



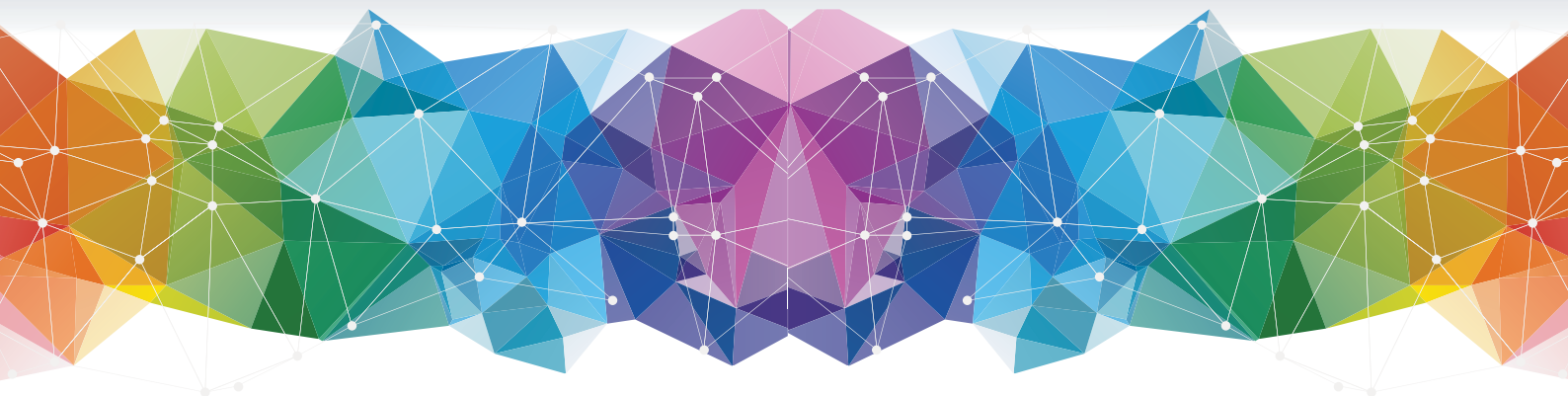
**M I L O D A**  
**Academy of Financial Studies**  
 (The Training Arm of the Ministry of Finance)

**5<sup>th</sup> Intake**  
**Diploma in**  
**Public**  
**Procurement**  
**and Contract**  
**Administration**  
**(DIPPCA)**  
**2019/20**



**“Effective public procurement is essential for good public service and good administration”**

**PARTICIPANT**  
**HAND BOOK 2019/2020**



An ISO 9001:2015 Certified Training Institute



**Centre for Academic and Professional Excellence**  
**in Human Capital Development**



## Miloda Academy of Financial Studies

We at Miloda are committed to building capacities of public sector professionals in particular on Public Financial Management and of related disciplines by way of providing cutting edge training programmes with a sincere ambition of building a competent workforce for the country adhering to ISO 9001:2015 Quality Management Standards continually improving the effectiveness of the processes and systems complying with the applicable statutory, regulatory, and other related requirements.

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An ISO 9001:2015 Certified Training Institute





## Education is the most powerful weapon which you can use to change the world

Nelson Mandela



**Miloda** stands for “the Centre that Facilitates Generation of Revenue.” We dedicate ourselves to provide services towards that direction by way of building capacities of personnel in the Ministry of Finance in particular and of others across the public service. Being the Training Arm of the Ministry of Finance, Miloda is blessed with a Building that is equipped with state of the art world class facilities in six floors. The Auditoriums, Conference Rooms, Lecture Theaters, Computer Labs and the Virtual Learning Centre are of no comparison to any other Training Institute in the Country.

The strategic location of Miloda in the heart of the city provides easy access by both road and rail and parking for vehicles is available in and around the premises. Miloda conducts training under five core areas such as Financial Management and Commercial Skills, Accountability and Governance, Communication and Transformation Skills, Information Communication & Digital Management and Leadership & Organizational Management.

### Our Vision

The Academy of Financial Studies (AFS) aims to become a World Class Centre of academic and professional excellence in human capital development across the financial services sector.

### Our Mission

Producing high quality professionals for the Ministry of Finance through human capital development.

Working in partnership with the public and corporate sector to enhance the development, implementation and advocacy of professional standards and ethics in service delivery.

Developing and monitoring capacity building initiatives that drive efficiency, effectiveness and the structural development of the public sector.

### Our Goals

- Build the capacities of employees in the Ministry of Finance in particular and to offer professional services to rest of the public sector.
- Become the Centre of excellence for Financial Studies in the country by way of delivering innovative cutting edge programmes.
- Ensure professionalism in all our work both academic and non-academic service delivery.
- Disseminate the most updated information in the best possible mode of delivery to reach a wider segment of public sector employees.
- Improve rational thinking skills of personnel in the public service to transform them to a more dynamic forward looking driving force.
- Inculcate best practices in principles of “Value for Money” with a view to manage public funds more efficiently and effectively for the betterment of the masses.



