



**Training Course
on
Public Procurement Procedure**

15-24 September, 2019

Course Completion Report

**National Agriculture Training Academy (NATA)
Ministry of Agriculture
Gazipur-1701
www.nata.gov.bd**

Contents

Sl. No.	Subject	Page
1	Course at a glance	1
2	List of Resource Personnel	2
3	List of Participants	3
4	Pre & post evaluation Evaluation of the Trainees	4
5	Speaker Evaluation by the the Trainees	6
6	Training Course Evaluation by the Trainees	15
7	Course Schedule	18

Course Information at a Glance

Duration of the Course	: 10 days (15-24 September, 2019)
Duration of each Session	: 60 minutes
Target participants	: Officers of different organizations under MoA
No. of total participants	: 30
No. of Resource Personnel	: 10
No. of Topics	: 34
No. of Session	: 45

Course Management

Course Advisor	: Dr. Md. Abu Sayed Miah Director General (In charge) NATA, Gazipur
Course Director	Dr. Abu Sayeed Miah Director (Training)
Course Coordinator	: Md. Tahazul Islam Senior Asst. Director (Cereal and Cash Crop) NATA, Gazipur
Asst. Course Coordinator	: Shamshun Nahar Senior Assistant Director (Field Crop Disease) NATA, Gazipur

List of Resource Personnel

1. Mr. Ahsanul Hoque Chowdhury, MCIPS, Additional Deputy Director, DAE, Khamarbari, Dhaka.
2. Engr. Iqbal Bahar Faroque MCIPS, Gass Transmission Company Ltd. (GTCL)
3. Dr. MD. Akhlas Uddin, Deputy Director (Planning and Publication), NATA, Gazipur.
4. [Md. Mahfuzur](#) Rahman MCIPS, DD CPTU.
5. Dr. Md. Sayedur Rahman, Deputy Director (Admin. and Support Service)
6. Mr. Salah Uddin, MCIPS, Deputy Director, CPTU (017 1271 8051)
7. Mohammad Rabioul Hasan MCIPS, Deputy Director Admin. & Accounts, PGCB.
8. Mr. Md. Rafiqul Islam, MCIPS, National Procurement Consultant, UNDP.
9. Dr. Md. Moniruzzaman, MCIPS, General Manager (Admin.), DMRTD Project, Dhaka.
10. Md. Tahazul Islam, Senior Assistant Director, NATA, Gazipur.

List of the Participants

SL.	Name	Designation & Posting Place
1.	Dr. REZA MOHAMMAD EMON	Senior Scientific Officer, Plant Breeding Division, BINA, Mymensingh
2.	Dr. MOHAMMAD ZAHIR ULLAH	Senior Scientific Officer, BIRTAN, Regional Office, Noakhali
3.	Dr. MD. SADEQUL ISLAM	Senior Scientific Officer, BIRTAN, Regional Office, Rangpur
4.	Dr. MD. JAMAL UDDIN	Deputy Director, NATA, Gazipur
5.	Dr. SALMA LAIZOO	District Seed Certification Officer, Seed Certification Agency, Netrokona
6.	SARWAR-E-JAHAN	Assistant Director, BADC, Sylhet
7.	MD. ABDUL AWAL	Upazila Agriculture Officer, Bahubal, Habiganj
8.	MD. MINTU MIA	Agriculture Extension Officer, Rajarhat, Kurigram
9.	MD. ABDUL WAHAB	Cotton Development Officer, Cotton Development Board, Bogura Zone, Bogura
10.	DOLON CHANDRA RAY	Agriculture Extension Officer, Agailjhara, Barishal
11.	PRINCE KUMAR MALLICK	Assistant Engineer, BADC, Barguna
12.	MD. ZAIUL HAQ	Assistant Engineer, BADC, Boraigram Zone, Natore
13.	MD. ELMUR REZA	Scientific Officer, Entomology Division, BSRI, Ishurdi, Pabna
14.	MD. ABDUS SOBAHAN	Agriculture Extension Officer, Abhaynagar, Jashore
15.	MD. SHARIFUL ISLAM	Scientific Officer, BIRTAN, Head Office
16.	MD. ZABIED ALI MONTU	Senior Scientific Officer, Agronomy Division, BARI, Gazipur
17.	NEAZ MORSHED	Scientific Officer, Pilot Plant and Processing Division, BJRI, Dhaka
18.	MOHAMMAD AMIRUL ISLAM	Scientific Officer, Planning & Evaluation Wing, BARI, Joydebpur, Gazipur
19.	FARID AHMED	Scientific Officer, Horticulture Division, BINA, Mymensingh
20.	MD. SHAZZADUL ISLAM	Agriculture Extension Officer, Barura, Cumilla
21.	SHAHNAZ SULTANA	Seed Certification Officer, Seed Certification Agency, Narayanganj
22.	HAFIJA SULTANA	Scientific Officer, Soil Resource Development Institute, Head Office, Dhaka
23.	ABU JAFOR MOHAMMAD MOIN UDDIN	Upazila Agriculture Officer, Kutubdia, Cox's Bazar
24.	MD. TAJUL ISLAM	Monitoring Officer, QSP-RWJ Project, DAE, Barishal
25.	MD. ANWARUL ISLAM JUWEL	Senior Assistant Director (Agriculture Extension), NATA
26.	BANANI KARMAKER	Additional Agriculture Officer, Gazipur Sadar
27.	MOHAMMAD RIZWANUL BARI	Monitoring Officer, QSP-RWJ Project, DAE
28.	FAUZIA AFROZ	Seed Analyst, Regional Seed Certification Office, Seed Certification Agency, Dhaka
29.	G M BADRUL HASAN	Agriculture Extension Officer, Bholahat, Chapainawabgonj
30.	SABRINA AFRIN	Agriculture Extension Officer, Gazipur Sadar, Gazipur

