

TRAINING CALENDAR 2022-2023

Code	Course	Training Outline	Date	Venue	KES
CAPS 4-2022	<i>Procurement Strategy, Planning and Monitoring</i>	Applicable procurement policy; supply market strategy; departmental requirements; inventory planning and forecasts; packaging 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	KSM	65,000
CAPS 8-2022	<i>Supply Management for Effective Service Delivery</i>	Inventory planning, control and management; performance indicators; warehousing management and operations; materials handling; logistics planning and distribution management; transport planning, reverse logistics; import-export procedures, documentation and customs.	25-29 July 2022	MSA	70,000
CAPS 5-2022	<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 and qualification criteria and qualification criteria; evaluation of tenders for works, plant and equipment; opinion and award; drafting works contracts.	10 th -14 th Oct 2022	MSA	85,000
CAPS 6-2022	<i>Procurement and Contracts Audit</i>	Analysis procurement and contracts process risks; managing procurement 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	KSM	65,000
CAPS 7-2022	<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, opinion and award; approvals; contract negotiation and management.	5-9 Dec 2022	MSA	85,000
CAPS 1-2023	<i>Public Procurement and Asset Disposal Act and Regulations</i>	Procurement principles, governance structures; effective organization of the procurement function; procurement methods; choice of tender documents for each category of goods, works and services; rules, and processes; preparation of appropriate tender documents; preparing responsive tenders; effective evaluation of tenders; drafting of contracts; applying preferences and reservations; common reasons for appeal to Review Board; inventory and disposal of assets.	20-24 Feb 2023	MSA	70,000
CAPS 2-2023	<i>Procuring Consulting and Non-consultant Services</i>	Contrasting consultancies and other services; preparing terms of reference and scope of services, estimation of budget, procurement methods and processes, preparing tender documents, evaluation of bids and proposals; opinion, award, notification of award, drafting procurement contracts; service levels; contract monitoring.	27-31 Mar 2023	KSM	75,000
CAPS 3-2023	<i>Preparation of Evaluation Criteria and Tender Documents</i>	Preparing specifications and scope of requirements; setting of eligibility criteria, technical criteria, financial criteria; qualification criteria, and award criteria; preparing the schedule of requirements; choice of procurement method; suitable tendering document; preparing tender documents for goods, works, and services; drafting contract documents.	24-28 April 2023	MSA	80,000
CAPS 4-2023	<i>Framework Contracting and Agreements</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 vs lot-wise award; framework agreements; drafting suitable contracts; call off orders; and contract monitoring.	22-26 May 2023	MSA	75,000
CAPS 5-2023	<i>Procurement, Inventory and Disposal Planning</i>	Applicable procurement policy; supply market strategy; departmental requirements; inventory planning and forecasting; packaging requirements; estimating cost of goods, works and services; choice of procurement method; preparing the procurement plan; preparing disposal plan, and monitoring of actual versus plan.	26-30 June 2023	NKR	65,000

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