***I am confident that our Programme will enable Participants to conduct effective Procurements and will instill professionalism & transparency in their dealing with Public Funds***

**Anura Lokuhetty**  
Co - CEO

## **Welcome to MILODA- Academy of Financial Studies !**

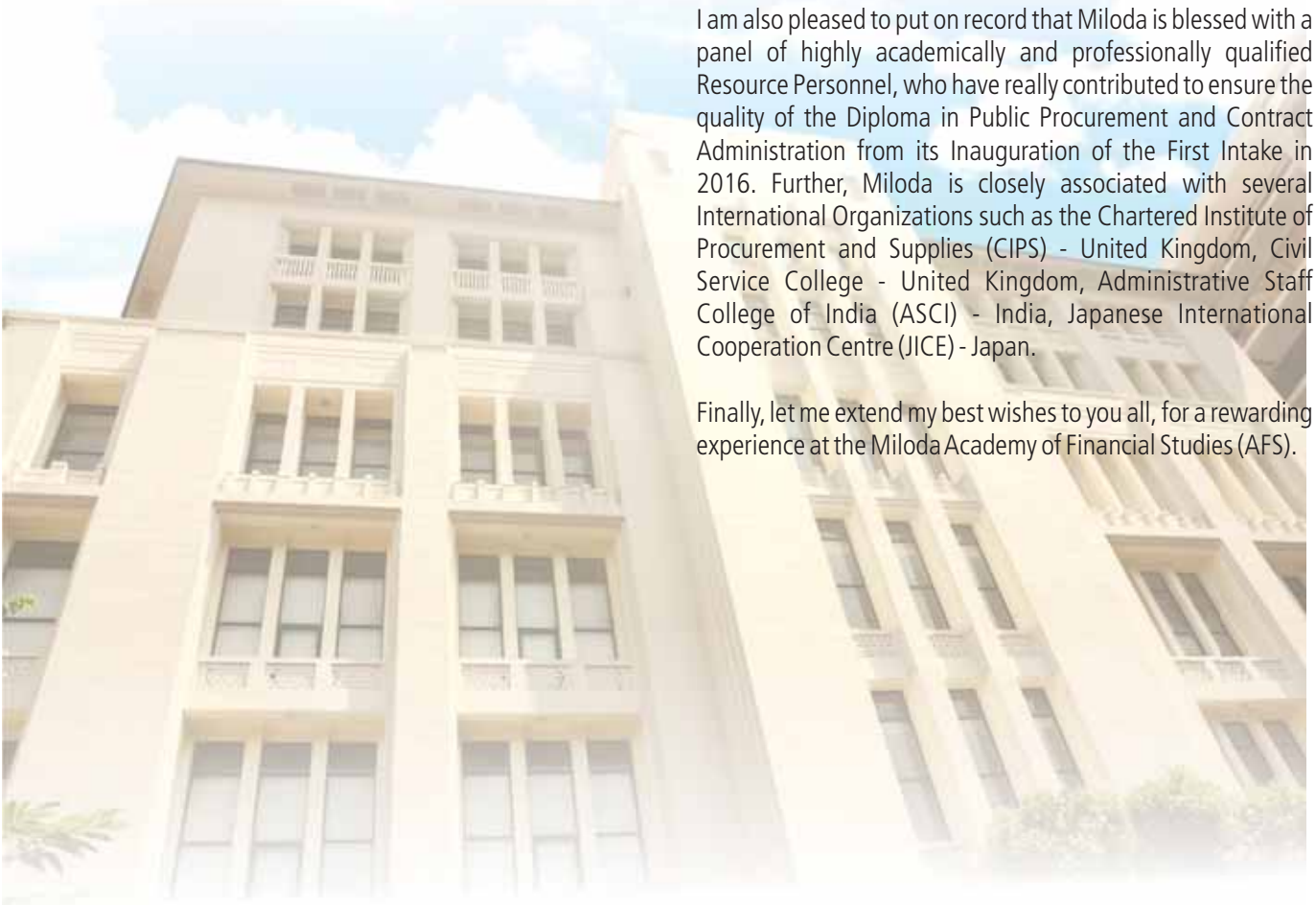
It is with great pleasure that I welcome you for the 5<sup>th</sup>(Fifth) Batch of the Diploma in Public Procurement and Contract Administration (DIPPCA) conducted by Miloda Academy of Financial Studies, the Training Arm of the Ministry of Finance. I firmly believe that a handbook giving all the required information for new entrants to a Programme will be immensely beneficial to them as it may provide answers to all possible queries that they might have, regarding the Programme. I request everyone concerned to read through this document to get an insight into how they should familiarize themselves with the timelines set for each aspect of the Programme.

