

## **Strategic Procurement Planning and Contract Management**

### **Course Overview**

Lack of experience and insufficient knowledge of procurement practices and procedures are some of the critical challenges often encountered in project execution. Reforms in public procurement practices in Nigeria have brought to the fore the importance of good procurement and contract management. This has largely facilitated the smooth and swift implementation of projects. Managers in the public sector have to be acquainted with public procurement and contract management

This workshop will give participants requisite knowledge and skills in procurement and contract management for timely and successful implementation of projects.

### **Course Objectives**

At the end of this training, participants will be able to:

- Discuss the importance of procurement practices;
- Appraise the procurement process;
- Prepare bid documents;
- Evaluate bids; and
- Finding the best contractors; and
- Implement contracts.

### **Course Content**

- Overview of Procurement and Contract Management
- Procurement and Contract Management Reforms in Nigeria
- Procurement Process
- Procurement Planning and Methods
- Preparation of Request for Proposals and Quotations
- Preparation of Bid Documents and Opening
- Bid Examination and Evaluation
- Guidelines on Selection of Consultants
- Evaluation of Proposals
- Contract Award, Implementation and Management
- Payment Procedures and Practice
- Issues and Challenges in Public Procurement and Contract Management in Nigeria

## **Course Duration**

Five (5) days

## **Target Audience**

Project Managers, Procurement and Planning Officers, Administrative officers, Legal Practitioners, Supply Chain Management Personnel and Contract Managers in public and private organisations.

## **Course Locations & Dates**

Ghana, Accra – July 29 – August 02 (2019) - \$4,500.00

Houston, USA – November 04 – 08 (2019) - \$5,000.00