

Training Course
on
PUBLIC PROCUREMENT
PROCEDURE

15-24 September 2019

Course Management

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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.

Dr. Md. Abu Sayeed Miah

Course Director

Director General (In-charge)

NATA



Government officers are always imparting different developmental activities. They have also expended 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 been 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. 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 programmes related to agriculture 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 as a training academy.

Initially, the Academy started its functions with only 10 faculty members. Though Government approved strength is 184, at present NATA has 84 staff members including 30 faculty members.

2. Location

The Academy is 25 km away from Dhaka city and 3 km away from Joydevpur Chandana Chowrasta 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 have free access to the adjacent institutions like Bangladesh Agriculture Research Institute (BARI), Bangladesh Rice Research Institute (BRRI), Seed Certification Agency (SCA), Bangabondhu Sheikh Mujibur Rahman Agricultural University (BSMRAU), Telecommunication College, and other government offices in Gazipur.

3. Vision

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

4. Mission

We are pledged to achieve the shared vision through:

- i. Develop human resource of all organizations under MoA by imparting quality training, research and development and publications;
- ii. Enhance linkage between education, research and extension to endow agriculture service delivery system;
- iii. Network with reputed institution of home and abroad for organizational capacity building; and
- iv. Foster a culture of continuous learning for development of knowledge-intensive agriculture service.

5. Functions

The NATA has been entrusted to perform the following functions:

- i. Human resource development of the government, semi-government, autonomous organization under MoA through training of modern and sustainable agriculture technology;
- ii. Transfer modern and sustainable agriculture technology developed by the research organizations for the development of socio-economic conditions of 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. Advice 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.

6. Sessions

Everyday the session is started at 9.00 am in the morning and ends at 4:30 pm in the afternoon. There are two breaks started at 11.00 am and 12.30 pm for tea and lunch with prayer respectively. Participants are advised to attain the class in time without fail for avoiding any kinds of disciplinary action.

Daily Schedule

Activities	Duration
Recapitulation	09.00-9.15
1 st Session	9.15-10.30
Health break	10:30-11:00
2 nd Session	11:00-12.00
3 rd Session	12.00-1.00
Lunch and Prayer	1.00-2.15
4 th Session	2.15-3.30
Health break	3.30-4.00
5 th Session	4.00-5.00

7. 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.
- Participants are not allowed to enter the dormitory after 11:00pm at night

8. Evaluation

Course Director and other faculty members are given responsibility to evaluate the participants. The course is evaluated during pre and post training situation within 100 marks. On the other hand the participants are also given chance to evaluate the faculties and guest speakers by using a prescribed format.

9. Facilities

9.1. Physical Facilities

The Academy is well equipped with physical facilities in organizing training programs though it began its journey 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
- Auditorium-1
- Dormitory- 4
- Cafeteria- 1
- Greenhouse- 3
- Workshop-1

9.2. 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 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.

9.3 Recreational Facilities

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

9.4. Linkage with other Training Organizations

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

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

Training On Public Procurement Procedure

Duration: 15 to 24 September, 2019

Venue: Class Room: 01

Training 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 Tuesday 17.09.2019	09.30-10.30	Goods Procurement Process for National Competitive Tendering (NCT)-PG3	Engr. Iqbal Bahar Faroque MCIPS Gass Transmission Company Ltd. (GTCL)
	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 Wednesday 18.09.2019	09.30-10.30	International Goods Procurement, INCOTERMS and Domestic Preference Discussion and Practice	Dr. Md. Moniruzzaman MCIPS Joint Secretary & Director (Finance) Bangladesh Bridge Authority
	10.35-11.35	General Condition of Contract (GCC) and Particular Condition of Contract (PCC)	
	11.35-12.00	Tea Break	
	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	

Date	Time	Particulars	Speaker
	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.)	
	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	



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.

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