



**Training Course  
on  
Public Procurement Procedure**

**24 October – 02 November 2021**

**Course Completion Report**

**National Agriculture Training Academy (NATA)  
Ministry of Agriculture  
Gazipur-1701  
[www.nata.gov.bd](http://www.nata.gov.bd)**

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## Course Information at a Glance

Duration of the Course	: 10 days (15-24September, 2019)
Duration of each Session	: 60 minutes
Target participants	: Officers of different organizations under MoA
No. of total participants	: 33
No. of Resource Personnel	: 9
No. of Topics	: 34
No. of Session	: 45

### Course Management

Course Advisor	:	Dr. A.K.M. Nazmul Haque Director General (In charge) NATA, Gazipur
Course Director		Dr. Md. Mahmud Hasan Director (Training)
Course Coordinator	:	Md. Tahazul Islam Senior Asst. Director (Cereal and Cash Crop) NATA, Gazipur
Asst. Course Coordinator	:	Md. Shahinool Islam Senior Assistant Director (Field Crop Pest) NATA, Gazipur
		Toufiqunnahar Senior Asst. Director (Food Processing) NATA, Gazipur.

## **List of Resource Personnel**

1. Banik Gour Sundor, MDS (Retd.)BPATC, Savar, Dhaka and Chief Coordinator, BIGM.
2. Dr. Md. Moniruzzaman, MCIPS, Joint Secretary and Director (Finance), Bangladesh Bridge Authority.
3. Mr.Ahsanul Hoque Chowdhury, MCIPS, Additional Deputy Director,DAE,Khamarbari,Dhaka.
4. Engr. Iqbal Bahar Faroque MCIPS, Gass Transmission Company Ltd. (GTCL).
5. Abul Kalam Azad, Deputy Project Director, NATA Strengthening Project, NATA, Gazipur.
6. Mohammad Rabioul Hasan MCIPS, Deputy Director Admin. & Accounts, PGCB.
7. Md. Tahazul Islam, Senior Assistant Director, NATA, Gazipur.

## List of the Participants

Sl. No.	Name & Designation in English Capital Letter	Workplace in English Capital Letter
1	DR. MOSTOFA AMRAN HOSSAIN District Seed Certification Officer	Seed Certification Agency (SCA), Narsingdi
2	H, M, SHAMIM Additional Agriculture Officer	Department of Agricultural Extension (DAE), Dighalia, Khulna
3	SHAHANA BEGUM Upazila Agriculture Officer	Department of Agricultural Extension (DAE), Akhaura, Brahmanbaria
4	RUMMAN AKTER Upazila Agriculture Officer	Department of Agricultural Extension (DAE), Phulbari, Dinajpur
5	MD. NASIR UDDIN Upazila Agriculture Officer	Department of Agricultural Extension (DAE), Chauddagram, Cumilla
6	MD. SHAIFUL ISLAM Additional Agriculture Officer	Department of Agricultural Extension (DAE), Kachua, Bagerhat
7	MOHSINA JAHAN TURON Agriculture Extension Officer	Department of Agricultural Extension (DAE), Sirajdikhan, Munshiganj
8	SALMA BINTE ZAMAN SHARNA Quarantine Pathologist	Department of Agricultural Extension (DAE), Khamarbari, Dhaka
9	FATEMATUZZOHORA Agriculture Extension Officer	Department of Agricultural Extension (DAE), Madarganj, Jamalpur
10	MD. SABER ALAM Agriculture Extension Officer	Department of Agricultural Extension (DAE), Ranisankail, Thakurgaon
11	MD. ANIK MEHFUJ Agriculture Extension Officer	Department of Agricultural Extension (DAE), Rangpur Sadar, Rangpur
12	SHOYLEN KUMAR PAL Agriculture Extension Officer	Department of Agricultural Extension (DAE), Nabiganj, Habiganj
13	MD. RISALAT AHMED Agriculture Extension Officer	Department of Agricultural Extension (DAE), Hathazari, Chittagong
14	MAHMUD ABDULLAH AL NOMAN Agriculture Extension Officer	Department of Agricultural Extension (DAE), Beanibazar, Sylhet
15	MD. MONZURUL ISLAM Agriculture Extension Officer	Department of Agricultural Extension (DAE), Delduar, Tangail
16	MD. HARUN MIAH Agriculture Extension Officer	Department of Agricultural Extension (DAE), Patgram, Lalmonirhat
17	MD. MAJEDUL ISLAM Agriculture Extension Officer	Department of Agricultural Extension (DAE), Noakhali Sadar, Noakhali
18	SABRINA AFROZ Regional Agriculture Information Officer	Agriculture Information Service(AIS),Regional Office, Dhaka
19	MAHEDI HASAN Scientific Officer	Bangladesh Agricultural Research Institute (BARI), Gazipur
20	MOSHARAF HOSSAIN Scientific Officer	Bangladesh Agricultural Research Institute (BARI), Gazipur
21	MD. ABDULLAH AL MAMUN Principal Scientific Officer	Regional Station, Bangladesh Wheat & Maize Research Institute (BWMRI), Shyampur, Rajshahi
22	DR. ABUL AWLAD KHAN Senior Scientific Officer	Bangladesh Wheat & Maize Research Institute (BWMRI), Nashipur, Dinajpur
23	MD. SAIDUL ISLAM Planning Officer	Bangladesh Rice Research Institute (BRRI), Gazipur
24	MD. JAHID HASAN SAMAD	Bangladesh Agricultural Development Corporation