Pre and Post Evaluation of the Trainees

Total Marks: 40

Time: 30 Minutes

Serial	Name	Designation and Address	Obtained Marks	
			Pre Training	Post Training
1	Dr. REZA MOHAMMAD EMON	Senior Scientific Officer, Plant Breeding Division, BINA, Mymensingh	3	25
2	Dr. MOHAMMAD ZAHIR ULLAH	Senior Scientific Officer, BIRTAN, Regional Office, Noakhali	11.5	26
3	Dr. MD. SADEQUL ISLAM	Senior Scientific Officer, BIRTAN, Regional Office, Rangpur	13.5	26
4	Dr. MD. JAMAL UDDIN	Deputy Director, NATA, Gazipur	8.5	33
5	Dr. SALMA LAIZOO	District Seed Certification Officer, Seed Certification Agency, Netrokona	6	26
6	SARWAR-E-JAHAN	Assistant Director, BADC, Sylhet	17	33
7	MD. ABDUL AWAL	Upazila Agriculture Officer, Bahubal, Habiganj	16.5	30
8	MD. MINTU MIA	Agriculture Extension Officer, Rajarhat, Kurigram	14	28
9	MD. ABDUL WAHAB	Cotton Development Officer, Cotton Development Board, Bogura Zone, Bogura	7.5	24
10	DOLON CHANDRA RAY	Agriculture Extension Officer, Agailjhara, Barishal	11	25
11	PRINCE KUMAR MALLICK	Assistant Engineer, BADC, Barguna	23	37
12	MD. ZAIUL HAQ	Assistant Engineer, BADC, Boraigram Zone, Natore	21	36
13	MD. ELMUR REZA	Scientific Officer, Entomology Division, BSRI, Ishurdi, Pabna	2	23
14	MD. ABDUS SOBAHAN	Agriculture Extension Officer, Abhaynagar, Jashore	6	25
15	MD. SHARIFUL ISLAM	Scientific Officer, BIRTAN, Head Office	5.5	25
16	MD. ZABIED ALI MONTU	Senior Scientific Officer, Agronomy Division, BARI, Gazipur	5	24
17	NEAZ MORSHED	Scientific Officer, Pilot Plant and Processing Division, BJRI, Dhaka	4	23

