

### 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	Nakuru	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	Nakuru	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 Audit</i>	Analysis of risks in the procurement and contracts processes; managing appeals and complaints; procurement and contracts audit; audit of works contracts; audit of consultant contracts; performance audit; audit reports, responding to audit queries, audit monitoring.	24-28 Oct 2022	Nakuru	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