Sl. No.	Name & Designation in English Capital Letter	Workplace in English Capital Letter
	Assistant Manager (Finance)	(BADC), Dhaka
25	MD. HABIBUR RAHMAN Deputy Director (O&M)	Bangladesh Agricultural Development Corporation (BADC), Dhaka
26	ENGR. MD. JAHANGIR ALAM KHAN Superintending Engineer	Barind Multipurpose Development Authority (BMDA), Thakurgaon
27	REZA MD. NURE ALAM Project Director (GDJIP)	Barind Multipurpose Development Authority (BMDA), Thakurgaon
28	SUMAN BARUA Assistant Engineer(Electrical)	Bangladesh Jute Research Institute (BJRI), Dhaka
29	MD. OMAR KHAIYAM Senior Scientific Officer	Bangladesh Sugarcrop Research Institute (BSRI), Ishurdi, Pabna
30	PREMANGSHU MAJUMDER Scientific Officer	Soil Resource Development Institute (SRDI), Dhaka
31	SABIHA ROKSANA Cotton Development Officer	Cotton Development Board (CDB), Khamarbari, Dhaka
32	DR. MD. MAHBUBUL HAQUE Senior Scientific Officer	Bangladesh Institute of Nuclear Agriculture (BINA), Mymensingh
33	SYFUL ISLAM Scientific Officer	Bangladesh Institute of Nuclear Agriculture (BINA), Mymensingh

