



PUBLIC NOTICE

FIVE DAYS WORKSHOP ON PROCUREMENT OF GOODS: KEY STEPS, CHALLENGES AND MITIGATION.

VENUE: MOSHI

DATE: 7TH - 11TH JANUARY, 2019

1. Workshop outcome

At the end of the program, participants will be able to:-

- (a) Understand the general process in procurement of goods,
- (b) Understand the process of preparing sound technical specifications and tender documents,
- (c) Understand the Evaluation process, conducting due diligence and preparation of acceptable evaluation report,
- (d) Understand procedures for handling complaints from aggrieved Suppliers and
- (e) Address challenges and mitigation measures in the procurement of Goods

2. Who should attend?

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| (a) Members of the Tender Board, | (f) Procurement officers, |
| (b) Procurement Managers, | (g) Supplies officers, |
| (c) Supplies Managers, | (h) Auditors, |
| (d) Project Managers, | (i) Suppliers, and |
| (e) Planning Officers, | (j) Any interested parties. |

3. Workshop Contents

- (a) Overview of procurement process.
- (b) Introduction to Procurement of Goods.
- (c) Preparation of technical specifications.
- (d) Preparation of tender document
- (e) Tender Opening and Evaluation process
- (f) Negotiation and Award of contract
- (g) Administrative review
- (h) Risk management in procurement of goods
- (i) Contemporary issues
- (j) Case studies

Course fee:

Tshs. 800,000/= per participant to cover participation fee, training materials, tea/coffee and lunch. Payment must be done by obtaining Payment control number through mobile no. +255 737 157 312. Please confirm your participation before 4th January, 2019 through the below emails and mobile numbers..

Note: Participant should come with Laptop

FOR FURTHER DETAILS, CONTACT:

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