Serial	Name	Designation and Address	Obtained Marks	
			Pre Training	Post Training
18	MOHAMMAD AMIRUL ISLAM	Scientific Officer, Planning & Evaluation Wing, BARI, Joydebpur, Gazipur	5	23
19	FARID AHMED	Scientific Officer, Horticulture Division, BINA, Mymensingh	16.5	31
20	MD. SHAZZADUL ISLAM	Agriculture Extension Officer, Barura, Cumilla	13	24
21	SHAHNAZ SULTANA	Seed Certification Officer, Seed Certification Agency, Narayanganj	5	22
22	HAFIJA SULTANA	Scientific Officer, Soil Resource Development Institute, Head Office, Dhaka	1	20
23	ABU JAFOR MOHAMMAD MOIN UDDIN	Upazila Agriculture Officer, Kutubdia, Cox's Bazar	13.5	34
24	MD. TAJUL ISLAM	Monitoring Officer, QSP-RWJ Project, DAE, Barishal	4.5	22
25	MD. ANWARUL ISLAM JUWEL	Senior Assistant Director (Agriculture Extension), NATA	17.5	34
26	BANANI KARMAKER	Additional Agriculture Officer, Gazipur Sadar	0	25
27	MOHAMMAD RIZWANUL BARI	Monitoring Officer, QSP-RWJ Project, DAE	12	26
28	FAUZIA AFROZ	Seed Analyst, Regional Seed Certification Office, Seed Certification Agency, Dhaka	17	33
29	G M BADRUL HASAN	Agriculture Extension Officer, Bholahat, Chapainawabgonj	17	32
30	SABRINA AFRIN	Agriculture Extension Officer, Gazipur Sadar, Gazipur	10	25

Speaker Evaluation by the Trainees

Date: 15.09.2019

Sl.No. of the Trainees	Ahsanul Haque Chowdhury				
	Public Procurement System, Value for Money, Key Principles of PPA 2006	Key Features of PPR 2008, Overall Compliance Framework, Provisions of PPR 2008	Steps in Procurement Cycle, Risk Factors, Examples, Cases and Procurement Ethics	Procurement and Contract Strategy, Procurement Methods, Role and Responsibilities of PE Choosing Procurement Methods(Lots, Packages, No Split, National Procurement)	Procurement Process in Different Methods, Including Prequalification Process
1	5.8	5.8	6	6	0
2	5	5	5.6	5.6	0
3	3.2	3.2	3.2	3.8	3.6
4	4.8	4.8	4.6	5.8	4.8
5	6	5.6	5.8	5.8	6
6	6	6	5.2	4.6	4.6
7	6	6	6	5.4	5.4
8	5.2	6	5.6	5.6	5.4
9	5.2	0	0	0	0
10	2	2	2	2	2
11	4.4	4.6	4.6	4.6	4.6
12	6	6	6	6	6
13	5	5	5	5	0
14	2	2	2	2	2
15	6	6	6	6	6
16	6	2	5.4	5.8	6
17	5	5	5	5.8	6
18	5.8	5.8	5.8	6	6
19	6	6	6	5	6
20	0	0	5	5	5.2
21	5.6	5.6	5.6	5	5.6
22	6	6	5.8	6	6
23	5.6	5.6	5.6	5.6	5.8
24	5.6	5.6	5.6	5.6	5.6
25	4.8	4.8	4.8	4.8	4.8
26	0	0	0	0	0
27	0	0	0	0	0
28	0	0	0	0	0
29	0	0	0	0	0
30	0	0	0	0	0
Ave.	4.10	3.81	4.07	4.09	3.58

Date: 16.09.2019

Sl.No. of the Trainees	Dr. Akhlas UddinDD, Planning, NATA	Md.Tahazul Islam Director, NATA, Gazipur.	Sr. Asst.	Dr. Md. Sayedur Rahman DD(Admin.), NATA, Gazipur.	
	Delegation of Financial Power(Rev.and Dev.),Approval Procedure	Procurement Related Documents (STD, SRFP, SPD etc.)	Public Procurement Committees, Advertiseme nt, Framework Contracts, Complaints and Appeals	Introduction to e- GP: Guidelines, Web Portal, Registration,e- Tendering, Confidentiality, Security e- Payment System	Introduction to e- GP: Guidelines, Web Portal, Registration,e- Tendering, Confidentiality, Security e-Payment System
1	5.4	6	6	6	6
2	6	6	6	6	6
3	5.6	5.8	2.4	0	0
4	4.2	6	6	6	6
5	6	6	6	6	6
6	5	5.4	5	0	0
7	5.6	5.8	5.8	5.6	5.6
8	5.4	5.4	5	5.2	5.2
9	4.8	5	5	5	0
10	1.8	1	0	0	0
11	5.2	4.6	4.6	6	6
12	5.8	5	5	5.6	5.8
13	5.2	5.6	5.6	5.6	5.8
14	4.2	4.2	4.2	4.8	4.8
15	4.6	4.8	4.6	4.8	5
16	5.4	6	6	6	6
17	6	5	5	5	5
18	4.8	5	5.2	5.6	5.6
19	4.8	5.6	6	0	0
20	5.8	5.6	5.8	5.8	5.6
21	5	5	5	0	0
22	5	5.6	6	0	0
23	5	5	5	5	5
24	4	5	4	4	5
25	5	4	5	5	4
26	4	6	5	5	4
27	5	5	4	6	5
28	6	5	6	5	6
29	4	6	5	4	5
30	4	4	4	4	4
Ave.	4.95	5.15	4.94	4.23	4.08