## Pre & Post Evaluation of Participants

Sl. No.	Name & Designation in English Capital Letter	Workplace in English Capital Letter	Obtained Marks on	
			Pre-Test	Post-Test
1	DR. MOSTOFA AMRAN HOSSAIN District Seed Certification Officer	Seed Certification Agency (SCA), Narsingdi	17	33
2	H. M. SHAMIM Additional Agriculture Officer	Department of Agricultural Extension (DAE), Dighalia, Khulna	11	34
3	SHAHANA BEGUM Upazila Agriculture Officer	Department of Agricultural Extension (DAE), Akhaura, Brahmanbaria	28	33
4	RUMMAN AKTER Upazila Agriculture Officer	Department of Agricultural Extension (DAE), Phulbari, Dinajpur	17	32
5	MD. NASIR UDDIN Upazila Agriculture Officer	Department of Agricultural Extension (DAE), Chauddagam, Cumilla	28	33
6	MD. SHAIFUL ISLAM Additional Agriculture Officer	Department of Agricultural Extension (DAE), Kachua, Bagerhat	22	31
7	MOHSINA JAHAN TURON Agriculture Extension Officer	Department of Agricultural Extension (DAE), Sirajdikhan, Munshiganj	27	35
8	SALMA BINTE ZAMAN SHARNA Quarantine Pathologist	Department of Agricultural Extension (DAE), Khamarbari, Dhaka	22	33
9	FATEMATUZZOHORA Agriculture Extension Officer	Department of Agricultural Extension (DAE), Madarganj, Jamalpur	26	30
10	MD. SABER ALAM Agriculture Extension Officer	Department of Agricultural Extension (DAE), Ranisankail, Thakurgaon	23	30
11	MD. ANIK MEHFUJ Agriculture Extension Officer	Department of Agricultural Extension (DAE), Rangpur Sadar, Rangpur	27	31
12	SHOYLEN KUMAR PAL Agriculture Extension Officer	Department of Agricultural Extension (DAE), Nabiganj, Habiganj	18	A
13	MD. RISALAT AHMED Agriculture Extension Officer	Department of Agricultural Extension (DAE), Hathazari, Chittagong	15	34
14	MAHMUD ABDULLAH AL NOMAN Agriculture Extension Officer	Department of Agricultural Extension (DAE), Beanibazar, Sylhet	16	32
15	MD. MONZURUL ISLAM Agriculture Extension Officer	Department of Agricultural Extension (DAE), Delduar, Tangail	16	31
16	MD. HARUN MIAH Agriculture Extension Officer	Department of Agricultural Extension (DAE), Patgram, Lalmonirhat	25	30
17	MD. MAJEDUL ISLAM Agriculture Extension Officer	Department of Agricultural Extension (DAE), Noakhali Sadar, Noakhali	20	31
18	SABRINA AFROZ Regional Agriculture Information Officer	Agriculture Information Service(AIS),Regional Office, Dhaka	25	33
19	MAHEDI HASAN Scientific Officer	Bangladesh Agricultural Research Institute (BARI), Gazipur	10	31
20	MOSHARAF HOSSAIN Scientific Officer	Bangladesh Agricultural Research Institute (BARI), Gazipur	11	30
21	MD. ABDULLAH AL MAMUN Principal Scientific Officer	Regional Station, Bangladesh Wheat & Maize Research Institute (BWMRI), Shyampur, Rajshahi	5	28
22	DR. ABUL AWLAD KHAN Senior Scientific Officer	Bangladesh Wheat & Maize Research Institute (BWMRI), Nashipur, Dinajpur	11	32

Sl. No.	Name & Designation in English Capital Letter	Workplace in English Capital Letter	Obtained Marks on	
			Pre-Test	Post-Test
23	MD. SAIDUL ISLAM Planning Officer	Bangladesh Rice Research Institute (BRRI), Gazipur	18	30
24	MD. JAHID HASAN SAMAD Assistant Manager (Finance)	Bangladesh Agricultural Development Corporation (BADC), Dhaka	18	32
25	MD. HABIBUR RAHMAN Deputy Director (O&M)	Bangladesh Agricultural Development Corporation (BADC), Dhaka	3	26
26	ENGR. MD. JAHANGIR ALAM KHAN Superintending Engineer	Barind Multipurpose Development Authority (BMDA), Thakurgaon	28	34
27	REZA MD. NURE ALAM Project Director (GDJIP)	Barind Multipurpose Development Authority (BMDA), Thakurgaon	22	34
28	SUMAN BARUA Assistant Engineer(Electrical)	Bangladesh Jute Research Institute (BJRI), Dhaka	21	33
29	MD. OMAR KHAIYAM Senior Scientific Officer	Bangladesh Sugarcrop Research Institute (BSRI), Ishurdi, Pabna	22	35
30	PREMANGSHU MAJUMDER Scientific Officer	Soil Resource Development Institute (SRDI), Dhaka	21	35
31	SABIHA ROKSANA Cotton Development Officer	Cotton Development Board (CDB), Khamarbari, Dhaka	22	34
32	DR. MD. MAHBUBUL HAQUE Senior Scientific Officer	Bangladesh Institute of Nuclear Agriculture (BINA), Mymensingh	24	35
33	SYFUL ISLAM Scientific Officer	Bangladesh Institute of Nuclear Agriculture (BINA), Mymensingh	19	34