I hope that you will have an exciting and academically productive stay at Miloda, and I am certain that my Faculty would take all possible efforts to share their experience with you. This programme would undoubtedly produce Public Officials with expert knowledge on Public Procurement and Contract Administration.

I am thankful to the Secretary to the Ministry of Finance, Chairman and the Members of the Board of AFS, whose direction has enabled Miloda to become a much sought after Institute for Financial Studies in Sri Lanka. His vision to develop Miloda into a world class Training Institute as, it has the entire infrastructure, that such an Institute should possess.

I am also pleased to put on record that Miloda is blessed with a panel of highly academically and professionally qualified Resource Personnel, who have really contributed to ensure the quality of the Diploma in Public Procurement and Contract Administration from its Inauguration of the First Intake in 2016. Further, Miloda is closely associated with several International Organizations such as the Chartered Institute of Procurement and Supplies (CIPS) - United Kingdom, Civil Service College - United Kingdom, Administrative Staff College of India (ASCI) - India, Japanese International Cooperation Centre (JICE) - Japan.

Finally, let me extend my best wishes to you all, for a rewarding experience at the Miloda Academy of Financial Studies (AFS).







**Effective public procurement is essential for good public service and good administration**

**Eng. B.N.I.F.A. Wickramasuriya**  
Chairman  
National Procurement Commission

It is a privilege to issue a message in respect of the Inauguration of the Fifth(5th) Intake of the Diploma in Public Procurement and Contract Administration (DIPPCA).

As you all know, Public Procurement is a vital activity in any Public administration. Public sector organizations spend huge sums of money on the procurement of goods, works and services in areas such as education, health and infrastructure developments. Sri Lanka shares 15-25% of GDP on Public Procurement.

Good Public Procurement reflects the priority we give in improving the quality of public services, with a strong emphasis upon both successful delivery of services for the public, and value for money for the taxpayer. Moreover, Public Procurement not only creates the environment for comprehensive economic growth but also attributes towards promoting the welfare of the citizens.

Therefore, it is essential that the Public Procurement Processes are carried out in a clear, consistent, fair and transparent manner as these are the key measures of anti-corruption, which results in building people's confidence in any administration. This also creates confidence among investors and donors to invest in the country and paves the way for the country to achieve greater economic stability.

The Principles of Procurement underpin law-based governance beginning from the competitive and open bidding processes that concludes with public access to audits and other information about the procurement. The challenge in building the right procurement system is to prioritize transparency, fairness and competition while at the same time avoiding cumbersome and overly bureaucratic procedures.

A single act of Procurement certainly has so many facets. Public Procurement can also be used to promote sectorial policies. This is what makes Public Procurement so important, to economic operators, the citizens and to the Government. Therefore, for procurement to be carried out in an efficient and an effective manner, we require a large body of well trained and motivated procurement professionals.

I am confident that Miloda's vision in introducing this Programme, undoubtedly contributes towards enhancing and advancing the knowledge of the officials in procurement to carry-out effective, transparent and result based procurements. In conclusion, I seize this opportunity to wish Miloda and its participants all the best and hope they achieve their goal of producing professionals in procurement with a view to manage public funds more efficiently and effectively for the betterment of all citizens.





# EXITING SINGLE USE PLASTIC



Sri Lanka has been identified as the fifth largest polluter of single-use plastics according to Global Statistics.

**Miloda - Academy of Financial Studies**  
has taken an initiative to make Miloda a  
**“Plastic Free Zone”**

with effect from  
**01 October 2019**



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// Success is not the key to happiness.  
Happiness is the key to success. If you love  
what you are doing, you will be successful //

Albert Schweitzer

### **Diploma in Public Procurement and Contract Administration (DIPPCA)**

Public Procurement is becoming vitally important in the pursuit of sustainable development of the Country, so as to ensure transparency and accountability. In that endeavour, it is a prerequisite to have a staff in the public sector that is sufficiently updated about procurement related disciplines. Procurement and Contract Administration is an evolving subject, and during the recent past, it is evident that an unprecedented international attention is drawn to this area as it affects directly and indirectly on Principles of Good Governance. International agencies such as the World Bank, Asian Development Bank, European Union etc. pay more attention to promote best practices in Procurement and Contract Administration in member countries. In that backdrop, the Diploma in Public Procurement and Contract Administration (DIPPCA) delivered by Miloda Academy of Financial Studies (AFS) will undoubtedly provide an opportunity to public sector staff grade officers to widen their horizons on Public Procurement practices and processes which would invariably ensure effective service delivery to a wider section of masses.







