



UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE AND PLANNING



PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD

PUBLIC NOTICE

FIVE DAYS WORKSHOP ON PROCUREMENT AND SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF EQUIPMENT AND PLANTS

VENUE: TANGA

DATES: 30TH MAY – 3RD JUNE, 2022

1. Workshop outcomes

Participants will have the capacity to coordinate complex procurement projects

2. Who should attend?

- (a) Members of the Tender Board
- (b) Procurement Managers
- (c) Supplies Managers
- (d) Project Managers
- (e) Planning Officers
- (f) Procurement officers
- (g) Supplies Officers
- (h) Auditors
- (i) Engineers
- (j) ICT Experts
- (k) Legal Officers
- (l) Any interested parties

3. Workshop Contents

- (a) Overview of procurement process.
- (b) Introduction to Procurement of Plants and equipment
- (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 Equipment and Plants
- (i) Contract Management procedures
- (j) Contemporary issues
- (k) Case studies

4. Course fee:

Tshs. 800,000/= per participant to cover participation fee, training materials, tea/coffee and lunch. Please confirm your participation before **28th May, 2022** through the below emails and mobile numbers.

5. Application:

Apply online for this **EVENT** via **PSPTB Online Registration System (ORS)**.

Click this link <https://registration.psptb.go.tz/> to register.

6. Protective measures against Covid-19

All protective measures will be taken as per Ministry of Health, Community Development, Gender, Elderly and Children directives. The space available is only for 30 participants, early confirmation is encouraged.

NB:

- (a) All participants will be required to wear masks during training sessions.
- (b) All participants should come with LAPTOPS.
- (c) Participation fee should be paid in advance.

FOR FURTHER DETAILS, CONTACT:

Executive Director,

PSPTB,

P. O. Box 5993,

DAR-ES-SALAAM.

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