

# HIGH DEMAND TOP 10 COURSES

## PROCUREMENT PRINCIPLE, PROCEDURE AND CONTRACT MANAGEMENT

**Procurement** is the process of procuring goods, works, and services. In procuring, the institution is to purchase goods, recruit service and contract civil works. The procurement goal is to deliver the identified inputs, be they goods, works or services, at the right time, at the right place, and at the right price, at the right quality, and at the right quantity.

### ■ Course Objective

Upon the completion of this two-day training, participants are expected to:

- ✓ Understand the procurement process sequentially starting with the planning of procurement.
- ✓ Understand the Term Conflict of Interest and procurement's prohibited practice.
- ✓ Identify the suitability of the goods/equipment/services to be purchased.
- ✓ Conduct Bid Evaluation based on criteria set forth and how evaluation criteria should be set.
- ✓ Able to ensure righteousness of the procured goods.
- ✓ Understand and able to prepare legitimated contract agreement implementation.

### ■ Course Structure

The course is offered in approximately 16 hours OR in 2-days. Participants will receive a Certificate of Participation upon successful completion of the course.

### ■ Who Should Attend?

This course is for Procurement and Contract Management Analysts, Managers, & Directors, Contract Administrators, Acquisition Specialists, Managers, and Directors, Project Managers, Private Companies which interest in Bidding to Supply of Goods to the Government, Technical Advisor who is willing to learn how to get the right job and Subcontractors, Quality Assurance personnel, and others looking to advance their career.

### ■ Course Outline

#### MODULE 01: FUNDAMENTAL OF PROCUREMENT PRINCIPLE AND CONCEPT

- Definition of each Procurement Principle
- Categories of Procurement
- Procurement Process/Cycle

#### MODULE 02: PROHIBITED PRACTICES AND CONFLICT OF INTEREST

- Corrupt Practice, Fraudulent Practice, Collusive Practice, Coercive Practice And Conflict of Interest

#### MODULE 03: METHOD OF PROCUREMENT OF GOODS

- How would you select a method to be suitable for each procurement exercise?
- Does the estimated value and complexity of procurement impact procurement processes? How?
- Method of Procurement of Goods and Work.
- Method of Procurement of Services

#### MODULE 04: GOODS PROCUREMENT PROCESS

- Planning of Procurement Package
- Preparation of Technical Specification
- Issuance of Invitation for Bid (IFB) and Bidding Document.
- Receipt and Storage of Bids
- Public Bid Opening & Bid Evaluation
- Contract Awards and Contract Signing.

#### MODULE 05: BID EVALUATION & PROPOSED CONTRACT AWARD FOR GOODS

- Bid Evaluation Standard Form
- Preliminary Examination of Bid
- Examination of Bid
- Post-Qualification Examination
- Proposed Contract Award

#### MODULE 06: CONTRACT MANAGEMENT & ADMINISTRATION (GOODS)

- Performance Monitoring
- Authorizing Payments
- Settling and Contractual Disputes
- Monitoring delays in Performance/Delivery
- Acceptance of Consultants, Deliverable/Acceptance of Goods
- Organizing Contract Extension or Closure (Services)