

**Training Course
on**

PUBLIC PROCUREMENT PROCEDURE

Course Guideline



Date: 24 October to 02 November, 2021

Organized by: National Agriculture Training Academy

October, 2021

**Training Course
on**

PUBLIC PROCUREMENT PROCEDURE

Course Management

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National Agriculture Training Academy (NATA)

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Expectations

“Public Procurement Procedure” training course is the demand based training programme of the different organization under Ministry of Agriculture (MOA). Different government organizations need to procure goods, works and services using government fund. They should have to enrich in knowledge and skills on it. Duration of the course is 10 days which is not sufficient. But we designed it with limited time considering various reasons. I hope, this training will be helpful for ensuring transparency, accountability and free-fair competition among the participants in government procurement.

Md. Mahbub Alam

Course Director

Director General (In-charge)

NATA



Government officers are always imparting different developmental activities. They have also expend public fund for continuous development activities. To ensure transparency, accountability and value for money they should obey by some rules and regulation relating to procurement. That is why training course on PPP has designed. I hope this course will be capable to serve the intended purpose.

Md. Tahazul Islam

Course Coordinator



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Introduction to National Agriculture Training Academy (NATA)

1.1 The Academy

National Agriculture Training Academy (NATA) is the apex training institute for human resource development of officers (grade-9 and above) under the Ministry of Agriculture (MoA) for providing training on diversified fields of professional interest in agriculture sector. The Academy organizes various training programs related to modern agricultural technologies and office management issues throughout the year. The academy is established in Gazipur as Central Extension Resources Development Institute (CERDI) on 14 March 1975 with the financial assistance of Japan International Cooperation Agency (JICA). Afterwards, on 27 June 1984, CERDI was undertaken to the Training Wing of Department of Agricultural Extension (DAE). On 03 April 2013, Government of the People's Republic of Bangladesh abolished CERDI and established NATA as an independent organization of MoA and on 07 June 2014, NATA has been started its journey as a training academy. After emergence as NATA, the Academy began its training functions with only 10 faculty members. Though Government approved strength is 184, at present NATA has 84 staff members including 30 faculty members.

1.2 Vision

National Agriculture Training Academy becomes a center of excellence for developing competent human resources in agriculture sector.

1.3 Mission

We are pledged to achieve the shared vision through:

- i. Development of skilled human resources of all organizations under MoA by imparting quality training, research and development and publications;
- ii. Enhancement of linkage between education, research and extension to endow agriculture service delivery system;
- iii. Building a network with reputed institutions of home and abroad for organizational capacity development; and
- iv. Fostering a culture of continuous learning for development of knowledge-intensive agriculture service.

1.4 Functions

The NATA has been entrusted to perform the following functions:

- i. Develop skilled human resources of the government, semi-government, autonomous organizations under MoA through imparting training program on modern and sustainable agriculture technology and office management topics;
- ii. Transfer modern and sustainable agriculture technology developed by the research organizations for obtaining higher yield of crops of the farmers;
- iii. Conduct demonstration, adaptive research and research of proven technologies;
- iv. Impart all sorts of in-service training with special emphasis on induction, foundation and senior staff course;
- v. Exchange publications, participants and resource persons in seminars, workshops, conferences and training among the stakeholders;
- vi. Advise government and other organizations on training, achieving food and nutrition security, ICT, transfer of agriculture technology, agro-based industries and conservation environments etc.;
- vii. Help government and policy makers in framing and analyzing agricultural policies;
- viii. Conduct different training activities of academy in consonance with provision of the public administration training policy, 2003; and
- ix. Perform all kinds of duties directed by the government.

1.5 Location of the Academy

The Academy is about 25 km away from the capital city Dhaka and 3 km away from JoydevpurChandanaChowrasta towards Gazipur district head quarter. It is located adjacent to Bangladesh Rice Research Institute (BRRI) and occupied 49 acres of land. The academy provides the trainees an ample scope to get free access to the adjacent institutions like Bangladesh Agriculture Research Institute (BARI), Bangladesh Rice Research Institute (BRRI), Seed Certification Agency (SCA), Bangabondhu Sheikh MujiburRahman Agricultural University (BSMRAU), Telecommunication College, and other government offices in Gazipur.

1.6 Facilities

1.6.1 Physical Facilities

The Academy is well equipped with some physical facilities to run the training programs successful though it began its voyage recently. Existing facilities of the academy are as follows.

