

Government of Pakistan  
FINANCE DIVISION  
(Quality Assurance Section – I)  
(HRM Wing)  
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**C I R C U L A R**

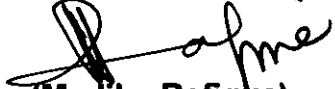
Subject:- **CALL FOR NOMINATIONS: SPECIALIZED DIPLOMA IN PROCUREMENT & CONTRACT MANAGEMENT**

Public Procurement Regulatory Authority (PPRA)'s, letter No. nil dated 6<sup>th</sup> November 2024, being an autonomous body endowed with the responsibility of prescribing regulations and procedures for public procurements by Federal Government owned public sector organizations with a view to improve governance, management, transparency, accountability and quality of public procurement of goods, works and services.

2. As a part of procurement reform initiatives undertaken on the directions of honourable Prime Minister of Pakistan, procurement cells are likely to be established in Federal Government Ministries/Divisions and other federal organizations where required. The proposed procurement cells / units are planned to be managed by procurement specialists, procurement experts / officers with procurement certification / courses.

3. In order to develop procurement related skills of the government officials and to enable them to run the procurement cells in an efficient manner, the PPRA in collaboration with NUST is initiating a four (4) months Professional Diploma Program in Procurement & Contract Management. The officer successfully completing the program shall be considered as Certified Procurement Professional by the PPRA. Commencement date of the subject training program is November 23, 2024 at NUST PDC, Islamabad. Course fee is Rs 120,000 (Installments and Group Discounts available).Detail of program is attached.

4. Interested Officers of Finance Division are requested to forward their nominations for the above-mentioned training programs duly recommended by the head of their respective Wings to **QA-I Section by 19-11-2024**.

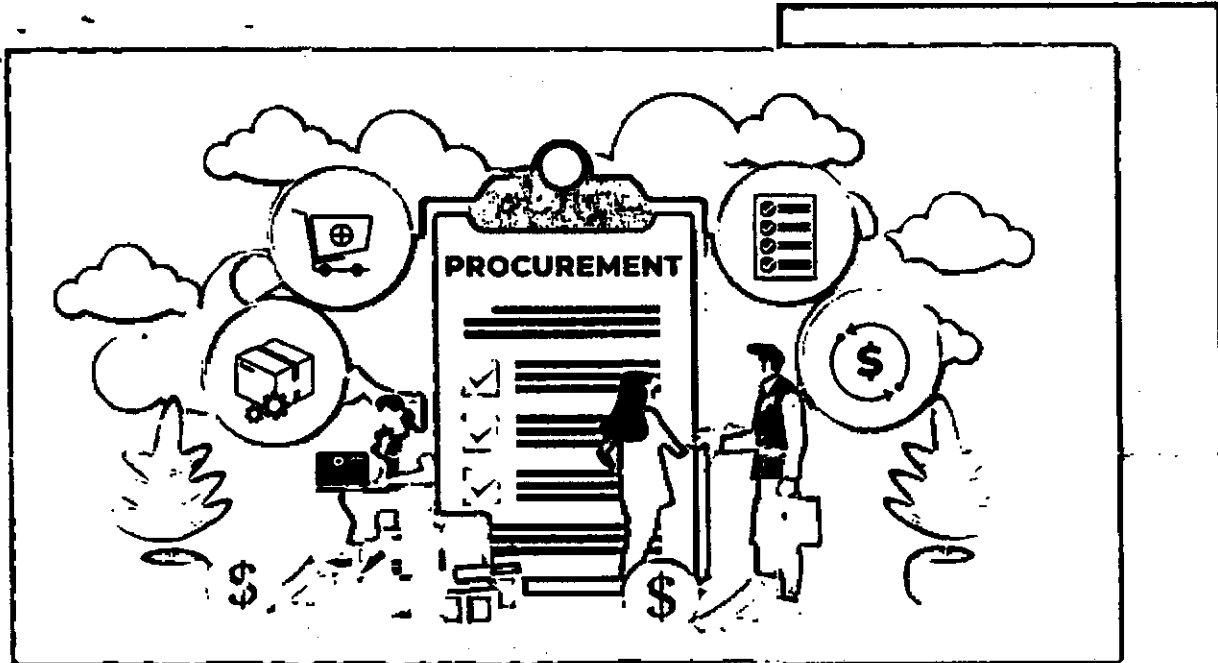
  
(Madiha Rafique)  
Section Officer (QA-I)  
Ph: 9208523

**All Officers (BPS-17 & above) Finance Division, Islamabad**  
**Finance Division's U.O No.F.3 (22) QA-I/2014 dated 15-11-2024.**

Copy to:

Mr. Faheem Anwar, Webmaster, with the request to upload the circular for information on Finance Division's website.