Date: 17.09.2019

Sl.No. of the Trainees	Dr.Md. Monirujjaman				
	Goods Procurement Process for National Competitive Tendering(NCT)-PG3	Goods Procurement Process for National Competitive Tendering(NCT)-PG3 Contd.	Preparation of Tender Data Sheet (TDS) and Technical Specification	Exercise and Group Presentation TDS Specifications and Schedule of Requirements	Introducing Tender Forms for Goods.Exercise and Group Presentation on Tender Forms
1	6	5	5.5	5	5.5
2	6	5	5	5.5	5
3	5	4.5	5	4.5	5
4	5	5.5	4.5	5	5
5	6	5	6	5.8	4.5
6	5.5	4.5	5	5	5
7	5	5	5.6	5	5
8	6	4	6	5.7	5.2
9	5	5	5.5	5	6
10	5.5	5	5	5	5
11	5	4.5	6	5.5	5.5
12	5	5	4.5	5	5
13	4.5	4.5	5	5	5
14	4.5	5	6	5.3	5
15	4.5	4.5	6	5	5
16	5	5.5	5.3	5.4	4.5
17	5	6	4.5	5.2	5.5
18	5	6	6	5.5	6
19	5.5	6	5	5	5
20	4	5	5	5	5
21	5	5.3	5	5	5
22	4.5	6	5	5	5.5
23	5	5	4.5	5	5
24	5.2	5.8	5.5	5	5
25	5	5.5	4.5	5	4.5
26	4.5	4.5	4.5	5	5
27	5	5	5	5	4.5
28	5	5	5	5	5
29	6	4.5	4	4.5	5
30	6	5	4.5	5	5.5
Ave.	5.14	5.07	5.13	5.10	5.09

Date: 18.09.2019

Sl.No. of the Trainees	Engr. Iqbal Bahar Faruki, Manager, GTCL				
	International Goods Procurement, INCOTERMs and Domestic Preference Discussion and Practice	General Condition of Contract(GCC) and Particular Condition of Contract(PCC)	Exercise on PCC and Presentation	Contract performance and Group Exercise and Presentation on PCC and Contract forms	Goods Quotation Docement- PG1,Quotation Process
1	5	5	5	5	4.5
2	5.5	5	5	5	5
3	4.5	5.5	5.5	4.5	5.5
4	6	5.5	5	4.5	4.8
5	5	5.5	5	5	5.7
6	5	5.8	5.2	4.8	5.5
7	5.3	5	5.5	4.8	5
8	5	5	5	5.1	5
9	4	5	5	5.8	5.2
10	5.8	5	4.5	5	5
11	5	5.3	5	5.6	4.5
12	5	5.2	5	5	5
13	5.4	5	4.8	5.4	4.8
14	5	6	5	5	5
15	4.8	4.8	5	5	5
16	5	6	5.2	5	5
17	5.3	5.5	5	5.2	5.5
18	5	5	5	4.5	5
19	5	5	5.3	5.4	5
20	5	4.5	5	5	5
21	4.5	5	5	5	5.5
22	5.5	4.8	6	5.2	5.7
23	5	5	6	4.8	5
24	5.5	4.9	5	5.2	5.3
25	4.5	4.1	4.5	5	4.5
26	4.5	4.5	5	4.8	5
27	5.2	4.5	4.5	5	4.8
28	5	5	4.5	4.5	6
29	4.5	5	5	4.3	4.5
30	5	4	5	6	5.5
Ave.	5.03	5.05	5.05	5.01	5.09