- Office building-2
- Class room- 3
- Laboratory (Subject wise technical)
- Plant protection museum- 1
- Conference room- 1
- Auditorum-1
- Dormitory- 4
- Cafeteria- 1
- Greenhouse- 3
- Workshop-1
- Mosque-1

1.6.2. Digital Computer cum Language Lab. and IT facilities

There is one Digital Computer cum Language Lab in the Academy. It is located on the 1st floor of the Administrative building. IT facilities available include LAN and Wi-Fi and the whole campus under Wi-Fi coverage. To expedite foreign language learning, NATA set up a Digital Computer cum Language Lab. as part of the Academy's drive for capacity building of government officials. Participants can avail the opportunity of learning the foreign language while they stay in NATA.

1.6.3 Recreational Facilities

The Academy has a recreation room with color T.V in the dormitory. The daily newspapers are also available in recreation room for the participants.

1.6.4 Linkage with other Training Organizations

NATA maintains good relations with other training Academies in the country including BPATC, RPATC, BCS Administration Academy, BIAM, FIMA and so on. NATA has a plan to collaborate with international training institutes for improvement its human resources. NATA also collaborate with national research organizations for research in agriculture sector.

1.7 Evaluation

Course coordinator and asst. course coordinators are given the responsibility to evaluate the participants. The course is evaluated during pre and post training situation. Furthermore, the participants are given the chance to evaluate the resource speakers by using a prescribed format.

1.8 Sessions

Every day the session is started at 9.00 am in the morning and ends at 5:00 pm in the afternoon. There are two health breaks started at 11.35 am for snacks and lunch with prayer break at 02.05 m 03.15 pm. Participants are advised to attend in the class in time following attached schedule.

1.9 Norms to be followed during the training

- No casual leave is allowed during training period;
- Participants living in the dormitory are advised to follow the norms of the dormitory;
- The campus area is a “Non Smoking Zone”. Participants are advised to refrain from smoking inside the Academy; and
- Participants are not allowed to enter the dormitory after 10:00 pm at night.

Course at a glance

Rationale

A training course was conducted for the officers of different organizations under MoA working on Public Procurement Procedure to enrich the knowledge and to expertise them on Public Procurement Act (PPA)-2006, Public Procurement Rules (PPR)-2008 and e-GP system. This training will also provide them to ensure their transparency/ accountability in government procurement. Officers of different organizations under MoA will be able to prepare annual procurement plan, procurement methods, advertisement/invitation of tender, tender opening tender evaluation, contract award and management, and e-tendering system by using existing rules and acts for domestic and international procurement. The training will also serves the opportunity for other persons acquainted with public procurement procedures and to assist them in their profession.

Course Objective

The objectives of the courses are-

- i. to enrich knowledge and skills of the participants on Public Procurement Act (PPA)-2006, Public Procurement Rules (PPR)-2008 and electronic government procurement (e-GP) system
- ii. to prepare annual procurement plan, use of appropriate procurement method, tender/proposal advertisement/invitation, preparation of Tender Data Sheet, opening and evaluation of tender/proposal, contract award, agreement and management, and e-tendering system by using existing acts and rules for national and international procurement
- iii. to ensure their transparency/ accountability in public procurement.

Target population: 30 1st class officers (in each batch) of different Organization under MoA.

Duration of each session: 60 minutes.

Prerequisites of the course:

- To attend in the training class in time;
- To be present at least 99% of the classes otherwise certificate may not be awarded;
- Maintain the norms in dormitory and cafeteria;
- Absent from any session is not allowed without prior permission from the course coordinator even in case of emergency;
- Enthusiastic to learn and share ideas in training session; and
- Cell phone must keep in off/silent mode.

Course Content

Contents/Topics	Method
Background, Overview, Reforms, Ethics and Contract Processes in Public Procurement (GP) <ul style="list-style-type: none"> • An overview of PPA-2006 and PPR-2008, Public Procurement (GP) reforms • Annual Procurement Plan (APP) Conflict and its management, complain and appeal • Key features of PPA 2006 and PPR 2008. 	L and D
Procurement of Goods and works <ul style="list-style-type: none"> • Procurement methods: OTM, LTM, TSTM, OSTETM, RFQM and DPM • Tender advertisement and processing for goods and works • Preparation of tender or proposal, and GP committees • Standard Tender Documents (STDs) for goods, PG-3 and ITT • Tender data sheet (TDS) for goods • GCC and PCC for goods and works • Tender opening (goods & works) • Tender evaluation (goods & works) • Contract award and performance • Pre-qualification and STDs for works, PW-3 • Instruction to Tenderer (ITT), TDS for works • Tender approval process and agreement • Contract management procedure (goods and works) 	L and D, E
Procurement of Intellectual and Professional Services <ul style="list-style-type: none"> • Procurement of Intellectual and Professional services, Procurement Methods • Terms of Reference (TOR), Standard Request for Proposal (SRFP), Proposal Data Sheet (PDS), EOI etc. • Evaluation of proposal and Negotiation • Post qualification, approval and agreement • Contract administration and management 	L and D
e-Government Procurement (e-GP) <ul style="list-style-type: none"> • E-procurement (e-GP) and e-GP guideline • e-GP tendering, committees, evaluation and approval • e-GP exercise (Lab practice) 	L and D L,D and E

