcement agencies.	N 150,000.00

## SEPTEMBER

PPRCT 11/2	Public Procurement Planning	14 <sup>th</sup> – 18 <sup>th</sup> Sept.	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.	N150,000.00
PPRCT 12	Practical Guide to Public Procurement for Contractors and Service Providers	14 <sup>th</sup> – 18 <sup>th</sup> Sept.	Contractors and Service providers	N150,000.00

## OCTOBER

PPRCT 13	Public Procurement Risk Analysis & Management for Anti-Corruption Agencies	12 <sup>th</sup> - 16 <sup>th</sup> October	Senior and Middle level management staff in procurement, local government, state agencies, contractors, EFCC, ICPC, Police and other law enforcement agencies.	N150,000.00
PPRCT 01/3	Effective Public Procurement in Practice	12 <sup>th</sup> – 16 <sup>th</sup> October	The course targets those charged with procurement and bids evaluation responsibilities in Federal Government and Service Providers, Senior and Middle level managers in procurement and those who are involved in Civil Construction and Maintenance Industry.	N150,000.00

## NOVEMBER

PPRCT 03-04/2	Technical and Financial Bid Evaluation for Good, Services and Works	2nd – 6th Nov.	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.	N180,000.00
PPRCT 08/2	Tenders and Contracts Management	2nd – 6th Nov.	Service Providers, Senior and Middle level managers in procurement and those who are involved in public procurement decisions	N150,000.00

## DECEMBER

PPRCT 01/4	Effective Public Procurement in Practice	7th – 11th Dec.	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, Illege of Education and private sectors.	N150,000.00
PPRCT 10/2	Corruption Risks in Public Procurement	7th – 11th Dec.	Senior and Middle level management staff in procurement, local government, state agencies, contractors, EFCC, Police and other law enforcement agencies.	N150,000.00



# 2019 Training Workshop Photos

## CERTIFICATION PRESENTATION AT THE END OF WORKSHOPS IN 2019



National Assembly (House Committee on Public Procurement) visits PPRC, FUTO on December, 2018

Naval Officers Visitation to PPRC

FUTO Vice Chancellor Prof. E.C. Eze and Mr Adebawale Adedokun of BPP





**PPRCT 01:**

## 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, FUTO 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 fifty thousand naira (₦150, 000.00) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, FUTO through Remita. *Please see page 32 for steps on Remita Payment.*

### 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 value the effectiveness 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 are also to identify practical procurement issues.

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





## PPRCT 02:

# 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 and fifty thousand naira (N150, 000.00) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, FUTO through Remita. Please see page 32 for steps on Remita Payment.

### 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.

**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.



## 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 eighty thousand naira (₦180,000.00) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, FUTU through Remita. *Please see page 32 for steps on Remita Payment.*

### 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 fifty thousand naira (₦150, 000.00) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, FUTO through Remita. *Please see page 32 for steps on Remita Payment.*

### 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 fifty thousand naira (₦150, 000.00) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, FUTO through Remita. *Please see page 32 for steps on Remita Payment.*

## 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.



# 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 fifty thousand naira (₦150, 000.00) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, FUTO through Remita. *Please see page 32 for steps on Remita Payment.*

## 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 fifty thousand naira (₦150,000.00) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, FUTO through Remita. *Please see page 32 for steps on Remita Payment.*

### 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.



# ADOPTING DIPLOMACY IN CONFLICT RESOLUTION



## 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

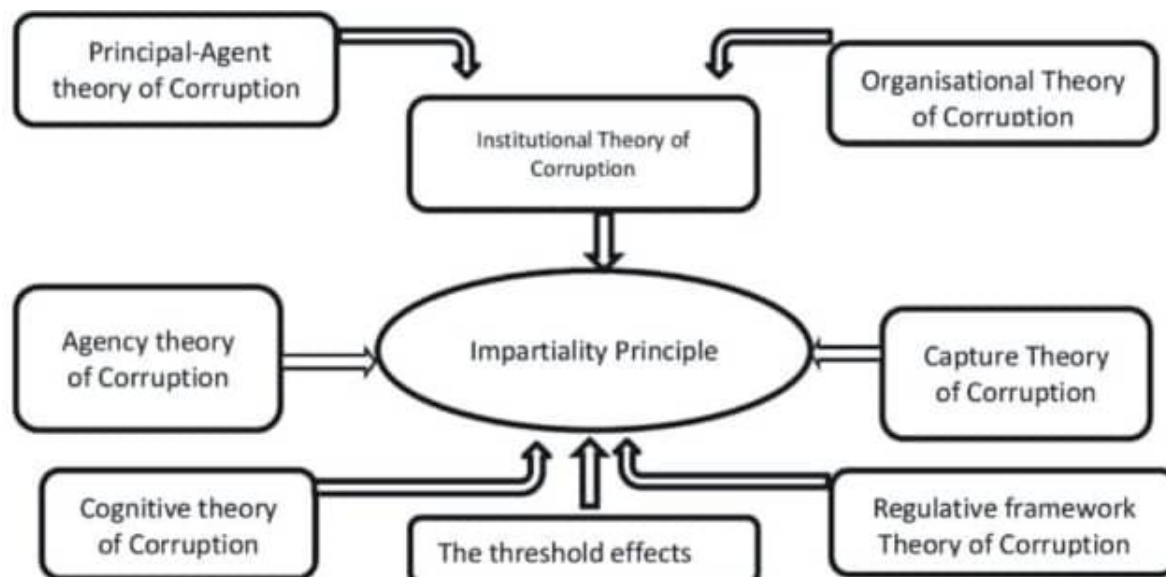
The course duration is 5 days.

