FOREIGN

GHANA INSTITUTE OF MANAGEMENT & PUBLIC ADMINISTRATION (GIMPA)

In Collaboration With The

WORLD BANK AND ILO TURIN CENTRE

Announces a

GOODS & EQUIPMENT PROCUREMENT MANAGEMENT COURSE

DATE:

5TH – 23RD OCTOBER, 2015

VENUE:
GIMPA EXECUTIVE CONFERENCE CENTRE

GIMPA, GREENHILL - ACHIMOTA
ACCRA, GHANA.
1. STATEMENT OF NEED

African countries spend millions of dollars on imported goods and services. A large portion of these goods and services is intended for use on development programmes and projects funded by donor agencies and International Finance Institutions (IFIs) such as the World Bank.

Experience indicates that most executing agencies face numerous problems and delays in project procurement because of the recipients’ inability to observe and apply the procurement guidelines of the funding agency at each stage of the complex chain of international procurement operations. In order to improve the procurement process and expedite the implementation of development projects, thereby improving public procurement in Africa, GIMPA, in collaboration with the World Bank, and the International Labour Organization (ILO) Turin Centre, has institutionalized a series of procurement management courses covering procurement of goods, works, and consulting services. This is the 23rd Goods and Equipment Procurement Management Course to be held at GIMPA. The first one took place in April 1992.

2. COURSE OBJECTIVE

GENERAL
At the institutional level, this course aims at assisting Government ministries and relevant public enterprises to increase their efficiency and cost-effectiveness in the procurement of goods and equipment funded from loans or credits provided by international financing institutions.

SPECIFIC
(a) At the learning level, the course aims at assisting participants to acquire the required knowledge about international competitive procurement process and procedures.

(b) At the job behaviour level, the course aims at developing the participants’ skills to plan and carry out procurement functions with competence and efficiency. Where applicable, this will be done in accordance with the guidelines and procedures of international development financing institutions.

(c) A further objective of the course is to enhance participants’ skills at delivering presentations of procurement topics for training purposes.

3. COURSE EMPHASIS

The course content is to a large extent based on a modular training package developed by the ILO Turin Centre in co-operation with the World Bank, covering:

(i) PUBLIC PROCUREMENT & WORLD BANK FIDUCIARY RESPONSIBILITY

Session 1: Fundamental Principles & Institutional Framework Underlying Procurement Systems
- Historical Context
- Policy Framework
- International Impact on Procurement
- Procurement Reforms
- Future Development

Session 2: World Bank’s Evolving Role in Lending Operations & Associated Fiduciary Responsibilities
• World Bank Organization
• Investment & Adjustment Lending Instruments
• Co-financing & Partnership

(ii) PROJECT CYCLE AND RELATED DOCUMENTS

Session 3: Six Phases of the Project Cycle
• Identification
• Preparation
• Appraisal
• Negotiation & Approval
• Implementation
• Evaluation

Session 4: Project and Legal Document
• Project Concept Document
• Project Appraisal Document
• Implementation Completion Report
• General Conditions
• Loans/Credit Agreements

(iii) WORLD BANK PROCUREMENT POLICY & GUIDELINES

Session 5: World Bank Procurement Policy & General Criteria
Session 6: International Competitive Bidding
Session 7: Other Methods of Procurement
Session 8: Appendices to the Guidelines

(iv) PROCUREMENT PROCESS AND PLANNING

Session 9: Procurement Processes & Competencies Requirements
• Procurement Cycle
• Requirements, documents, schedules
• Competencies & Expertise
Session 10: Procurement Planning
• Packaging & Alternative Contract Options
• Procurement Methods
• Scheduling

Sessions 11-13: Case Study on Procurement Planning
• Utopia Education Project (group preparation & presentation)

(v) BIDDERS QUALIFICATIONS

Session 14: Qualification Procedures
• Pre-qualification
• Classification
• Selection of Consultants
• Post-qualification
Session 15: Qualification Criteria
- General Experience
- Particular Experience
- Financial
- Personnel Capabilities
- Equipment Capabilities
- Bidder/Seller’s Agent

