

CAPS TRAINING CALENDAR 2022

| Code | Course | Training Outline | Date | Location | Value (KES) |
|--------------|--|---|-----------------|-----------------|--------------------|
| CAPS-01-2022 | <i>Consultant Selection Process and Evaluation of Proposals</i> | Drafting terms of reference, estimation of consultant budget, consultant methods, consultant selection process, preparing a request for proposal document, technical evaluation of proposals, evaluation of proposals, technical scores, opening of financial proposals, opinion and award of contract, notification of award, drafting consultant contract; contract monitoring. | 7-11 Feb 2022 | Mombasa | 75,000 |
| CAPS-02-2022 | <i>Public Procurement and Asset Disposal Act and Regulations</i> | National governance structures; organization of the procurement function; procurement methods for goods, works and services; consultant selection methods; professional principles; procurement processes; procurement rules; contracts; interface with regulations and standard tender documents; preferences and reservations; stock control; and assets disposal. | 4-8 April 2022 | Kisumu | 70,000 |
| CAPS-03-2022 | <i>Procurement of Framework Contracts for Goods and Services</i> | Setting of specifications for goods and services; scope of requirements; preparing evaluation criteria and qualification criteria; preparing tender documents for framework contracting; evaluation of bids for frameworks; unit price versus lot-wise award of contracts; framework agreements; drafting suitable contracts; call off orders; and contract monitoring. | 16-20 May 2022 | Mombasa | 80,000 |
| CAPS-04-2022 | <i>Procurement Strategy, Planning and Monitoring</i> | Applicable procurement policy; supply market strategy; departmental requirements; inventory planning and forecasting; packaging procurement requirements; estimating cost of goods, works and services; choice of method; preparing the procurement plan; and monitoring of actual versus plan. | 20-24 June 2022 | Kisumu | 65,000 |
| CAPS-05-2022 | <i>Procurement of Works, Plant and Equipment</i> | Defining large and complex contracts; works specifications and requirements; plant and equipment specifications; preparing tender documents for works and equipment; setting evaluation criteria and qualification criteria; evaluation of tenders for works and equipment; opinion and award; drafting works contracts. | 19-23 Sep 2022 | Mombasa | 85,000 |
| CAPS-06-2022 | <i>Procurement and Contracts Risk Based Audit</i> | Identifying risks in the procurement and contracts processes; managing appeals and complaints; procurement and contracts audit; performance audit; preparing audit reports, responding to audit queries, audit monitoring. | 24-28 Oct 2022 | Kisumu | 65,000 |
| CAPS-07-2022 | <i>Projects Procurement and Contracts Management</i> | Projects initiation, planning, execution, monitoring, control and closeout; projects procurement strategy and plan; donor funded vs government procurement rules; preparing bidding documents; evaluation of bids and award; approvals and no-objections; contract management. | 5-9 Dec 2022 | Mombasa | 85,000 |