### COURSE FEE AND METHOD OF PAYMENT

The course fee for the programme is one hundred and fifty thousand naira (₦150, 000.00) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, FUTO through Remita. *Please see page 32 for steps on Remita Payment.*

### 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 and fifty thousand naira (₦150,000.00) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, FUTO through Remita. *Please see page 32 for steps on Remita Payment.*

### 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.



## PROCUREMENT PLANNING

Procurement Process Model : Planning

PPRCT 11:



### Public Procurement Process Model

- Analyze the environment
- Assess strengths, weaknesses, opportunities and threats of the procurement process (SWOT)
- Assess expectations of the stakeholders

# 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 fifty thousand naira (₦150,000.00) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, FUTO through Remita. *Please see page 32 for steps on Remita Payment.*

### 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.

Public Procurement Research Centre

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**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 fifty thousand naira (₦150,000.00) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, FUTO through Remita. *Please see page 32 for steps on Remita Payment.*

## 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.





## EMBEDDING ANTI-CORRUPTION DUE DILIGENCE IN PROCUREMENT

**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 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 fifty thousand naira (₦150, 000.00) for tuition and course materials. Participants can make payment to Public Procurement Research Centre, FUTU through Remita. *Please see page 32 for steps on Remita Payment.*

### 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 Procurement.



## GROUP PHOTOGRAPHS FOR 2019 WORKSHOP





## GROUP PHOTOGRAPHS FOR 2019 WORKSHOP





## CROSS SECTION OF PARTICIPANTS IN 2019 WORKSHOP





# CROSS SECTION OF PARTICIPANTS IN 2019 WORKSHOP

## CERTIFICATION PRESENTATION AT THE END OF WORKSHOPS IN 2019





# 2019 TRAINING WORKSHOP PHOTOS



**CROSS SECTION OF PARTICIPANTS, PPRC AND BPP STAFF**





# 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 for the 2019/2020 session admission exercise is still ongoing.

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](http://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

- i) 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 online while following the procedure given below:

Step 1: Go to the FUTO Website - [www.futo.edu.ng](http://www.futo.edu.ng)

Step 2: Click on Prospective Students.

Step 3: Go to PG Application Form 2019/2020

Step 4: Click on Online Application for PG in Public Procurement Research Centre application

Step 5: Click on Generate 2019/2020 PG Application Invoice

Step 6: Enter your e-mail Address

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 depending on your interest.

Step 10: Return to Step 4 above

Step 11: Click on Fill PG Application form 2019/2020

Step 12: Enter your Remita Number from the bank

Step 13: Fill the online form accordingly

**NOTE:** Make sure the referee's 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. Step 14: Print out a copy of the Acknowledgment Slip when the form is completed. Also, an acknowledgment 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](mailto:ict@futo.edu.ng), [pprc.owerrri@gmail.com](mailto:pprc.owerrri@gmail.com), [www.futo.edu.ng](http://www.futo.edu.ng)  
Call: +23480-3668-3339, +23480-3771-4993, +23490-2078-0614

#### DOCUMENTS TO UPLOAD TO THE PG SCHOOL PORTAL

Candidates should upload the following relevant documents in support of their application online

1. Higher National Diploma (HND) Certificate/Statement of Result
2. University Degree Certificates/Statement of Result
3. NYSC Discharge Certificate/Exemption Certificate
4. "O" Level Result

#### SUBMISSION OF ACADEMIC TRANSCRIPT:

All applicants must forward their transcript to reach the Deputy Registrar/Secretary, Postgraduate School, Federal University of Technology, Owerri, Imo State, Nigeria. Please note that any application without academic transcript will not be considered for admission.



## MODE OF PAYMENT FOR PPRC TRAINING AT FUTO OWERRI

### STEP 1

- i. Log on to [www.remita.net](http://www.remita.net)
- ii. Click on pay FGN and state TSA
- iii. Click again on FGN: Federal Government of Nig
- iv. Type in Name of MDA/University: Federal University of Technology Owerri (1000122)
- v. Name of service/Purpose: Scroll, Search and Click on Public Procurement Research Centre
- vi. Description of Payment: Type in PPRC Workshop Fee.
- vii. Click on the Drop Box and select the Relevant Workshop Title.
- viii. Type in the Name of Organisation Sponsoring the Participant.
- ix. Type in Amount Paid
- x. Type in Payer's Name
- xi. Type in Payer's Phone Number
- xii. Type in Payer's Email Address
- xiii. Confirm Payer's Email Address
- xiv. Select How You Want to Pay via Bank Branch (cash) Online (ATM, Transfer, POS)
- xv. Click on Submit Payment then Click on Print Invoice.

### STEP2

Direct Payment from your Remita Platform to: Public Procurement Research Centre (FUTO) Federal University of Technology. (1000122)

**ACCOUNT NUMBER:** 0140105761011

**HELP LINE:** 08036683339.



# Our Purpose



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

**AWARENESS! AWARENESS!! AWARENESS!!!**



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