Date: 19.04.2019

Sl.No. of the Trainees	Md. Rafiqul Islam, National Procurement Consultant, UNDP, Bangladesh				
	Tender Opening and Evaluation, Preliminary, Technical, Financial Evaluation and Post Qualification	Tender Opening and Evaluation, Preliminary, Technical, Financial Evaluation and Post Qualification Contd.	Exercise and Group Presentation on Evaluation of Tenders	Exercise and Group Presentation on Evaluation of Tenders	Contract Award: Approval, Award, Signing Contract, Debriefing
1	5.5	5	5	5	5
2	5.8	4.5	5	5.5	5
3	5	5	5.5	5	5
4	5	5	5.2	5	5
5	5.4	5.5	5.8	4.5	5.5
6	5	4.5	5	5	5
7	5	5	5	5	5
8	5.3	5.8	4.5	5.8	5.4
9	4.5	5.5	5	5	5
10	4.8	5	5.1	5.6	5
11	5	5	5.2	5	4.5
12	5	5	5.8	5.4	4.5
13	5.6	4.5	5.2	4.9	5.8
14	5	5	5	5	5
15	4.8	5.2	4.5	5.5	5.3
16	4.5	5	5	5	5
17	5	5.5	4.8	5.3	5.2
18	5	5.4	5.2	5.3	5.4
19	5.4	5.2	5.1	5	5
20	5	5	5	4.5	5.3
21	5	5.1	5	5	5.8
22	5	5	5	5.5	5.2
23	4.5	5	5.8	5	5.6
24	4.8	4.5	4.5	4.5	4.8
25	5	5.5	5	5	5
26	4.5	5	5	6	5
27	5.5	5.5	4.5	5	4.5
28	4.5	5	4.5	4.8	4.5
29	5.2	4.5	5	5	5
30	5	5	5.5	5	5

Ave.	5.02	5.06	5.06	5.10	5.08
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Date: 21.09.2019

Sl.No. of the Trainees	Md. Salah Uddin, DD, CPTU				
	Methods for Procurement of Intellectual and Professional Services	Expression of Interest(EOI),Preparation of TOR	Exercise on Review /Evaluation of EOI and Preparation of Short List	Group Presentation on Review/Evaluation EOI and Preparation of Short list	Group Presentation on Review/Evaluation EOI and Preparation of Short list (Contd.)
1	5.5	5	5.8	5.2	5.5
2	5.4	5.2	5.6	5.4	5.8
3	5	5.6	5	5.3	5
4	5	5	5	5	5
5	4.5	5.8	4.5	5.8	5.4
6	5.5	5	5	5	5
7	5	5	5	5	5
8	5.8	5	4.5	5.5	4.5
9	5	5	5	5.4	4.8
10	5	5.2	4.8	5.2	4.5
11	5.5	5.4	5.5	5.5	5.6
12	5	5	5	5	5
13	5	5.8	5.8	4.5	5
14	5	5	5.5	5	5
15	5	5	5	5	5
16	5	5	5	5	5
17	5	5.2	5	5	5
18	5.2	4.5	5.3	4.7	5.5
19	5.4	5	5.6	5.4	5.2
20	5	5.2	5	5	5
21	5	5	4.9	4.3	5
22	5.8	5	4.5	4.5	5
23	5	5.4	4.8	5	4.5
24	5	5	5	5.5	4.6
25	5.7	5	5	5.7	5
26	5	5.2	5.5	5.1	4.8
27	5	5	5	5	5
28	5.8	5.8	5.2	5.2	5.5
29	5	5.5	5.4	5	5
30	5.6	5.5	5	4.8	5.6
Ave.	5.19	5.18	5.11	5.10	5.06

Date: 22.09.2019

Sl.No. of the Trainees	Md. Mahfuzar Rahman, DD, CPTU				
	General Condition of Contract(GCC) and Particular Condition of Contract(PCC)	Contract performance and Group Exercise and Presentation on PCC and Contract forms	Goods Quotation Docement- PG1,Quotation Process	Tender Opening and Evaluation, Preliminary, Technical, Financial Evaluation and Post Qualification	Exercise and Group Presentation on Evaluation of Tenders, Contract Award: Approval, Award, Signing, Debriefing
1	5.6	5	5	5.1	5.5
2	5.5	5.5	5.5	5.6	5
3	5.1	5.2	5.2	5.4	5.1
4	5	5	5	4.5	5
5	5	4.5	4.5	4.4	5.5
6	5	5	5	5.8	5
7	5	5	5	5.5	5
8	4.5	5	5	5	4.5
9	4	5	5	5	4.3
10	5	4.5	4.5	5	4.6
11	5.2	5.6	5.2	5.6	6
12	5	5.5	5	4.5	5.2
13	5	5.1	5	5.5	5.3
14	5.5	5	5.5	5	5.4
15	4.5	5	4.5	5	5
16	4.8	5	4.8	5	5
17	5	5	5	5	5
18	5	4.5	5	4.5	5.2
19	4.5	4	5.5	5.2	5.3
20	5	5	4.5	5	5
21	5	5	4.8	4.5	5
22	5.2	5	5.1	4.5	5
23	5	5.5	4.5	5	4.8
24	5.1	5	5	4.8	5
55	4.5	5	4.5	5	5
26	5	5	5	5	5.2
27	4.5	5.4	5	5	5.4
28	5	5	5	5	5
29	5	4.5	5	4.5	5
30	5.2	5	4.8	5	5.1
Ave.	4.96	4.99	4.95	5.00	5.08

