

PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD



PUBLIC NOTICE

FIVE DAYS WORKSHOP ON PROCUREMENT OF NON-CONSULTANCY SERVICES: KEY STEPS, CHALLENGES AND MITIGATION

VENUE: - ARUSHA CITY

DATE: 26TH - 30TH MARCH 2018

Aims of this workshop

A program is designed to provide participants with the guidance on how to conduct non –consultancy services in compliance with Public Procurement Act and its regulations. The program will also address the challenges towards procurement of non-consultancy services, and soft skills on relationship management will be shared to the participants for effective and efficiency implementation of their duties and responsibilities.

Who should attend?

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|----------------------------------|-----------------------------------|
| (a) Head of PMUs | (f) Stock Verifiers |
| (b) Procurement Officers | (g) Tender Board Members |
| (c) Supplies Officers | (h) Members from user Departments |
| (d) Auditors/ Technical Auditors | (i) Service providers |
| (e) Legal officers | (j) Any other parties |

Workshop Content

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|---------------------------------------------------------|-------------------------------------------|
| (a) Overview of procurement of Non-consultancy services | (e) Handling complaints |
| (b) Preparation statement of requirement | (f) Award and contract signing |
| (c) Preparation and issue of tender document | (g) Risk assessment and case studies |
| (d) Tender opening and Evaluation | (h) Soft skills – relationship management |

Course fee:

Tshs. 800,000/= per participant to cover for tuition, training materials, tea/coffee and lunch. Payment must be done through our NBC Corporate Branch A/C No. 011103017252 or NMB House Branch A/C No. 2013500374. Please confirm your participation before 23rd March, 2018 through the below emails and mobile numbers..

Note: Participants should come with Laptops
FOR FURTHER DETAILS, CONTACT:
Executive Director, PSPTB, P.O. Box 5993, DAR-ES-SALAAM.
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