



## SKILLS DEVELOPMENT WORKSHOP ON DONOR/GoT FUNDED PROCUREMENT

### INTRODUCTION:

Development Associates Limited (DASS), a training company in Tanzania offers a short five (5) days hands-on training workshop to empower procurement officers, procurement agents, service providers and managers in effective donor procurement skills.

### COURSE OBJECTIVES:

To develop and strengthen skills in effective planning and implementation of works, goods and services procurement functions (preparation of tender documents, response to tenders, evaluation of tenders, contract management, dispute resolution and legal aspects) in accordance with World Bank guidelines and Public Procurement Act No. 21 and its regulations.

### WHO SHOULD ATTEND

Private procurement Suppliers officers from various ministries, Local Governments Officers, members of Tender Committees, Government Funded projects, Non-Governmental Organisations, and persons interested in public/donor procurement services.

### BRIEF COURSE CONTENTS

1. Introduction to procurement guidelines (Procurement Act 21 and World Bank Procedures)
2. Procurement Planning
3. Preparation of Specifications BOQ; Terms of Reference (ToRs) and Preparation of procurement proposals.
4. Bidding document and evaluation procedures (World Bank and Tanzania)
5. Bid Evaluation and contract management
6. Financial Management

### FACILITATORS

Experienced and qualified professionals knowledgeable in all aspects of procurement and conversant with international procurement requirements and the Tanzania procurement Act.

### HOW WILL THIS BENEFIT YOU

- Better understanding of the Public Procurement Act and the World Bank Procedures
- Improvement in your bid proposal preparation and presentation
- Improved skills in bid evaluation
- Skills in contract award and implementation
- First hand information on what evaluators look for
- Better chance for winning procurement tenders

**COURSE DATES:** November 6<sup>th</sup> – 10<sup>th</sup> 2006

**VENUE:** Golden Rose Hotel – Arusha

### CONTRIBUTION:

Participants will be required to make a contribution of **Tshs 500,000 per person** (to cover, tuition, training materials, lunch and light refreshments) **Note: this cost does not include transport and accommodation in Arusha.**

**PLEASE REGISTER BEFORE THE 3<sup>RD</sup> NOVEMBER 2006**

### CALL OR CONTACT (COURSE COORDINATOR FOR REGISTRATION AND PAYMENT DETAILS)

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