Date: 23.09.2019

Sl.No. of the Trainees	Mohammad Rabioul Hasan, MCIPS, Manager, PGCB				
	Evaluation of Proposals: Technical, Financial and Combined Evaluation	Group Exercise on Evaluation of Proposal Under QCBS Method	Group Presentation on Evaluation of Proposal Under QCBS	Negotiation, Approval, Signing and Completion of the Process, Key terms and Issues in Contract Management and Dispute Resolution	General Condition of Contract & Particular Conditions of Contract
1	5	5.3	5.2	5	5
2	5.2	5.2	5	5	5
3	5	5	5.1	5.5	5.5
4	4.2	4.5	5	5.1	5
5	5	4.2	4.5	5	4.5
6	4.3	5	4.8	5.6	5
7	5.2	5	5	4.5	5.5
8	5	4.8	5	5	5
9	5.1	5.1	4.3	5	5.4
10	4.8	5.2	5	4.8	5
11	5	5	4.5	5.5	5.5
12	5	5	5.2	5	5.6
13	5	5	5.8	5.4	5.7
14	4.8	5.2	5	5.6	5
15	5.2	5	5	5	4.8
16	5.3	5	5.5	5.4	5
17	5	5	5.5	5	5.2
18	5	5	5	5.1	5
19	5.5	5.6	5.2	5	5.5
20	5	5	5	5.2	5
21	5.4	5.5	4.8	5	5
22	5	5	5	5.4	4.5
23	4.5	5	5	4.8	5
24	4.8	4.5	5	5	4.6
25	5	4.8	4.6	4.8	5
26	4.5	5	5	5	5.1
27	5	5	4.3	5	5
28	4.6	4.6	5.2	5.2	4.3
29	5	5.2	5.5	5	5
30	5.5	5	5.1	5	5
Ave.	4.96	4.99	5.00	5.10	5.06

Date: 24.09.2019

Sl.No. of the Trainees	Md.Tahazul Islam, Sr. Asst. Director,k NATA				
	Procurement Planning, Scheduling, Annual Plan and Updating Publication	Procurement Planning, Scheduling, Annual Plan and Updating Publication(Contd.)	Exercise on Preparation of Procurement Plan and Presentation(Contd.)	Exercise on Preparation of Procurement Plan and Presentation(Contd.)	
1	5	4.5	5	5	
2	5	5	4.8	5	
3	5	5	5.2	4.5	
4	5	4.8	5	5	
5	5	5.2	5	5	
6	4.5	5	5.8	5	
7	5	5	5	4.8	
8	5	5.8	4.5	5.2	
9	5	5	5	5	
10	5.2	5	5	5	
11	5	5	5	5.8	
12	5.1	5.5	5.2	5	
13	5	5	5	4.5	
14	5.6	5.5	4.5	5	
15	5	5	5	4.5	
16	5	5	5	5	
17	5	5	5.8	5	
18	5	5	5	5	
19	5.5	5.8	5.6	5.2	
20	5	5	5	5	
21	5.4	5.6	5	5	
22	4.5	5	5	5	
23	5.2	5	5.5	5	
24	5.4	5	5	5.8	
25	5	5.5	5	5	
26	5	5.5	5	4.8	
27	4.8	5.4	5	5.2	
28	5.2	5.5	5.8	5.5	
29	5.5	4.8	5.5	5.5	
30	5.4	5	4.8	5.5	
Ave.	5.08	5.15	5.10	5.06	0.00

Training Course Evaluation by the Trainees

The topics they liked:

