



## ***PUBLIC NOTICE***

# ***FIVE DAYS WORKSHOP ON NEGOTIATION AND CONTRACTING IN PROCUREMENT PROCESS.***

**VENUE: TANGA**

**DATE: 18<sup>TH</sup> – 22<sup>TH</sup> DECEMBER 2017**

### **1. Aims of this workshop**

To build up a best practice to practitioners on effective negotiation skills, techniques and tactics in Procurement Process.

### **2. Who should attend?**

- a) Head of PMUs
- b) Procurement Officers
- c) Project Manager/Coordinator
- d) Consultants/Contractors/Suppliers/Service Providers
- e) Tender Board Members
- f) User Departments
- g) Auditors/ Technical Auditors
- h) Legal officers
- i) Stock Verifiers
- j) Any other interested parties

### **3. Workshop Contents**

- a) Overview of the negotiation ·
- b) Preparation for negotiation Plan·
- c) Tactics and approaches for negotiation
- d) Skills and attributes for negotiators
- e) Key consideration for negotiation
- f) Stages for negotiation·
- g) Post negotiation agreement·
- h) Concession behavior and the art movement
- i) Risk assessment and case studies
- j) Soft skills – cross culture effect in negotiation

#### 4. Methodology

The course will be delivered by specialized consultants and using highly- participative training delivery methodology through a combination of interactive presentations by subject-matter specialists followed by self-assessment exercises, individual and group assignments intended to facilitate the practical application of procurement management of donor funded project. Solution and analysis of case studies is emphasized as a principal technique for measurement of learning achievement and attainment of prescribed exit competencies.

#### 5. 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. 0111 0301 7252** or **NMB House Branch A/C No. 2013500374**. Please confirm your participation before **18<sup>th</sup> November 2017** through the below emails and mobile numbers.

*Note: Participants should come with Laptops*

#### **FOR FURTHER DETAILS, CONTACT:**

Executive Director,

PSPTB,

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**DAR-ES-SALAAM.**

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