** L= Lecture, D= Discussion, and E= Exercise

National Agriculture Training Academy
Training On Public Procurement Procedure
Date: 24 October- 02 November, 2021

Venue: Class Room-04

Schedule

Date	Time	Particulars	Speaker	
Day-1 Sunday 24.10.2021	09.20-09.40	Registration	Lucky	
	09.40-10.10	Pretest	CC/ACC	
	10.10-10.30	Inauguration	Faculties	
	10.30-11.30	Public Procurement System, Value for Money, Key Principles of PPA 2006	Ahsanul Haque Chowdhury MCIPS Additional Deputy Director DAE, Khamarbari.	
	11.30-11.55	Tea Break		
	11.55-12.55	Key Features of PPR 2008, Overall Compliance Framework, Provisions of PPR 2008		
	01.00-02.00	Steps in Procurement Cycle, Risk Factors, Examples, Cases and Procurement Ethics		
	02.00-03.00	Prayer and Lunch		
	03.00-04.00	Procurement and Contract Strategy, Procurement Methods, Role and Responsibilities of PE Choosing Procurement Methods (Lots, Packages, No Split, National Procurement)		
	04.00-05.00	Procurement Process in Different Methods, Including Prequalification Process		
Day-2 Monday 25.10.2021	09.00-09.30	Recap.		ACC
	09.30-10.30	Procurement Related Documents (STD, SRFP, SPD etc.), Public Procurement Committees, Advertisement, Complaints and Appeals		Md. Tahazul Islam Sr. Asst. Director NATA, Gazipur
	10.35-11.35	Procurement Related Documents (STD, SRFP, SPD etc.), Public Procurement Committees, Advertisement, Complaints and Appeals (Contd.)		
	11.35-12.00	Tea Break		
	12.00-01.00	Procurement Planning, Scheduling, Annual Plan and Updating Publication	Do	
	01.00-02.00	Procurement Planning, Scheduling, Annual Plan and Updating Publication(Contd.)		
	02.00-03.15	Prayer and Lunch		
	03.15-04.00	Group Work and Group Presentation of APP	Do	
Day-3 Tuesday 26.10.2021	09.00-09.30	Recap.	ACC	
	09.30-10.30	Goods Procurement Process for National Competitive Tendering(NCT)-PG3	Dr. Md. Moniruzzaman MCIPS Joint Secretary & Director (Finance) Bangladesh Bridge Authority	
	10.35-11.35	Goods Procurement Process for National Competitive Tendering(NCT)-PG3 Contd.		
	11.35-12.00	Tea Break		
	12.00-01.00	Preparation of Tender Data Sheet (TDS) and Technical Specifications		
	01.00-02.00	Exercise and Group Presentation TDS Specifications and Schedule of Requirements		
	02.00-03.15	Prayer and Lunch		
	03.15-05.00	Introducing Tender Forms for Goods. Exercise and Group Presentation on Tender Forms		
Day-4 Wednesday 27.10.2021	09.00-09.30	Recap.		ACC
	09.30-10.30	International Goods Procurement, INCOTERMS and Domestic Preference Discussion and Practice	Mohammed Salah Uddin MCIPS, PMP,	

