

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

No.5(3)2022-Admn-I/HR-I

Islamabad, the 23rd August, 2023

CIRCULAR

Subject: **THREE DAYS SPECIALIZED WORKSHOP ON “HOW TO PREPARE BIDDING DOCUMENTS”**

Please find enclosed herewith a copy of self explanatory letter No.ITM/TI4/2193, dated August, 2023 received from Institute Tender Management Lahore, on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested officers of the Ministry who fulfill the eligibility criteria may forward their nominations, duly approved by their respective Head (s) of Wing (s) to **HR-I Section** latest **by 26-08-2023 at 1200 hours.**

Encl: **As above**

(Aamir Waheed)
Section Officer (HR-I)

✓ **Database Administrator,**
Ministry of Commerce,
Islamabad.



Institute of Tender Management

89-F Gulberg II, Lahore. Ph: 042-35874071, 35753065, Fax: 92-42-35764795

Website: www.tenderpak.com, Email: itmlahore1@gmail.com

NO: ITM/T14/2193

Attn:

Section officer (General)

Dated: Aug, 2023

Subject: Three Days Specialized Workshop on "How to prepare Bidding Documents."

Dear Sir/Madam,

We are pleased to announce that Institute of Tender Management will be conducting three days comprehensive workshops in different cities on "How to prepare Bidding Documents."

The workshop is designed to equip procurement professionals with necessary skills & knowledge to optimize their procurement practices and ensure successful outcomes. It will also create an understanding of developing clear specifications, assessing bid responsiveness and compliance, identifying evaluation criteria for different procurement types etc.

The workshop will be conducted by internationally acclaimed procurement Guru Dr. Irfan Ahmad, Principal, Institute of Tender Management.

You are requested to send the nominations as soon as possible as the seats are limited.

The details of the workshop are as under -

Sr. no.	City	Dates	Time	Venue
1.	Lahore	7 th , 8 th , 9 th Sept, 2023	9 am to 5 pm	PC Hotel, Lahore
2.	Karachi	14 th , 15 th , 16 th Sept, 2023	9 am to 5 pm	Marriott Hotel, Karachi
3.	Rawalpindi	20 th , 21 st , 22 nd Sept, 2023	9 am to 5 pm	PC Hotel, Rawalpindi

Workshop Facilities: Training, Certificate, Training Material, Lunch, Morning Evening High Tea.

Workshop Fee: Rs 67,000/- Plus PST per Participant for Three Days.

Please make (advance) pay order/demand draft in favor of "Institute of Tender Management"

Best Regards,

Raheela Naseem

Chief Operating Officer

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