



The Nigerian Society of Engineers

PROFESSIONAL DEVELOPMENT

in conjunction with



PRESENTS A 3-DAY WORKSHOP ON

EFFECTIVE PROCEDURES IN PUBLIC PROCUREMENT OF GOODS, WORKS AND SERVICES



This workshop earns CPD Units for Engineers

Date: Tue 13th - Thur 15th November, 2018

Venue: Nigerian Society of Engineers, Central Area, Abuja

Time: 9.00am - 5.00pm Daily

ABOUT THE WORKSHOP

The Public Procurement Act of 2007 is the legislative framework that establishes the rights, obligations and responsibilities of all parties in the procurement procedures. It sets out procedures for the control of the public procurement to ensure that public funds are used in the most cost-effective manner. However, many of the provisions of the Act are technical in nature and may not be easily understood by those in charge of procurement in public entities. As a result, mistakes are usually made and deficient decisions usually made by the procurement personnel, and which have been responsible for delays in accomplishing procurements, and even more critical, downstream problems after the award of the contracts. Such problems arising due to poor procurement decisions include poor quality works, incessant claims, implementation delays, disputes between contractors and clients/consultants, variations and other factors leading to budget overruns and consequent stalling of the project.

OBJECTIVE OF THE WORKSHOP

The overall objective of this workshop is to provide the participants with the practical skills necessary to enhance economy, efficiency and transparency in the management of public procurement operations in line with the public procurement Act in Nigeria. On completion of the workshop, the participants will be able to conduct the procurement processes for goods, works and services effectively, making best decisions in the various stages and avoiding common errors that cause delays in securing 'no objections' to recommendations for contract award as well as preventing post-award problems with the project.

WORKSHOP CONTENTS

1. Preparation of Procurement Plans:

- preparing the needs assessment and evaluation;
- identifying the goods, works or services required;
- market and statistical surveys and analysis of cost implications of proposed procurement;
- aggregation of requirements within the procurement entity and between procuring entities, for economy of scale and cost reduction;
- integrating procurement expenditure into yearly budget;
- Determining the procurement methods;
- Functions of the Procurement Planning Committee

2. Procurement Implementation:

- advertisement and solicitation;
- invitation of observers to witness bid openings
- receipt, examination and evaluation of bids and selection of the lowest evaluated responsive
- approval of the approving authority;
- debriefing the bid losers;
- resolving complaints from bidders and disputes arising;
- obtaining and confirming validity of performance guarantees
- Preparation of bid evaluation report and request for "Certificates of' No Objection' to Contract Award" according to the thresholds;
- Preparation and signing of Contract Agreements.

3. Responsibilities of the Accounting Officer and Tenders Board

- Who is the accounting officer?
- Overall responsibility of the accounting officer
- Specific Responsibilities of the accounting officer

- Challenges faced by the Accounting Officer
- Composition and Establishment of the Tenders Board
- Functions and Decisions of the tenders Board

4. Invitation to Bid and Invitation to Prequalify:

- Content of invitation to prequalify and invitation to bid
- Innovations to improve the invitations to prequalification and to bid to improve tender performance
- Publications of invitations to prequalify and to bid and the guiding rules
- Validity periods for bids and the implications
- Usual errors in preparation and publication of invitations to prequalify and to bid

5. Prequalification and Postqualification Procedures

- Differences between prequalification and postqualification processes
- Current thresholds for prequalification and postqualification in Nigeria
- Preparation and Contents of prequalification documents
- Evaluation of prequalification applications and the prequalified bidders
- Rejection and Debriefing of unqualified applicants
- Understanding and avoiding the offence of contract splitting
- Understanding and avoiding bidders; collusion/bid rigging

6. Procurement Methods for Goods, Works & Services and their processes

- Open competitive bidding
- Two-stage Tendering
- Restricted tendering
- Request for quotations
- Direct Procurement
- Emergency procurement
- What to do with too low bids and Innovations to discourage the submission
- Methods where cost is a factor of selection:
 - Quality and cost based selection (QCBS)
 - Fixed Budget Selection (FBS)
 - Least cost selection (LCS)
- Methods where cost is not a factor of selection:
 - Quality Based Selection (QBS)
 - Consultant's qualifications selection (CQS)
 - Single Source Selection (SSS)
- Selection of individual Consultants (IC)

7. Bid Submission, Opening, Examination and Evaluation

- Arrangements to receive bids and Procedures for bid opening
- Treatment of late bids
- Announcement of bid prices
- Bid security formats and errors in bid security wordings that will make it difficult to enforce
- Calculating the amounts and validity of bid security
- Determination of responsiveness and rejection of bids for non-responsiveness
- Understanding major and minor deviations to decide on bid rejection of bid clarifications
- Technical and Financial responsiveness

- Treatment of alternative and Correction of errors in bids
- Conditional and unconditional discounts
- Selection of the lowest responsive bidder
- Selected bidder subjected to postqualification or confirmation of prequalifications
- Recommend for award/reject and consider next bidder, etc.

8. Preparation and signing of Contracts

- Choice of standard form of contract:
- Detailed Overview of the FGN conditions
- Detailed overview of the EPC/EPIC Conditions of contract and practical use
- Format of performance security/guaranty and errors to avoid.

9. Post Award Contract Management

- Project Supervision Structuring and Role of the Supervision Consultants
- Role of the in-house Project Managers
- Contract Administration Procedures
- Contract close-out Management
- Report Writing in Project Management

WHO SHOULD ATTEND?

The target audience and those that will benefit immensely from this workshop include: Procurement Officers, Staff of Public Procurement Bureau, Engineers, Architects, QS, Builders, Contract Administrators, Members of Tender's Board, Accounting Officers and Approving Authorities in MDAs, Contractors and Consultants, Directors of Works/Physical Planning, Academics, etc.

FACILITATORS

Very experienced and leading professionals in Nigeria have been specially selected to facilitate this workshop so as to tap from their very practical and long term experiences.

REGISTRATION FEE:

N75,000.00 per Participant

Discounts: 5% NSE members, 5% for 5 or more participants from same organisation.

Payment in Cash/Bank Draft in favour of the Nigerian Society of Engineers,
Ecobank Nig Plc, Acc. No.: 2982021708.

REGISTRATION/BOOKING:

Please register at:

The Nigerian Society of Engineers

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