# Professional Diploma in Public Procurement and Contract Management



## **4-Month Training Program**

Commencement Date:

November 23, 2024

Venue:

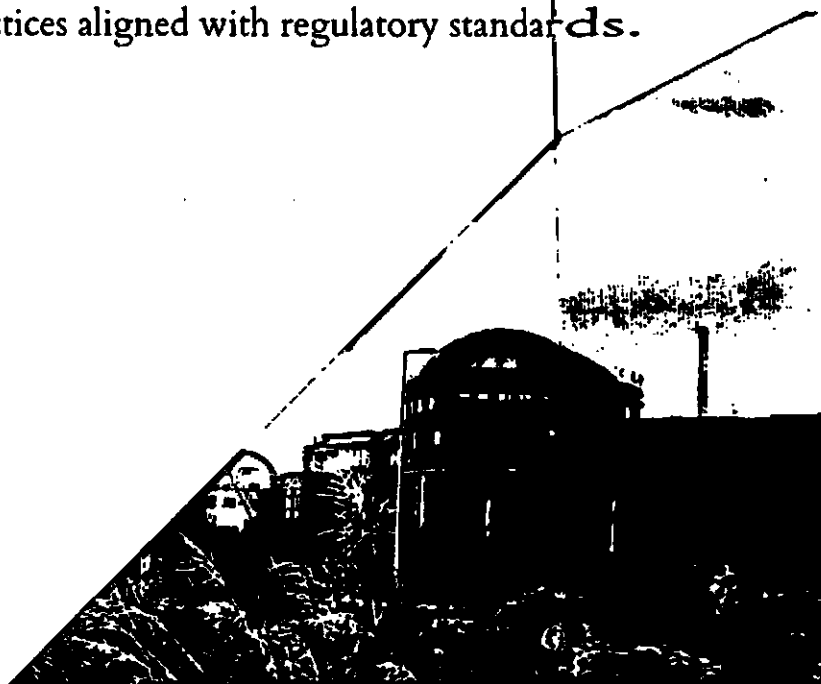
NUST PDC, Islamabad

## About the Programme

This program is a collaborative initiative between the Pakistan **Public Procurement Regulatory Authority (PPRA)** and the **NUST Professional Development Center (NUST PDC)**. Its primary goal is to provide participants with a comprehensive understanding of PPRA's rules and regulations. The program aims to enhance participants' knowledge to adopt best practices in public procurement, thereby promoting transparency, accountability, and efficiency in the procurement process.

PPRA and NUST PDC aims to bridge the gap between academia and regulatory bodies, addressing the need for skilled procurement professionals in the public sector. By combining PPRA's expertise in regulatory oversight with NUST PDC's strengths in professional development, the collaboration seeks to establish a comprehensive learning platform that balances practical skills with theoretical understanding.

The objective is to enhance the capacity of public procurement professionals through a specialized 4-month diploma in Public Procurement. This program will equip participants with the tools to handle complex procurement frameworks while adopting best practices aligned with regulatory standards.



# Course Outline

## Module 1

### Introduction to Public Procurement

#### Week 1

- Welcome address
- Pre-assessment questionnaire
- Course outlines & learning objectives
- Procurement and public procurement
- Importance of public procurement in governance and development
- Procurement life cycle

#### Week 2

- Fundamentals of public procurement
- Procurement planning & risk management
- Key stakeholders in public procurement
- Need for law to regulate public procurement
- Significance of legal & regulatory framework for public procurement

## Module 3

### International Procurement

#### Week 6

- Overview of international frameworks (US, India, BD)
- International best practices in public procurement
- UNCITRAL Guidelines
- World bank guidelines for works, goods & services
- Guest Speaker (World Bank Procurement)

