

MINISRTY OF EDUCATION, YOUTH AND INFORMATION
Training in Procurement Practices and Policy

DAY 1 – Tuesday, March 3, 2020	
9:30-9:45	Registration & Devotion
9:45- 10:00	Welcome:
10:00 – 10:15	Greetings:
10:15 – 10:30	ICE-BREAKER:
10:30 – 11:15	Procurement Planning – Needs, Budgeting and Procurement Plan Procurement Unit
11:15 – 11:30	Exercise: Procurement Planning
11:30 – 12:00	<i>B R E A K</i>
12:00 – 1:00	Exercise: Procurement Planning
1:00 – 2:00	<i>L U N C H H O U R</i>
2:00 – 3:00	Specifications – Development, types, characteristics of good specifications Procurement Unit
3:00 – 3:30	Exercise: Specifications

DAY 2 – Thursday, March 4, 2020

8:30-8:45	Registration & Devotion
8:45 – 9:00	Welcome:
9:00 – 10:00	Understanding, the Methods and Selection of Procurement Media Services Unit
10:00 – 10:30	Activity: Methods of Procurement
10:30 - 11:00	<i>B R E A K</i>
11:00 – 12:00	Bids/Proposals/Quotations (Offers) – Steps in preparing an invitation to bid and preparation of bid documents Procurement Unit
12:00 – 1:00	Activity: Bids/Proposals/Quotations (Offers)
1:00 – 2:00	<i>L U N C H H O U R</i>
2:00 – 3:00	Evaluation Process – The establishment of an Evaluation Team and conducting evaluation exercise Procurement Unit
300- 3:45	Evaluation & Vote of Thanks