(vi) STANDARD BIDDING DOCUMENTS

Session 1: Purpose, Types and Content of Standard Bidding Documents (SBDs)
- Historical & Policy Considerations
- Purpose of the Bidding Documents
- Content of SBDs
- Introduction and principles of preparation of bidding documents
- Preparation of procurement notices

(vii) CONTENT OF BIDDING DOCUMENTS

Session 2: Instructions to Bidders, Bid Data Sheet, Evaluation and Qualification Criteria and Bidding Form
- Instruction to Bidders (ITB)
- Bid Data Sheet (BDS)
- Evaluation & Qualification Criteria
- Domestic Preference
- Qualification Criteria
- Bidding Forms

Session 3: General Conditions of Contract, Special Conditions of Contract and Contract Forms
- General Conditions of Contract (GCC)
- Special Conditions of Contract (SCC)
- Contract Forms

Session 4: Securities and Payment
- Securities
- Payments Terms
- Modes of Payments (Letter of Credit)

Session 5: INCOTERMS
- Introduction
- “E” terms
- “F” Terms
- “C” Terms
- “D” Terms
SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS

Session 6: Schedule of Requirements and Types of Technical Specifications
- Schedule of Requirements
- Purpose of Technical Specifications
- Clarity and Consistency of Technical Specifications
- Types of Technical Specifications
- Straightforward and Complex Specifications (two stage bidding)

Session 7: Factors to be taken into account in developing and reviewing Technical Specifications
- Purchaser’s Requirements
- Procurement Officer
- General factors
- General use products
- Life cycle Equipment and Installation
- Health Sector Goods
- Text books
- Computer & Information System

CASE STUDY

Session 8, 9, 10: Preparation of Bidding Documents – Case Study
- Preparation of Bid Data Sheet
- Preparation of Special Conditions of Contract
- Preparation of Evaluation and Qualification Criteria
- Schedule of Requirements
- Technical Specifications

OPENING OF BIDS

Session 1: Bid submission, bid opening and late bids
- Receiving bids
- Bid opening procedures
- Late bids
- Bids opening record

EVALUATION AND COMPARISON OF BIDS

Session 2: Preliminary Examination of Bids and Currency Conversion
- Eligibility
- Completeness
- Substantial Responsiveness (commercial & technical
- Domestic Preference
- Computational error
- Currency Conversion
Session 3 to 5: Detailed Bids Evaluation
- General Procedure
- Lowest Price
- Price plus other Factors
- Minimum Technical Specifications
- Life Cycle Cost
- Quality, Price and Cost
- Multiple Lots

Session 6: Domestic Preference
- Domestic Preference for Manufactured Goods
- Domestic Preference for Plants and Systems
- Domestic Preference in multiple Lots

Session 7: Contract Award and Rejection of Bids
- Post-Qualification of Bidders
- Contract Award
- Rejection of all Bids
- Publication of Award

Session 8-11: Bid Evaluation Forms: Case Studies on Bid Evaluation
- Content of the Standard Bid Evaluation Form
- Bank Review Process and Issuance of No-Objection

(xii) CONTRACT AWARD AND MANAGEMENT

Session 12: Preparation of Contract
- Contract Definition
- Agreement
- Formation of Contract
- Contract Documents

Session 13: Contract Implementation
- Right & Obligations of Purchaser & Supplier
- Bank’s Role
- Contract Performance
- Securing Contract Performance
- Settlement of Disputes

(xiii) PROCUREMENT TRAINING

(xiv) PUBLIC PROCUREMENT ACT 2003

4. TARGET GROUP
   i. The course is intended for public sector procurement staff of projects funded by international financing institutions (World Bank, African Development Bank etc.) as well as Central Tender Board Officers, Municipal Officers, and Project Managers/Officers handling tenders for goods and equipment.
   ii. Participants will be drawn from Anglophone member countries of ECOWAS and other parts of Africa.
5. TRAINING APPROACH

i. The course is learner-oriented. The methodology includes short lectures given by highly experienced experts followed by individual exercises and group assignments contained in the modules.

ii. Pre-course Preparation
Each participant is requested as part of his/her pre-course preparations to prepare a brief report describing:

A specific goods procurement related problem, which occurred in his/her agency or country.

Each participant is invited to bring a copy of the Loan/Credit Agreement, the Project Appraisal Document (PAD) and a Bidding Document to be analysed and discussed.

