



## Training on **Procurement Management**

Venue: Palm View Restaurant, Army Golf Club, Airport Road, Dhaka-1206

Date: 12 - 14 March 2023

### **Programme**

DAY 1: 12 MARCH 2023, 9:30 AM - 5:00 PM	
<b>Registration &amp; Welcome Tea</b>	9:00 a.m. - 9:30 a.m.
<b>Introductory Session</b>	9:30 a.m. - 10:00 a.m.      Welcome Address and Introduction with participants Overview of IIFC's Activities
<b>Session 1:</b>	10:00 a.m. -11.15 a.m. <b>Background of Public Procurement</b> Public Procurement Reforms, Role & Structure of CPTU, Public Procurement Act 2006, Public Procurement Rules 2008
	11:15 a.m. - 11:30 a.m.      Networking & Tea Break
<b>Session 2:</b>	11:30 a.m. -1:00 p.m. <b>Procurement Plan &amp; Formation of Committees for Public Procurement</b> APP Procedure & Approval Official Cost Estimate Committee, TOC/POC, TEC/PEC, TSC, Enlistment Committee
	1:00 p.m. - 2:00 p.m.      Lunch & Prayer Time
<b>Session 3:</b>	2:00 p.m. - 3:15 p.m. <b>Procurement Methods &amp; Market Type</b> Open Tendering Method (OTM), Limited Tendering Method (LTM), One Stage Two Envelope Tendering Method (OSTETM), Two-Stage Tendering Method, Request for Quotation Method (RFQ), Direct Procurement Method NCT & ICT
	3:15 p.m. - 3:30 p.m.      Networking & Tea Break
<b>Session 4:</b>	3:30 p.m. - 5:00 p.m. <b>Advertisement &amp; Contract Approval Process</b> Newspapers, Websites, International Advertisement Media Ministry/ Division/ Department/ Directorate; Corporation/ Autonomous Body/ Semi-Autonomous Body; Companies

## DAY 2: 13 MARCH 2023, 9:30 AM - 5:00 PM

<b>Session 5:</b>	9:30 a.m. - 11:15 a.m.  <b>Standard Procurement Related Documents</b> Structure, Issues, Where to find STDs, STDs for International Procurement <b>PG3 - Standard Tender Document (STD) for Procurement of Goods (National)</b> ITT, TDS
	11:15 a.m. - 11:30 a.m.      Networking & Tea Break
<b>Session 6:</b>	11:30 a.m. - 1:00 p.m. <b>PG3 - Standard Tender Document (STD) for Procurement of Goods (National)</b> GCC, PCC
	1:00 p.m. - 2:00 p.m.      Lunch & Prayer Time
<b>Session 7:</b>	2:00 p.m. - 3:30 p.m. <b>PG3 - Standard Tender Document (STD) for Procurement of Goods (National)</b> Technical Specifications & Schedule of Requirements
	3:30 p.m. - 3:45 p.m.      Networking & Tea Break
<b>Session 8:</b>	3:45 p.m. - 5:00 p.m. <b>PG3 - Standard Tender Document (STD) for Procurement of Goods (National)</b> Tender Opening & Tender Evaluation

## DAY 3: 14 MARCH 2023, 9:30 AM - 5:00 PM

<b>Session 9:</b>	9:30 a.m. - 10:30 a.m.  <b>PG3 - Standard Tender Document (STD) for Procurement of Goods (National)</b>  <b>Contract Award</b> Rejection of all tenders, Approval of recommendation of award, Award of contract, Right to vary quantities, Notification of award (NOA) to supplier, Accept of Performance Security, Signing of contract, Publication of NOA, Debriefing
	10:30 a.m. - 10:45 a.m.      Networking & Tea Break
<b>Session 10:</b>	10:45 a.m. - 11:30 a.m. <b>Complaints &amp; Appeals</b> Right to Complain, Complaints to Administrative Authority, Appeal to Review Panel, Registration Fee & Security Deposit, Review Panel Formation, Processing & Decision Making
<b>Session 11:</b>	11:30 a.m. - 1:00 p.m. <b>Contract Administration &amp; Management</b> Scope & Methodology; Changes & Amendments; Specifically on Works, Goods, Services; Termination & Disputes
	1:00 p.m. - 2:00 p.m.      Lunch & Prayer Time
<b>Session 12:</b>	2:00 p.m. - 3:00 p.m. <b>STEPS for Goods &amp; Works Procurement</b>

<b>Session 13:</b>	3:00 p.m. - 4:00 p.m. <b>Introduction of e-GP</b> e-GP Registration , PE Office Creation, Government User Creation, e-GP ID Management
	4:00 p.m. - 4:15 p.m.                      Networking & Tea Break
<b>Closing Ceremony</b>	4:15 p.m. - 5:00 p.m. <ul style="list-style-type: none"> <li>▪ Certificate Distribution</li> <li>▪ Group Photo Session</li> </ul>

### Resource Persons:

1. **Mr. Mohammed Shoheler Rahman Chowdhury**  
Director General (Additional Secretary)  
CPTU, IMED, Ministry of Planning
2. **Mr. Md. Faruque Hossain**  
Senior Advisor, USAID Health Systems for TB (HS4TB)  
Former Secretary, Govt. of Bangladesh and  
Former Executive Chairman, National Skills Development Authority (NSDA)
3. **Mr. Masud Akhter Khan**  
Director (Joint Secretary), CPTU  
Ministry of Planning
4. **Mr. Md. Aziz Taher Khan**  
Member (Finance), (Joint Secretary)  
Civil Aviation Authority of Bangladesh (CAAB)
5. **Mr. Md. Shamimul Haque**  
Director (Joint Secretary), CPTU  
Ministry of Planning
6. **Mr. Mahfuzur Rahman**  
Director (Joint Secretary), CPTU, IMED  
Ministry of Planning
7. **Syed Ahmed Ali**  
Procurement Consultant, World Bank
8. **Engr. Md. Ashiful Ahsan**  
Procurement Specialist  
NSDS Implementation Support Project  
Bangladesh Bureau of Statistics (BBS)