## Speaker Evaluation by the Trainees

Date: 24.10.2021

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	4.4	4.4	4.4	4.4	4.4
2	6.0	6.0	6.0	5.2	5.4
3	5.0	5.0	5.0	5.0	5.0
4	4.8	4.2	4.2	4.0	5.0
5	5.6	5.6	5.6	5.6	5.6
6	6.0	6.0	6.0	6.0	6.0
7	6.0	6.0	6.0	6.0	6.0
8	5.6	5.6	5.6	5.6	5.4
9	5.6	5.8	5.8	5.8	5.8
10	5.6	5.6	5.6	5.6	5.6
11	4.8	4.8	4.8	4.8	4.6
12	4.6	4.8	4.4	5.0	6.0
13	5.8	6.0	5.6	6.0	6.0
14	5.0	5.0	5.0	5.0	4.8
15	6.0	6.0	6.0	6.0	6.0
16	6.0	6.0	6.0	5.8	6.0
17	6.0	5.2	5.8	6.0	5.8
18	6.0	5.8	6.0	6.0	6.0
19	6.0	5.8	5.8	5.8	5.8
20	5.0	5.0	5.0	5.0	5.0
21	5.6	5.6	5.6	5.6	5.6
22	6.0	5.8	6.0	5.8	6.0
23	6.0	6.0	6.0	6.0	6.0
24	5.0	4.6	4.8	4.8	4.8
25	6.0	5.8	5.8	6.0	6.0
26	4.8	4.6	4.6	4.6	4.6
27	5.8	5.8	6.0	6.0	5.8
<b>Ave.</b>	<b>5.52</b>	<b>5.44</b>	<b>5.46</b>	<b>5.46</b>	<b>5.52</b>

Date: 25.10.2021

Sl.No. of the Trainees	Md.Tahazul Islam, Sr. Asst. Director, NATA, Gazipur.				
	Procurement Related Documents (STD, SRFP, SPD etc.)Public Procurement Committees, Advertisement, Framework Contracts, Complaints and Appeals	Procurement Related Documents (STD, SRFP, SPD etc.)Public Procurement Committees, Advertisement, Framework Contracts, Complaints and Appeals	Procurement Planning, Scheduling, Annual Plan and Updating Publication	Procurement Planning, Scheduling, Annual Plan and Updating Publication(Contd.)	Group Work and Group Presentation of APP
1	5.8	6.0	6.0	5.8	6.0
2	4.4	4.4	4.8	4.8	5.0
3	5.6	5.8	5.8	6.0	6.0
4	6.0	5.6	6.0	6.0	6.0
5	6.0	5.8	6.0	6.0	6.0
6	6.0	6.0	6.0	6.0	6.0
7	6.0	6.0	6.0	6.0	6.0
8	5.0	5.0	5.0	5.0	5.0
9	4.2	4.2	4.6	4.6	4.8
10	5.0	5.0	5.0	5.0	5.0
11	6.0	6.0	6.0	5.2	5.6
12	6.0	6.0	6.0	6.0	6.0
13	5.8	5.8	6.0	6.0	6.0
14	4.4	5.0	5.0	4.6	5.6
15	5.0	5.0	5.0	5.0	5.0
16	6.0	6.0	6.0	6.0	6.0
17	4.8	5.0	5.2	5.2	5.2
18	6.0	5.4	5.8	5.8	6.0
19	5.0	5.0	5.0	5.0	5.0
20	5.4	5.4	5.6	5.6	5.6
21	5.0	5.0	5.4	5.2	5.4
22	5.2	5.2	5.0	5.2	4.8
23	5.8	5.8	5.4	5.4	4.8
24	6.0	6.0	6.0	6.0	6.0
25	6.0	6.0	6.0	6.0	6.0
26	5.8	5.8	6.0	5.8	6.0
27	6.0	6.0	5.8	5.8	6.0
28	5.8	5.8	5.8	5.8	5.8
29	6.0	6.0	6.0	6.0	6.0
30	6.0	6.0	5.0	6.0	6.0
31	6.0	6.0	6.0	6.0	6.0
32	6.0	6.0	5.8	5.8	5.6
33	6.0	6.0	6.0	5.8	5.6
<b>Ave.</b>	<b>5.58</b>	<b>5.58</b>	<b>5.61</b>	<b>5.59</b>	<b>5.63</b>

