Training Programmes 2020

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Tel: +2348036683339, +2348033279081, +2348033906429, +2348037714993, +2348080232073, +2348164714717

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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)
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
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 additional 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.

Public Procurement Research Centre
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.
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).
<table>
<thead>
<tr>
<th>CODE</th>
<th>COURSE TITLE</th>
<th>DATES</th>
<th>TARGET GROUP</th>
<th>FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPRCT 01</td>
<td>Effective Public Procurement in Practice</td>
<td>2(^{nd}) - 6(^{th}) March</td>
<td>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.</td>
<td>N150,000.00</td>
</tr>
<tr>
<td>PPRCT 02</td>
<td>Public Procurement Solicitation Principles</td>
<td>2(^{nd}) - 6(^{th}) March</td>
<td>Service Providers, Senior and Middle level Managers in procurement and those who are involved in public procurement decisions.</td>
<td>N150,000.00</td>
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<tr>
<td>PPRCT 03-04</td>
<td>Technical and Financial Bid Evaluation for Goods, Services and Works</td>
<td>20(^{th}) - 24(^{th}) April</td>
<td>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.</td>
<td>N180,000.00</td>
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<tr>
<td>PPRCT 11</td>
<td>Public Procurement Planning</td>
<td>20(^{th}) - 24(^{th}) April</td>
<td>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.</td>
<td>N150,000.00</td>
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<tr>
<td>PPRCT 05</td>
<td>Public Procurement Bid Evaluations</td>
<td>11(^{th}) - 15(^{th}) May</td>
<td>Service Providers, Senior and Middle level managers in procurement and those who are involved in public procurement decisions.</td>
<td>N150,000.00</td>
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<tr>
<td>PPRCT 06</td>
<td>Managing &amp; Negotiating with Consultants &amp; Contractors</td>
<td>11(^{th}) - 15(^{th}) May</td>
<td>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.</td>
<td>N150,000.00</td>
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<tr>
<td>PPRCT 01/2</td>
<td>Effective Public Procurement in Practice</td>
<td>8(^{th}) – 12(^{th}) June</td>
<td>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.</td>
<td>N150,000.00</td>
</tr>
<tr>
<td>PPRCT 07</td>
<td>Public Procurement Methods</td>
<td>8(^{th}) – 12(^{th}) June</td>
<td>Senior and Middle level managers in procurement and those who are involved in public procurement decisions.</td>
<td>N150,000.00</td>
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<td>PPRCT 05/2</td>
<td>Public Procurement Bid Evaluations</td>
<td>13(^{th}) – 17(^{th}) July</td>
<td>Service Providers, Senior and Middle level managers in procurement and those who are involved in public procurement decisions.</td>
<td>N150,000.00</td>
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<td>PPRCT 08</td>
<td>Tenders and Contracts Management</td>
<td>13(^{th}) – 17(^{th}) July</td>
<td>Senior and Middle level managers in procurement and those who are involved in public procurement decisions.</td>
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### PROCUREMENT TRAINING PROGRAMME – 2020

#### AUGUST

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

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<tr>
<th>PPRCT 11/2</th>
<th>Public Procurement Planning</th>
<th>14th – 18th Sept.</th>
<th>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.</th>
<th>₦150,000.00</th>
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<tr>
<td>PPRCT 12</td>
<td>Practical Guide to Public Procurement for Contractors and Service Providers</td>
<td>14th – 18th Sept.</td>
<td>Contractors and Service providers</td>
<td>₦150,000.00</td>
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#### OCTOBER

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<tr>
<th>PPRCT 13</th>
<th>Public Procurement Risk Analysis &amp; Management for Anti-Corruption Agencies</th>
<th>12th – 16th October</th>
<th>Senior and Middle level management staff in procurement, local government, state agencies, contractors, EFCC, ICPC, Police and other law enforcement agencies.</th>
<th>₦150,000.00</th>
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</thead>
<tbody>
<tr>
<td>PPRCT 01/3</td>
<td>Effective Public Procurement in Practice</td>
<td>12th – 16th October</td>
<td>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.</td>
<td>₦150,000.00</td>
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#### NOVEMBER

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

#### DECEMBER

<table>
<thead>
<tr>
<th>PPRCT 01/4</th>
<th>Effective Public Procurement in Practice</th>
<th>7th – 11th Dec.</th>
<th>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, ilege of Education and private sectors.</th>
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<td>7th – 11th Dec.</td>
<td>Senior and Middle level management staff in procurement, local government, state agencies, contractors, EFCC, Police and other law enforcement agencies.</td>
<td>₦150,000.00</td>
</tr>
</tbody>
</table>
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. Ego and Mr Adebowale Adedokun of BPP

Public Procurement Research Centre
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 organization's structure and procurement role
  - Strategy and the role of procurement
  - Procurement policies and planning
  - Procurement Procedures Manual and regulations
  - Environmental procurement requirements
  - Freedom of Information.

GOING OUT TO TENDER
This topic seeks to equip participants with the skills required to manage the tendering process for the procurement of goods, works or services to the organization.
- Writing specifications and tender documentation
- Setting objective selection and award criteria
- Tender opening and evaluation
- Negotiating and awarding contracts
- Tender de-briefing.

FINANCIAL SKILLS
To work effectively in the procurement arena, staff need to have a suitable level of financial awareness. This topic provides basic skills, finance and related topics to enable staff to engage with the bidders and partners.
- Understanding financial statements and risk
- Financial planning
- Economic appraisals and project assessment.

PROCUREMENT EFFECTIVENESS
This topic will enable participants to evaluate the effectiveness 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 (₦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
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.
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, FUTO 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.
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

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 Research Centre

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PPRCT 07:

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)
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 
  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
ADOPTING DIPLOMACY IN CONFLICT RESOLUTION

PPRCT 09:

Conflict Management In Public Procurement

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

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

DURATION
The course duration is 5 days.

COURSE FEE AND METHOD OF PAYMENT
The course fee for the programme is one hundred and 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.
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

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.
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, FUTO 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.
CROSS SECTION OF PARTICIPANTS IN 2019 WORKSHOP

CERTIFICATION PRESENTATION AT THE END OF WORKSHOPS IN 2019
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

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
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, pprc.owerri@gmail.com, 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
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
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

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