## Module 2

### Legal Framework for Public Procurement

#### Week 3

##### Federal Government

- Public procurement ordinance
- Public procurement rules
- Public procurement regulations/notifications
- Group activity

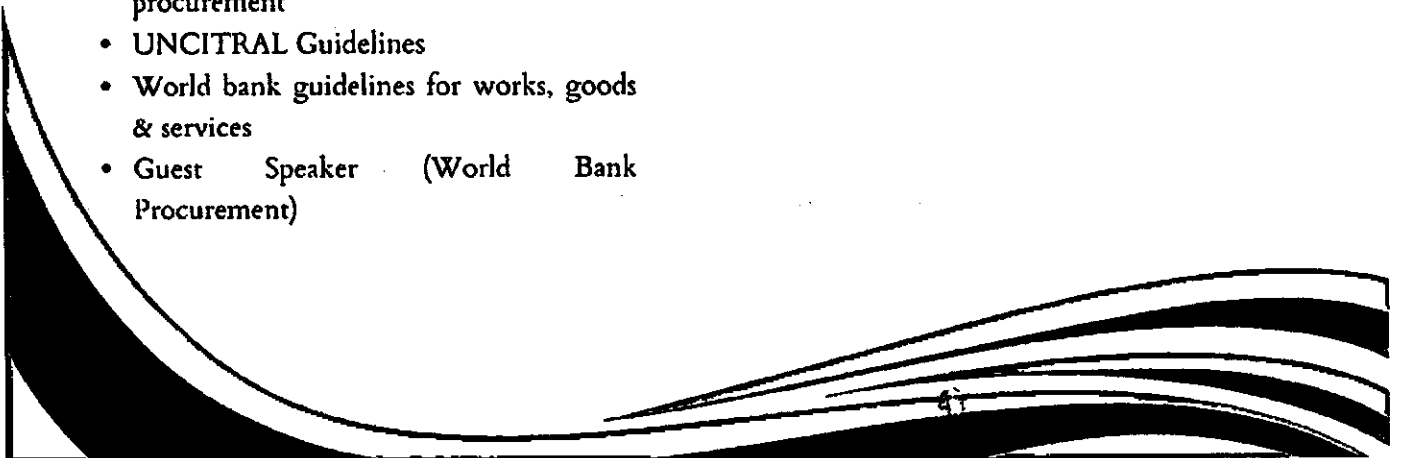
#### Week 4

##### Provincial Governments

- Punjab procurement law & Rules
- Sindh procurement law & rules
- KPK procurement law & rules
- Baluchistan procurement law & rules
- AJK procurement law & rules
- GB procurement law & rules

#### Week 5

- Comparative analysis of different laws/rules
- Common rules
- Difference among all procurement rules
- Case study on mis-procurement



# Course Outline

## Module 8

Bidding Documents & Public Financial Management

### Week 13

- Formulation of bidding documents for goods
- Evaluation Criteria and specification
- Technical evaluations and announcement of reports
- Disposal of unserviceable goods.
- Significance of public financial management in public procurement (Guest Speaker)

## Module 10

e-Procurement Trends in Procurement (EPADS)

### Week 15

- Sustainable Procurement in keeping with environmental, governance and social considerations
- Use of information technology in modern procurement processes
- Electronic Procurement in Pakistan
- Implementation of e-procurement system (Guest Speaker)