Date: 26.10.2021

Sl.No. of the Trainees	Mohammed Salah Uddin MCIPS, PMP, PRINCE2, Deputy Secretary and Procurement Consultant, Aspire to Innovate (a2i) Program, ICT Division				
	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	5.0	5.0	5.0	5.0	5.0
2	5.8	5.8	6.0	5.8	6.0
3	6.0	6.0	6.0	6.0	6.0
4	6.0	6.0	5.8	6.0	6.0
5	5.8	5.6	5.6	5.6	5.8
6	6.0	6.0	6.0	6.0	6.0
7	4.6	5.4	6.0	3.0	3.0
8	6.0	6.0	5.8	6.0	6.0
9	5.0	5.0	5.0	5.0	5.0
10	5.0	5.0	6.0	6.0	6.0
11	6.0	6.0	6.0	6.0	6.0
12	6.0	5.8	6.0	6.0	6.0
13	6.0	6.0	6.0	6.0	6.0
14	5.6	5.6	5.6	5.6	5.6
15	6.0	6.0	6.0	6.0	6.0
16	5.0	5.0	5.0	5.0	5.0
17	6.0	6.0	6.0	6.0	6.0
18	5.4	5.4	5.0	4.8	4.4
19	6.0	6.0	6.0	6.0	6.0
20	5.0	5.0	5.0	5.0	5.0
21	5.6	5.6	5.6	5.0	5.0
22	6.0	6.0	6.0	6.0	6.0
23	5.8	5.0	5.0	5.0	5.0
24	5.0	6.0	5.0	5.0	6.0
25	6.0	5.8	5.6	5.8	6.0
26	6.0	6.0	6.0	6.0	6.0
27	5.0	5.6	5.6	5.6	5.6
28	6.0	6.0	6.0	6.0	6.0
<b>Ave.</b>	<b>5.63</b>	<b>5.66</b>	<b>5.66</b>	<b>5.54</b>	<b>5.59</b>

Date: 27.10.2021

Sl. No. of the Trainees	Dr. Md. Moniruzzaman MCIPS, Additional Secretary, Bridges Division				
	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	5.6	6.0	6.0	6.0	6.0
2	5.2	5.2	5.2	5.2	5.2
3	6.0	6.0	6.0	6.0	6.0
4	5.0	5.0	5.0	4.0	5.0
5	5.0	5.0	5.2	5.2	5.2
6	5.6	5.6	5.6	5.6	5.6
7	4.0	4.0	4.0	4.0	4.0
8	6.0	6.0	5.6	5.6	5.8
9	5.2	5.2	5.0	5.0	5.0
10	4.6	5.0	4.0	4.0	5.0
11	3.4	3.0	3.4	2.2	1.8
12	5.4	5.4	5.4	5.4	5.4
13	5.0	5.0	5.0	5.0	5.0
14	6.0	6.0	6.0	5.8	6.0
15	5.8	5.8	5.8	5.8	5.8
16	6.0	6.0	6.0	6.0	6.0
17	5.8	5.8	5.8	6.0	5.8
18	6.0	6.0	6.0	6.0	6.0
19	2.4	2.4	2.2	1.8	2.4
20	5.6	5.8	5.8	5.6	5.8
21	5.6	5.4	5.2	5.2	5.2
22	5.0	6.0	6.0	5.4	6.0
23	4.8	4.8	4.8	4.8	4.8
24	5.6	5.6	5.6	5.6	5.6
25	4.8	4.8	4.8	4.8	4.8
26	5.0	5.0	5.0	5.0	5.0
27	5.8	6.0	6.0	6.0	6.0
28	5.8	5.3	5.6	5.6	5.6
29	6.0	6.0	6.0	6.0	6.0
30	6.0	6.0	5.6	5.6	6.0
<b>Ave.</b>	<b>5.27</b>	<b>5.30</b>	<b>5.25</b>	<b>5.14</b>	<b>5.26</b>

