

MOST IMMEDIATE

No. 2(17)/2011-Admn-I
Government of Pakistan
Ministry of Commerce



Islamabad, the 24th December, 2014

CIRCULAR

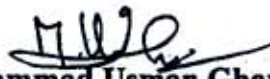
Subject:- **WORKSHOPS TO BE HELD IN THE MONTH OF DECEMBER,2014 AND JANUARY, 2015, BEING ORGANIZED BY INSTITUTE OF TENDER MANAGEMENT, LAHORE:**

The Institute of Tender Management, Lahore has invited nominations of officers for the under mentioned 4 (four) series of workshops scheduled to be held in the month of December, 2014 and January, 2015 starting from 09:00 a. m to 5:00 p.m :-

Sr. #.	Workshop Topic	Rawalpindi PC Hotel	Karachi PC Hotel	PC Hotel Lahore
1.	DOs and DON'Ts' in Public Procurement	30 th December,2014	14 th January,2015	21 st January,2015
2.	How to Get Quality in Public Procurement	31 st December,2014	15 th January,2015	22 nd January,2015
3.	Procurement of Consultancy Services	1 st January, 2015	16 th January,2015	23 rd January,2015
4.	Managing Contracts of Goods & Services	2 nd January,2015	17 th January,2015	24 th January,2015

2. The officers of this Ministry interested to attend the subject workshops are requested to please sent their names duly recommended by their respective officers to this Section at least **07days before commencement of the desire workshop** for onwards submission to the Institute of Tender Management, Lahore.

3. It is pertinent to mentioned here that the workshop fee is **Rs.12, 500/-** per participant. For further details, please visit the website: www.tenderpak.com.


(Muhammad Usman Ghani)
Section Officer (Admn-I)



Institute of Tender Management

(Affiliated with Skill Development Council, Lahore)

Attn: So. (Admin I) Mr. Usman

No: ITM/W/6989

Workshops on 1. "DOs and DON'Ts' in Public Procurement" 2. "How to Get Quality in Public Procurement" 3. "Procurement of Consultancy Services" 4. "Managing Contracts of Goods & Services"

Dear Sir,

I am pleased to inform you that Institute of Tender Management is organizing the following workshops on "DOs and DON'Ts' in Public Procurement", "How to Get Quality in Public Procurement" "Procurement of Consultancy Services" & "Managing Contracts of Goods & Services". It is mandatory to procure goods, works and services following public procurement rules. These workshops will cover the issues and problems related to Public Procurement, Consultancy Services & Contract Management. These workshops will provide basic guidelines for procurement however many issues and problems arise during procurement proceedings which are difficult to tackle and some time leads to flaws in procurement proceedings which amounts to mis-procurement.

The workshop on Contract Management will cover drafting bidding and contract documents for goods & services including International Contract, incoterms & opening of LC, Contractual risk allocation claims and dispute resolution mechanism. These workshops are of great significance with regard to the above mentioned topics. Procurement officers, auditors, account officers, admin officers, store officers, Engineers, Civil Engineers, Suppliers / Contractors and IIR officers should attend these workshops.

Please send the nominations as soon as possible. The program is as under:

Sr. No	Workshop Topic	Rawalpindi PC Hotel	Karachi PC Hotel	PC Hotel Lahore
1	DOs and DON'Ts' in Public Procurement	30 th Dec. 2014	14 th Jan. 2015	21 st Jan. 2015
2	How to Get Quality in Public Procurement	31 st Dec. 2014	15 th Jan. 2015	22 nd Jan. 2015
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Time: 9am To 5pm, Facilities offered: Course Material, Lunch, Tea, Certificate.

Workshop Fee: Rs. 12,500/- per participant per workshop per day.

Details for Payment/Demand Draft

Postal Address

Account Title: Institute of Tender Management

89-F, Gulberg II, Lahore.

In house training / consultancy can also be arranged at your department for further details please contact the under signed.

Raheela Naseem

Program Manager

042-35874071, 0343-4449000

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