1. Procurement and Contract Strategy, Procurement Methods, Role and Responsibilities of PE Choosing Procurement Methods.
2. Procurement Process in Different Methods.
3. Procurement Related Documents (STD, SRFP, SPD etc.).
4. Delegation of Financial Power(Rev. and Dev.),Approval Procedure.
5. Public Procurement Committees, Advertisement, Framework Contracts, Complaints and Appeals.
6. Introduction to e-GP: Guidelines, Web Portal, Registration, e-Tendering.
7. Goods Procurement Process for National Competitive Tendering(NCT)-PG3.
8. Preparation of Tender Data Sheet (TDS) and Technical Specifications theory and practical.
9. Methods for Procurement of Intellectual and Professional Services.
10. Expression of Interest (EOI), Preparation of TOR.
11. Exercise on Review /Evaluation of EOI and Preparation of Short List.
12. Evaluation of Proposals: Technical, Financial, Combined Evaluation.
13. Goods Quotation Document-PG1,Quotation Process
14. Tender Opening and Evaluation, Preliminary, Technical, Financial Evaluation and Post Qualification.

The topics need to be added:

1. More session on e-GP.
2. More session on RFQ.
3. More group exercise.

The topics need to be deleted

1. International Tendering.

The issues they liked

1. Speakers selection
2. Time Management and punctuality
3. Hands on training
4. Housing and dining facilities were satisfactory
5. Participation of participants

The issues they disliked

1. Participants selection (should be same level)
2. Less time for practical topics
3. Interrupted electricity
4. lack of ICT lab for e-Gp class
5. Pressure on time management
6. Interruption of multimedia UPS due to fall of electricity.
7. No break sometimes between 2 classes
8. Too much pressure
9. Low allowance
10. Attached road to NATA from main road is in vulnerable condition
12. Network problem
13. Course duration is very short.

Best Training Methods choose by the participants

1. Group discussion
2. Group exercise
3. Group presentation

Provided Service Quality

1. Neat and cleanliness facilities-85%
2. Library facilities – 82%
3. Audiovisual facilities – 98%

Recommendations for the improvement of the course

1. More time for practical sessions.
2. Course duration should be extended up to 15 days.
3. Group exercise
4. Practical exposure to field visit
6. Maintain of schedule
9. Training allowances should be more.
11. Supply of hard copy of class lecture.

Course Schedule

Date	Time	Particulars	Speaker	
Day-1 Sunday 15.09.2019	08.45-0900	Registration	Lucky	
	09.00-09.15	Pretest	CC/ACC	
	09.15-09.30	Inauguration	Faculties	
	09.30-11.00	Public Procurement System, Value for Money, Key Principles of PPA 2006	Ahsanul Haque Chowdhury MCIPS Additional Deputy Director DAE, Khamarbari.	
	11.00-11.30	Tea Break		
	11.30-12.30	Key Features of PPR 2008, Overall Compliance Framework, Provisions of PPR 2008		
	12.30-01.30	Steps in Procurement Cycle, Risk Factors, Examples, Cases and Procurement Ethics		
	01.30-02.30	Prayer and Lunch		
	02.30-03.30	Procurement and Contract Strategy, Procurement Methods, Role and Responsibilities of PE Choosing Procurement Methods (Lots, Packages, No Split, National Procurement)		
	03.40-04.40	Procurement Process in Different Methods, Including Prequalification Process		
Day-2 MOnday 16.09.2019	09.30-10.30	Delegation of Financial Power (Rev. and Dev.)		DD (Planning), NATA
	10.35-11.35	Procurement Related Documents (STD, SRFP, SPD etc.)		Md. Tahazul Islam Sr. Asst. Director NATA, Gazipur.
	11.35-12.00	Tea Break		
	12.05-01.10	Public Procurement Committees, Advertisement, Framework Contracts, Complaints and Appeals		
	01.10-02.20	Prayer and Lunch	Dr. Md. Sayedur Rahman DD(Admin.) NATA, Gazipur.	
	02.20-03.20	Orientation and Tendering Process in e-GP: system		
	03.25-04.25	Orientation and Tendering Process in e-GP: system (Contd.)		
Day-3 Tues day 17.09.2019	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		
	12.05-01.10	Preparation of Tender Data Sheet (TDS) and Technical		
	01.10-02.20	Prayer and Lunch		
	02.20-03.20	Exercise and Group Presentation TDS Specifications and Schedule of Requirements		
	03.30-04.30	Introducing Tender Forms for Goods. Exercise and Group Presentation on Tender Forms		
Day-4 Wednes day 18.09.2019	09.30-10.30	International Goods Procurement, INCOTERMs and Domestic Preference Discussion and Practice	Engr. Iqbal Bahar Faroque MCIPS Gass Transmission Company Ltd. (GTCL)	
	10.35-11.35	General Condition of Contract(GCC) and Particular Condition of Contract(PCC)		
	11.35-12.00	Tea Break		