Date: 28.10.2021

Sl.No. of the Trainees	Banik Gour Sundor, Ex. MDS, BPATC, Savar, Dhaka				
	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	6.0	5.2	5.2	5.2	5.2
2	6.0	6.0	6.0	6.0	6.0
3	6.0	6.0	6.0	6.0	6.0
4	5.6	5.6	6.0	5.8	5.8
5	6.0	6.0	6.0	6.0	6.0
6	6.0	6.0	6.0	6.0	6.0
7	5.4	5.4	5.4	5.4	5.4
8	5.4	5.8	5.6	5.6	5.6
9	5.8	5.8	5.8	5.0	6.0
10	5.0	5.0	5.0	5.0	5.0
11	6.0	6.0	6.0	6.0	6.0
12	6.0	6.0	6.0	6.0	6.0
13	6.0	6.0	6.0	6.0	6.0
14	6.0	6.0	6.0	6.0	6.0
15	6.0	6.0	6.0	6.0	6.0
16	6.0	6.0	6.0	6.0	6.0
17	6.0	6.0	6.0	6.0	6.0
18	5.6	5.6	5.2	5.2	5.2
19	6.0	6.0	6.0	6.0	6.0
20	5.2	5.2	5.2	5.2	5.0
21	6.0	6.0	6.0	6.0	6.0
22	5.0	6.0	6.0	5.0	6.0
23	6.0	6.0	5.0	6.0	6.0
24	6.0	6.0	6.0	5.8	5.8
25	6.0	6.0	6.0	6.0	6.0
26	6.0	6.0	6.0	6.0	6.0
27	6.0	6.0	6.0	6.0	6.0
28	6.0	6.0	6.0	6.0	6.0
29	6.0	6.0	6.0	6.0	6.0
30	6.0	6.0	6.0	6.0	6.0
31	5.0	5.0	5.0	5.0	
<b>Ave.</b>	<b>5.81</b>	<b>5.83</b>	<b>7.40</b>	<b>5.75</b>	<b>5.65</b>

Date: 30.10.2021

Sl.No. of the Trainees	Dr. Md. Moniruzzaman MCIPS, Additional Secretary, Bridges Division				
	Request for Proposal PS7	Request for Proposal PS7 Contd.	Proposal Data Sheet	Exercise on PDS	Presentation on PDS
1	4.4	4.5	4.4	4.2	4.2
2	5.0	5.6	5.8	5.6	5.8
3	4.6	4.6	5.4	5.4	5.4
4	2.2	1.2	1.2	3.6	3.2
5	6.0	6.0	6.0	6.0	6.0
6	5.6	5.6	5.8	5.6	5.6
7	5.0	6.0	5.4	5.4	6.0
8	5.4	5.4	5.4	5.4	5.4
9	4.2	4.2	4.2	5.0	5.0
10	3.4	2.0	3.4	2.2	2.2
11	5.0	5.0	5.0	5.0	5.0
12	5.0	5.0	5.0	5.0	5.0
13	5.2	5.4	5.2	5.2	5.2
14	6.0	6.0	6.0	6.0	6.0
15	4.4	4.4	4.4	4.0	4.0
16	5.8	5.8	6.0	6.0	6.0
17	5.0	5.0	5.0	5.0	5.0
18	5.0	5.0	5.0	5.0	5.0
19	6.0	6.0	5.4	5.4	5.4
20	6.0	6.0	6.0	6.0	6.0
21	6.0	6.0	6.0	6.0	6.0
22	5.8	5.6	5.6	5.8	5.6
23	5.4	5.4	5.4	5.4	5.4
24	5.2	4.8	5.0	4.6	5.2
25	5.4	5.4	5.6	5.8	5.8
26	6.0	6.0	6.0	6.0	6.0
27	6.0	6.0	6.0	6.0	6.0
28	6.0	6.0	6.0	5.8	5.8
29	6.0	6.0	6.0	6.0	6.0
<b>Ave.</b>	<b>5.21</b>	<b>5.17</b>	<b>5.23</b>	<b>5.26</b>	<b>5.28</b>

