



Institute of Tender Management

(Affiliated with Skill Development Council, Lahore)

Workshops on Procurement Management

No: ITM/W/9586

Dear Sir,

I am pleased to inform you that Institute of Tender Management is organizing the following workshops on PPRA Rules, Inventory Management, How to Evaluate Bids, Time Management in Public Procurement & Contract Management. Public Procurement has become an increasingly important subject with the implementation of PPRA Rules in Pakistan. These rules provide basic guidelines for procurement however many issues and problems arise during procurement proceedings which are difficult to tackle and some time leads to flaws in procurement proceedings which amounts to mis-procurement.

There is a great need to address the issues related to PPRA Rules, Inventory Management, How to Evaluate Bids, Time Management in Public Procurement & Contract Management. These workshops will cover issues related to procurement and proper management of the procurement process to achieve best value for money which is the core objective of any public procurement.

Procurement Officers, Auditors, Account Officers, Admin Officers, Store Officers, Engineers, Civil Engineers, Suppliers / Contractors and HR officers, Chief Fire Officer should attend these workshops.

Please send the nominations as soon as possible. The program is as under:

Sr. No	Workshop Topics	Lahore PC Hotel
1.	PPRA Rules	15 th Nov. 2017
2.	Inventory Management	15 th Nov. 2017
3.	How to Evaluate Bids	16 th Nov. 2017
4.	Time Management in Public Procurement	17 th Nov. 2017
5.	Contract Management	18 th Nov. 2017

Sr. No	Workshop Topics	Lahore PC Hotel
1.	PPRA Rules	13 th Dec. 2017
2.	Preparing Perfect Bidding Documents	14 th Dec. 2017
3.	Negotiation in Public Procurement	15 th Dec. 2017
4.	How to Prepare Evaluation Criteria & Specifications	16 th Dec. 2017

Time: 9am To 5pm, Facilities offered: Course Material, Lunch, Tea, Certificate.

Workshop Fee: Rs. 13,600/- per participant per workshop per day.

Details for Payment Demand Draft / Cheque in favor of

Account Title: Institute of Tender Management

In house training / consultancy can also be arranged at your department.

Raheela Naseem
Program Manager
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Head Signaller

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