Date	Time	Particulars	Speaker
	12.05-01.10	Exercise on PCC and Presentation	
	01.10-02.20	Prayer and Lunch	
	02.20-03.20	Contract performance and Group Exercise and Presentation on PCC and Contract forms	
	03.30-04.30	Goods Quotation Docement-PG1, Qutation Process	
Day-5 Thurs day 19.09.2019	09.30-10.30	Tender Opening and Evaluation, Preliminary, Technical, Financial Evaluation and Post Qualification	Md. Rafiqul Islam MCIPS National Procurement Consultant UNDP, Bangladesh.
	10.35-11.35	Tender Opening and Evaluation, Preliminary, Technical, Financial Evaluation and Post Qualification Contd.	
	11.35-12.00	Tea Break	
	12.05-01.10	Exercise and Group Presentation on Evaluation of Tenders	
	01.10-02.20	Prayer and Lunch	
	02.20-03.20	Exercise and Group Presentation on Evaluation of Tenders	
	03.30-04.30	Contract Award: Approval, Award, Signing Contract, Debriefing	
Day-7 Satur Day 21.09.2019	09.30-10.30	Methods for Procurement of Intellectual and Professional Services	Md. Salah Uddin MCIPS Deputy Director CPTU, IMED, Ministry of Planning.
	10.35-11.35	Expression of Interest(EOI),Preparation of TOR	
	11.35-12.00	Tea Break	
	12.05-01.10	Exercise on Review /Evaluation of EOI and Preparation of Short List	
	01.10-02.10	Prayer and Lunch	
	02.10-03.10	Group Presentation on Review/Evaluation EOI and Preparation of Short list	
	03.15-04.15	Group Presentation on Review/Evaluation EOI and Preparation of Short list (Contd.)	
Day-8 Sun Day 22.09.2019	09.30-10.30	Request for Proposal PS7	Md.Mahfuzur Rahman MCIPS DD CPTU 01711226640
	10.35-11.35	Request for Proposal PS7 Contd.	
	11.35-12.00	Tea Break	
	12.05-01.10	Proposal Data Sheet	
	01.10-02.10	Prayer and Lunch	
	02.10-03.10	Exercise on PDS	
	03.15-04.15	Presentation on PDS	
Day-9 Mon Day 23.09.2019	09.30-11.35	Evaluation of Proposals: Technical, Financial and Combined Evaluation	Mohammad Rabioul Hasan MCIPS Deputy Director Admin. & Accounts PGCB 01787686496
	11.35-12.00	Tea Break	
	12.05-01.10	Group Exercise on Evaluation of Proposal Under QCBS Method	
	01.10-02.10	Group Presentation on Evaluation of Proposal Under QCBS	
	01.10-02.10	Prayer and Lunch	
	02.10-03.10	Negotiation, Approval, Signing and Completion of the Process, Key terms and Issues in Contract Management and Dispute Resolution	
	03.15-04.15	General Condition of Contract & Particular Conditions of Contract	
Day-10 Tues Day 24.09.2019	09.00-10.00	Procurement Planning, Scheduling, Annual Plan and Updating Publication	Md.Tahazul Islam Senior Assistant Director, NATA
	10.05-11.05	Procurement Planning, Scheduling, Annual Plan and Updating Publication(Contd.)	

Date	Time	Particulars	Speaker
	11.05-11.25	Tea Break	
	11.25-12.25	Exercise on Preparation of Procurement Plan and Presentation(Contd.)	
	12.25-01.25	Exercise on Preparation of Procurement Plan and Presentation(Contd.)	
	01.25-01.55	Post Evaluation	
	01.55-02.25	Closing Ceremony	
	02.25-03.00	Prayer and Lunch	

Md. Tahazul Islam
Sr. Asst. Director, NATA
and
Course Coordinator
Public Procurement Procedure Training Course
NATA, Gazipur.