Date: 31.10.2021

Sl.No. of the Trainees	Engr. Iqbal Bahar Faroque MCIPS, Manager, (Pipeline), Gass Transmission Company Ltd. (GTCL)				
	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	5.0	5.0	5.0	5.0	5.0
2	5.4	5.6	5.6	5.4	5.6
3	5.0	5.0	5.0	4.4	4.6
4	5.0	5.0	5.0	5.0	5.0
5	6.0	6.0	6.0	6.0	6.0
6	5.6	5.4	5.2	5.6	5.4
7	5.6	6.0	6.0	5.0	5.0
8	4.0	4.0	4.0	4.0	4.0
9	4.4	5.0	4.8	5.0	5.0
10	5.0	5.0	5.0	5.0	5.0
11	5.8	5.8	5.8	5.6	5.8
12	5.0	5.0	5.2	5.2	5.0
13	3.8	4.0	3.8	4.0	4.0
14	1.4	1.0	1.6	1.8	1.2
15	5.8	5.8	5.8	5.8	5.8
16	5.0	5.0	5.0	5.0	5.0
17	5.0	5.0	5.0	5.0	5.0
18	5.8	5.8	5.8	5.8	5.8
19	5.4	5.4	5.4	5.4	5.4
20	5.8	5.6	5.4	5.4	5.4
21	5.4	5.6	5.8	5.0	5.2
22	4.6	4.6	5.0	5.0	4.8
23	5.4	5.2	5.2	5.0	5.0
24	4.0	4.4	4.2	4.2	4.2
25	5.0	4.0	5.0	5.0	5.0
26	6.0	6.0	6.0	6.0	6.0
27	5.0	5.0	5.0	6.0	6.0
28	6.0	6.0	6.0	6.0	6.0
29	5.0	5.0	5.0	4.6	5.0
<b>Ave.</b>	<b>5.04</b>	<b>5.04</b>	<b>5.09</b>	<b>5.04</b>	<b>5.04</b>

Date: 01.11.2021

Sl.No. of the Trainees	Mohammad Rabioul Hasan, MCIPS, Manager, PGCB				
	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	5.4	5.4	5.4	5.6	5.6
2	5.8	5.8	6.0	6.0	6.0
3	5.0	5.0	6.0	5.0	5.0
4	5.8	5.8	5.8	5.8	6.0
5	5.4	5.4	5.4	5.4	5.8
6	6.0	5.8	5.8	6.0	5.8
7	6.0	5.6	5.4	5.8	5.8
8	5.8	5.8	5.8	5.8	5.8
9	5.4	5.6	5.6	5.4	5.4
10	5.0	5.0	5.0	5.0	5.0
11	6.0	6.0	6.0	6.0	6.0
12	5.0	5.0	5.0	5.0	5.0
13	5.8	5.8	5.6	5.6	5.6
14	5.8	6.0	6.0	6.0	6.0
15	5.4	5.4	5.6	5.8	5.4
16	5.0	5.0	5.0	5.0	5.0
17	6.0	6.0	6.0	6.0	6.0
18	5.0	5.0	5.0	5.0	5.0
19	5.8	5.8	5.6	5.6	5.4
20	6.0	5.0	6.0	5.0	6.0
21	6.0	6.0	6.0	6.0	6.0
22	6.0	6.0	6.0	6.0	6.0
23	5.2	5.2	5.2	5.0	5.2
24	5.8	5.8	5.8	6.0	5.6
25	5.0	5.0	5.0	5.0	5.0
<b>Ave.</b>	<b>5.58</b>	<b>5.53</b>	<b>5.60</b>	<b>5.55</b>	<b>5.58</b>