## Module 9

Contract Management

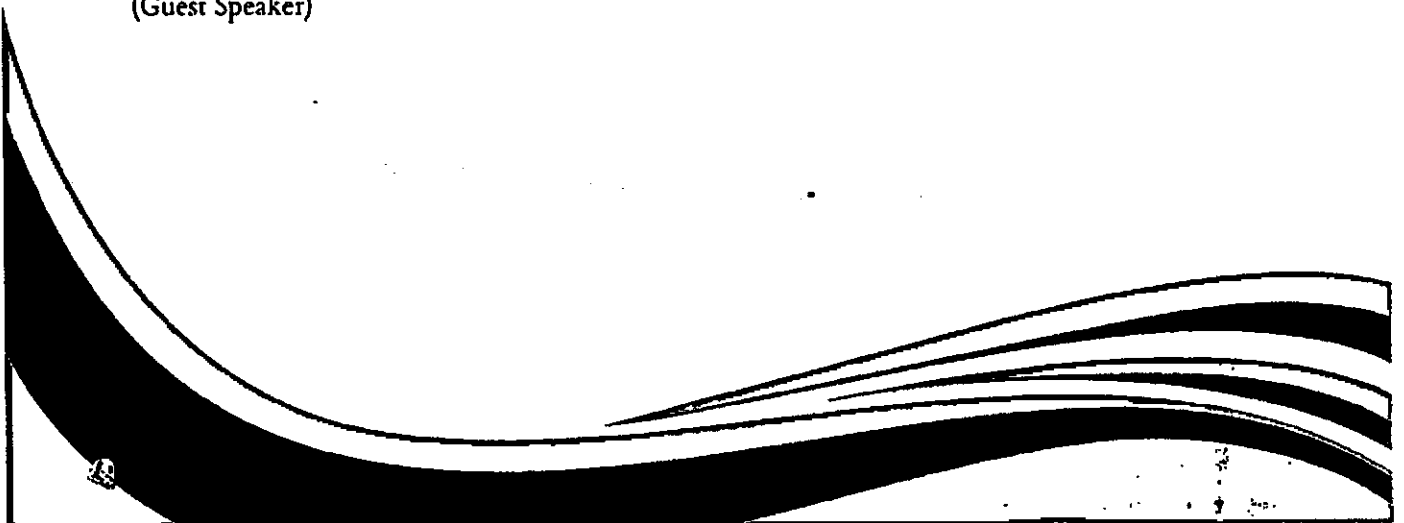
### Week 14

- Overview of contract management
- Formation of agreements
- Memorandum of understanding, agreements and contracts
- FIDIC Contracts
- Case study (contract management)
- Effective execution of contract management (Guest Speaker)

## Closure

### Week 16

- Overview/discussion/feedback/award of certificates
- Assessment:
- Through written exams, assignments & group activities



# Course Outline

## Module 4 Methods of Procurement

### Week 7

- Procedures of open tendering
- Single stage one envelope, single stage two envelope, & two stage methods
- Alternative methods of procurement
- Petty purchase /quotations based purchase
- Direct contracting
- Negotiated tendering
- Exception from advertisement
- Exemptions from procurement law
- Force account & government to government contracting
- Role of logistics in procurement operations

### Week 8

- Procurement of services
- Non-consulting services
- Consultancy services
- Consultancy services procurement by Word Bank
- Case study (consultancy services)

### Week 9

- Prequalification
- Why pre-qualification?
- Pre-qualification procedure
- Pre-qualification documents (PQD)
- Technical and financial evaluation of PQD
- Case Study (pre-qualification)

## Module 5 Role of Commercial Laws in Public Procurement

### Week 10

- Contract Act,
- Sales of Goods Act.
- Partnership Act,
- Companies Act,
- Arbitration Act
- Interplay of different laws in the operations of public procurement and contract management (Guest Speaker)

## Module 6 Public Private Partnerships (PPP)

### Week 11

- Overview of PPP models
- Procurement processes specific to PPP project
- Case study
- Role of PPPs in development in various public sectors (Guest Speaker)

## Module 7 Procurement of Works

### Week 12

- Pakistan Engineer Council Guidelines for works of all kinds
- Government of Pakistan notifications and guidelines for procurements of works
- Case study on procurement of works

430

## COURSE SCHEDULE AND DETAILS



### Commencement Date & Timings:

November 23, 2024 (Every Saturday)

10:00 am to 04:00 pm



### Route your registrations to:

- [info@pdc.nust.edu.pk](mailto:info@pdc.nust.edu.pk)



### For info & queries:

- +92-305-8529979 (NUST)
- +92-301-8221543 (NUST)
- +92-9245635 (PPRA)



### Venue:

NUST PDC, Islamabad



### Course Investment:

PKR 120,000

(Installments and Group Discounts available)

Note: Please direct your invoice to NUST PDC.

Bank Details:

Account Title: NUST (PDC Course)

Account Number: 0918-1008722718

Bank: Bank Alfalah Ltd, H-13 Branch, Islamabad