

FOR FURTHER INFORMATION CONTACT:

Mr. Ugyen Namgyel
Training Manager
Department of Information
Technology
Jigme Namgyel Engineering College
Phone No. 07-260284
Mobile No. 17344181
Email: ugyennamgyel@jnec.edu.bt

**SHORT TERM TRAINING ON
PROCUREMENT AND
CONTRACT MANAGEMENT**



Jigme Namgyel Engineering College

Tel: +975-07-260286, 260302
Fax: +857-07-260289
Royal University of Bhutan
Jigme Namgyel Engineering College
Dewathang, Samdrup Jongkhar
Bhutan

OVERVIEW

The short term training has been specifically designed to benefit the Procurement Officers /Managers and Stores Officers/ In-charges of various organizations of Bhutan.

The training will provide participants with a comprehensive knowledge and skills on the procurement and stores management processes, including an introduction on how materials management enhances productivity and reduces cost of products. The programme will also provide an opportunity for the participants from various agencies to discuss and share experiences on stores management and procurement system followed in their respective agencies. In-depth discussion will be carried out based on the RGoB Procurement Rules and Regulations. The training will further highlight the roles and responsibilities of Procurement and Store Managers/Officers from a wider perspective.

Therefore, the programme in general will introduce the participants to various components of materials and procurement management irrespective of their work experience.

The Resource Persons will facilitate the discussion and share the best practices on the subject.

Topics on Materials Management and Inventory control system and Database system which are very useful for Procurement/Store Managers will also be discussed.

At the end of the training programme, participants are expected to understand the benefits of efficient and effective procurement management and stores keeping processes, thereby helping their respective organizations in overall resource economy.

JNEC has an ongoing Diploma in Materials and Procurement Management programme. The available qualified and experienced faculty from the Department of Humanities and Management will resource the programme and the participants will also be facilitated with a field visit.

TRAINING OUTLINE

Learning Outcomes - Upon successful completion of the training, the participants will be able to:

- Interpret and apply RGoB PRR in day to day procurement activities.
- Differentiate types of Standard Bid Documents and their use in soliciting procurements.
- Identify key elements of specification writing, tendering, and awarding of contracts for goods, works, and services.
- Appreciate the benefits of sourcing quality suppliers to ensure value for money
- Understand the Problem of contract implementation and how it can be resolved.
- Develop competencies in stores management and inventory control to improve organizational efficiency through good stores management.

- Understand the importance of negotiation skills.
- Develop database management system and prepare small database related to individual works.

Training mode:

Presentations, discussion, exercises, practical workout and field visits.

COURSE CONTENT (PROCUREMENT MANAGEMENT)

1. Procurement Management

- Public Procurement system and its Objectives
- Management of Public Procurement
- RGoB Procurement Rules and Regulations
- Preparation of SBD for Goods and Works

2. Contract Management

- Introduction to Contract Management system
- Contractor/Supplier Relationship
- Quality Control Management
- Tools of Inventory Management
- Physical Location and Control of Inventory
- Valuation of Inventory

3. Contract Implementation

- Implementation of Contract
- Irregularities during Contract implementation
- Problem during implementation
- Resolving of problem

4. Negotiation Skills

- Introductions to Negotiation Skills
- Ways to become Master Negotiator (Case Study & Activities)

5. Database Management in procurement System

- Database Management in Procurement system.
- Developing Database Design
- Preparation of Forms, Tables & Queries
- Process of generating reports

COURSE MANAGEMENT

Duration of course: Six Days

Number of Participants:

Accommodation: Participants are required to arrange their own accommodation. The college has a Guest House, with limited number of rooms. Participants may book the college guest house subject to availability of rooms.

Contact No. of Guest House In-charge: 17708615.