Date: 02.11.2021

Sl.No. of the Trainees	Abul Kalam Azad, Deputy Director, NATA				
	Orientation and Tendering Process in e-GP: system	Orientation and Tendering Process in e-GP: system	Delegation of Financial Power (Rev. & Dev.)	Delegation of Financial Power (Rev. & Dev.)	
1	5.00	5.00	5.00	5.00	
2	5.00	5.00	5.00	5.00	
3	5.00	5.00	5.00	5.00	
4	5.60	5.80	6.00	5.80	
5	5.40	5.40	5.40	5.40	
6	6.00	6.00	6.00	6.00	
7	6.00	6.00	6.00	6.00	
8	6.00	6.00	6.00	6.00	
9	6.00	6.00	6.00	6.00	
10	6.00	6.00	6.00	6.00	
11	6.00	6.00	6.00	6.00	
12	5.40	5.40	5.40	5.40	
13	6.00	6.00	6.00	6.00	
14	6.00	6.00	6.00	6.00	
15	6.00	6.00	6.00	6.00	
16	5.00	5.00	5.00	5.00	
17	5.00	6.00	5.00	5.00	
18	6.00	6.00	6.00	6.00	
19	5.00	5.00	5.00	5.00	
20	5.20	5.20	5.20	5.20	
21	6.00	6.00	6.00	6.00	
22	6.00	6.00	6.00	6.00	
23	5.40	5.40	5.80	5.80	
24	6.00	6.00	6.00	6.00	
25	4.00	4.20	4.40	5.00	
26	6.00	6.00	6.00	6.00	
27	6.00	6.00	6.00	6.00	
28	5.80	5.80	5.80	5.80	
29	5.60	5.60	5.80	5.80	
30	4.40	4.40	4.20	4.20	
<b>Ave.</b>	<b>5.56</b>	<b>5.61</b>	<b>5.60</b>	<b>5.61</b>	<b>0.00</b>

# 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:

15. More session on e-GP.
16. More session on RFQ.
17. More group exercise.
18. Vat, Tax and IT

## The topics need to be deleted

19. N/A

## The issues they liked

20. Speakers selection
21. Time Management and punctuality
22. Hands on training
23. Housing and dining facilities were satisfactory
24. Participation of participants
25. e-GP Practice
26. Procurement Appeal
27. Practical Sessions

### **The issues they disliked**

28. Participants selection (should be same level)
29. Less time for practical topics
30. Lack of ICT lab for e-Gp class
31. Low allowance
32. Network problem
33. Course duration is very short.

### **Best Training Methods choose by the participants:**

34. Group exercise
35. Group presentation

### **Provided Service Quality:**

36. Neat and cleanliness facilities-85%
37. Library facilities – 82%
38. Audiovisual facilities – 98%
39. Training facilities – 95%

### **Recommendations for the improvement of the course**

40. More time for practical sessions.
41. Course duration should be extended up to 15 days.
42. More Group exercise
43. Practical exposure to field visit
44. Works, non –consulting service
45. Training allowances should be more.
46. Case studies in procurement
47. Refreshment

## Course 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	Mohammed Salah Uddin MCIPS, PMP, PRINCE2 Deputy Secretary Procurement Consultant Aspire to Innovate (a2i) Program ICT Division	
	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	09.00-09.30	Recap.		ACC

Date	Time	Particulars	Speaker
Wednesday 27.10.2021	09.30-10.30	International Goods Procurement, INCOTERMs and Domestic Preference Discussion and Practice	Dr. Md. Moniruzzaman MCIPS Additional Secretary Bridges Division
	10.35-11.35	General Condition of Contract(GCC) and Particular Condition of Contract(PCC)	
	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.	ACC
	09.30-10.30	Request for Proposal PS7	Dr. Md. Moniruzzaman MCIPS Additional Secretary Bridges Division
	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.	ACC
	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.	ACC
	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),
	10.35-11.35	Tender Opening and Evaluation, Preliminary, Technical, Financial Evaluation and Post Qualification Contd(Goods & Works)	
	11.35-12.00	Tea Break	

Date	Time	Particulars	Speaker
	12.00-01.00	Exercise and Group Presentation on Evaluation of Tenders (Goods & Works)	PGCB 01787686496
	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, Debriefing	
Day-10 Tuesday 02.11.2021	09.00-09.10	Recap.	ACC
	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	