NOTE:

LAPTOP/iPAD

Each participant/nominee is encouraged to come along with a Laptop/iPad to be used for assignments during the programme. There will be no hard copies of standard documents.

6. FACULTY
The teaching faculty will comprise Senior Procurement Advisors from the World Bank, international procurement Consultants, and practitioners from target countries in addition to the GIMPA Faculty.

7. COURSE DURATION AND TIMING
The course, which will be held at GIMPA, Greenhill, Achimota, is of three weeks duration and will take place during the period: 5TH – 23RD OCTOBER 2015.

Participants are expected to arrive at GIMPA on Sunday, 4th October 2015 so that the course can commence on the next Monday.

FLIGHT DETAILS TO GIMPA
Foreign participants are advised to send details of their flight schedules at least six (6) days before the commencement of the course so that they can be picked up at the airport.

NOTE:
For participant(s) arriving earlier than Sunday, the sponsoring organizations must fund the accommodation and the meals for that number of days.
In addition, if the flight of the participant(s) is not on the Saturday immediately following the closure of the course, the sponsoring organization must fund the extra days that the participant(s) will stay before departure.
8. FINANCIAL ARRANGEMENTS

(a) The total cost of participation for this three-week course is **USD$ 4,200** payable in advance by the participants’ nominating/sponsoring organization.

This covers:

(i) Course fees of **USD$4,200**:  
- Tuition fees  
- Full boarding and lodging at GIMPA  
- Study Materials  
- Study Visits  
- Routine medical care (no insurance)  
- Socialization  
- Support facilities

(ii) Out-of-Pocket Allowance for Participants

Sponsors/Employers must pay Out-of-Pocket Allowance to cover incidental expenses such as communication, photocopying, internal transport etc, depending on the policy of the organisation concerned, to their nominee(s) before they arrive at GIMPA Campus.

(b) Payment for participation is acceptable in Banker’s Draft, Cash or Bank transfers to:

<table>
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<th>BANK</th>
<th>: BARCLAYS BANK GH. Ltd.</th>
</tr>
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<tr>
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<td>: GIMPA</td>
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<td>CURRENCY</td>
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Fees must be **fully paid one week before** the commencement of the course. In the case of transfers, **concrete evidence, that is, swift advice from the bank** must be produced during registration on the first day of the course.

(c) Travel to GIMPA and from GIMPA to the participant’s home country is not included and should be paid for by the nominating organization, Insurance cover for participants on the course is also not included and is therefore the responsibility of the nominating organization. First aid will be provided.

9. SPONSORSHIP

Participants should be sponsored by their respective organizations and the cost of their attendance funded, if possible, under the World Bank or African Development Bank Loan financing their projects. The organization should obtain the approval of the appropriate Task Team Leader of the World Bank/African Development Bank confirming their funding.
10. NOMINATIONS

All other nominations should be submitted to GIMPA on the attached GIMPA nomination forms. These forms should be duly endorsed by the authorised representative of the nominating organization and should then be forwarded to GIMPA possibly by a courier service or email to reach the address below at least 2 weeks before the commencement of the course:

THE MANAGING CONSULTANT
GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION (GIMPA)
P.O. BOX 50, ACHIMOTA - GHANA
FAX: 233-0302-405805/400457
TEL: 233-0302-402771/401681/3
E-MAIL: gimpaconsultancy@gimpa.edu.gh

ADMISSIONS

Note that submission of a nomination form does not automatically imply admission. Official letters (by post, e-mail or fax) will be despatched to suitable applicants and only those offered admission will participate in the course.

GIMPA CAMPUS

GIMPA has very pleasant surroundings and facilities conducive for academic work. Comfortable accommodation including TVs is provided. Each room has a fridge and an air-conditioner. A new standby generator assures reliable power supply throughout the duration of the course. Those who want internet facility will have to pay a modest charge for it.

SPECIFIC ENQUIRIES

Any additional specific enquiries concerning this course should be addressed to the Managing Consultant GIMPA for the attention of the Course Co-ordinator.

Tel.: +233 402771/401681/3 or Telefax: 400457 Fax: 405805
E-mail: gimpaconsultancy@gimpa.edu.gh