Date	Time	Particulars	Speaker
	10.35-11.35	General Condition of Contract(GCC) and Particular Condition of Contract(PCC)	PRINCE2 Deputy Secretary Procurement Consultant Aspire to Innovate (a2i) Program ICT Division
	11.35-12.00	Tea Break	
	12.00-01.00	Exercise on PCC and Presentation	
	01.00-02.00	Contract performance and Group Exercise and Presentation on PCC and Contract forms	
	02.00-03.15	Prayer and Lunch	
	03.15-05.00	Goods Quotation Docement-PG1, Qutation Process	
Day-5 Thursday 28.10.2021	09.00-09.30	Recap.	ACC
	09.30-10.30	Methods for Procurement of Intellectual and Professional Services	Banik Gour Sundor MCIPS Chief Coordinator, BIGM & Ex. MDS, BPATC Savar, Dhaka.
	10.35-11.35	Expression of Interest(EOI),Preparation of TOR	
	11.35-12.00	Tea Break	
	12.00-01.00	Exercise on Review /Evaluation of EOI and Preparation of Short List	
	01.00-02.00	Exercise on Review /Evaluation of EOI and Preparation of Short List (Contd.)	
	02.00-03.15	Prayer and Lunch	
	03.15-05.00	Group Presentation on Review/Evaluation EOI and Preparation of Short list	
Day-7 Saturday 30.10.2021	09.00-09.30	Recap.	
	09.30-10.30	Request for Proposal PS7	Md. Mahfuzar Rahman, MCIPS Deputy Secretary & DD CPTU,
	10.35-11.35	Request for Proposal PS7 Contd.	
	11.35-12.00	Tea Break	
	12.00-01.00	Proposal Data Sheet	
	01.00-02.00	Exercise on PDS	
	02.00-03.15	Prayer and Lunch	
	03.15-05.00	Presentation on PDS	
Day-8 Sunday 31.10.2021	09.00-09.30	Recap.	
	09.30-10.30	Evaluation of Proposals: Technical, Financial and Combined Evaluation	Engr. Iqbal Bahar Faroque MCIPS, Manager (Pipeline) Gass Transmission Company Ltd. (GTCL)
	10.35-11.35	Group Exercise on Evaluation of Proposal Under QCBS Method	
	11.35-12.00	Tea Break	
	12.00-01.00	Group Presentation on Evaluation of Proposal Under QCBS	
	01.00-02.00	Negotiation, Approval, Signing and Completion of the Process, Key terms and Issues in Contract Management and Dispute Resolution	
	02.00-03.15	Prayer and Lunch	
	03.15-05.00	General Condition of Contract & Particular Conditions of Contract	
Day-9 Monday 01.11.2021	09.00-09.30	Recap.	
	09.30-10.30	Tender Opening and Evaluation, Preliminary, Technical, Financial Evaluation and Post Qualification(Goods & Works)	Mohammad Rabioul Hasan MCIPS Deputy Director (Admin. & Accounts), PGCB 01787686496
	10.35-11.35	Tender Opening and Evaluation, Preliminary, Technical, Financial Evaluation and Post Qualification Contd(Goods & Works)	
	11.35-12.00	Tea Break	
	12.00-01.00	Exercise and Group Presentation on Evaluation of Tenders (Goods & Works)	
	01.00-02.00	Exercise and Group Presentation on Evaluation of Tenders(Contd.)	
	02.00-03.15	Prayer and Lunch	
	03.15-05.00	Contract Award: Approval, Award, Signing Contract,	

Date	Time	Particulars	Speaker
		Debriefing	
	09.00-09.10	Recap.	ACC
Day-10 Tuesday 02.11.2021	09.15-10.15	Orientation and Tendering Process in e-GP: system	Abul Kalam Azad Deputy Director NATA
	10.15-11.15	Orientation and Tendering Process in e-GP: system	
	11.15-11.40	Tea Break	
	11.40-12.40	Delegation of Financial Power (Rev. & Dev.)	
	12.40-01.40	Delegation of Financial Power (Rev. & Dev.) (Contd.)	
	01.40-02.00	Post Evaluation	
	02.00-02.30	Closing Ceremony	

Sd/-
(Md. Tahazul Islam)
Senior Assistant Director
NATA, Gazipur
&
Course Coordinator
01717287940

List of Resource Personnel

1. Mr. Ahsanul Hoque Chowdhury, MCIPS, Additional Deputy Director, DAE, Khamarbari, Dhaka.
2. Engr. Iqbal Bahar Faroque MCIPS, Manager (Pipe Line), Gas Transmission Company Ltd. (GTCL)
3. Abul Kalam Azad, Deputy Director (Agril. Extension & Rural Economics), NATA, Gazipur.
4. Mr. Bonik Gour Sundor, MDS (Retd.), BPATC, Savar, Dhaka.
5. Md. Mahfuzar Rahman, Deputy Director (DS), CPTU, IMED, Ministry of Planning, Dhaka.
6. Mohammed Salah Uddin MCIPS, PMP, PRINCE2, Deputy Secretary, Procurement Consultant, Aspire to Innovate (a2i) Program, ICT Division.
7. Mohammad Rabioul Hasan MCIPS, Deputy Director Admin. & Accounts, PGCB.
8. Dr. Md. Moniruzzaman, MCIPS, Joint Secretary & Director (Finance), Bangladesh Bridge Authority, Dhaka.
10. Md. Tahazul Islam, Senior Assistant Director, NATA, Gazipur.

Faculty Members of NATA

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