## Course Objectives

### Overall Objective:

To build capacities of senior public servants whose knowledge base on public procurement policies and processes is widened and thereby ensure transparency, accountability and responsibility in procurement related decision making.

### Specific Objectives:

- Ensure procurement processes happen in-line with the National Procurement Guidelines in the country.
- Develop skills and aptitudes of public officers to take informed decisions in Contract Administration and Management.
- Ensure best practices are being followed in effecting Public Procurement as per limits.
- Adopt proper standards and processes in designing and planning procurement in their respective organizations.
- Select Consultants and obtain the best possible services ensuring optimum professionalism.
- Manage a Supply Chain in the best possible manner so as to minimize losses and lapses.
- Display all round knowledge on IT related technical procurement in their respective organizations.
- Obtain the required legal knowledge to enter into contracts of any sort that avoid losses and damages.
- Ability to effect legally constituted contracts as per terms and conditions set out therein.
- Identify different methods of procurement that are being practiced today specially in mega projects.

# General Information for the Participant

## Level of Qualification:

SLQF Level 3 (Comparable NVQ Level – 5)

## Number of Required Credits: 30

## Purpose and Scope of Qualification:

The purpose of this qualification is to offer an intensive, focused education in Public Procurement to meet the requirements of the public sector.

## Attributes of Qualification Holders:

Those who complete the Diploma should;

- 1 have a deep understanding of theory, practice, relevant methodology and the knowledge on recent developments in Public Procurement,
- 2 be able to apply the concepts and principles in Public Procurement, analyze information and suggest solutions to problems in working contexts,
- 3 be able to communicate successfully the results of the analysis and arguments to specialist and non-specialist audiences and exercise personal responsibilities and leadership in procurement related tasks in the workplace,
- 4 be capable of carrying out further training and acquire new competencies which will help to enhance their capacity to bear responsibilities,
- 5 displays qualities and transferable skills as well as subject specific knowledge necessary for the job, to carry out further studies and manage their professional obligations.

## Volume of learning:

2442 Notional Learning Hours  
Notional Learning Hours include direct contact hours, time spent for self-learning, preparation of assignments, presentations, and assessments.

## General Guidelines

Participants should actively engage in all DIPPCA lecture sessions on time. Irregular attendance is strictly not allowed. Biometric Attendance(Fingerprint) for arrival and departure (morning/afternoon & evening) is compulsory to ensure physical attendance in class.

All participants should display high standards of decorum in all their dealings with the Academic Staff, Fellow Colleagues, and Staff of Miloda.

Participants should be decently attired when attending the lecture sessions.

Answering mobile phones or texting during lecture sessions is strictly prohibited or leaving the lecture room while a lecture is in progress is not permitted.

80% attendance at each module is compulsory to be eligible to sit for the Module End Examination. If a student is not qualified to sit for the examination due to poor attendance or any other reason, he can fulfill the requirements with another batch, and sit the for the Module End Examination.

Attendance reports will be issued per Module to the respective Heads of Departments or to the Participant upon written request.

Letters of excuse or any other form of requests regarding poor attendance will not be entertained.

## Evaluation Criteria

- 1 Participants should obtain minimum 30 Credit Points in total to be eligible for the **Diploma in Public Procurement and Contract Administration (DIPPCA) awarded by Miloda.**
- 2 Those who complete a minimum of 06 modules and earn not less than 20 Credit Points will be issued with **“Advanced Certificate in Public Procurement and Contract Administration.”** Participants should obtain minimum of 50% of aggregate marks at each of the Module End Examination in order to earn the credit points assigned for that module.
- 3 The Module End Examination comprises of
  - A Written Test Paper of three (03) hours equivalent to 60%
  - Take Home Assignment of minimum 1500 words equivalent to 20%
  - PowerPoint Presentation based on the Assignment for minimum of 10 minutes.
- 4 Participants that scores an overall average of 75% for all modules or above with a minimum of 60% of marks at each Module test will be eligible for a **“Merit Pass.”**

Under exceptional circumstances, a candidate may be allowed to complete the Module End Examinations within two consecutive years. However, such candidates will not be awarded a Merit Pass although they acquire the required aggregate for a Merit.

### **Miloda Learning Management System (LMS)**

Each participant will be registered for the Miloda Learning Management System (LMS) by the respective Programme Officer or the System Administrator of Miloda, once the Course Payment has been completed. A unique log-in will be provided to each participant to access LMS.

A participant will have access to all Reference Materials, Session Plans, Past Papers and the Programme Schedule through the LMS. Hard copies of the materials uploaded in the LMS will not be provided by Miloda. It is compulsory that the submission of all the Take Home Assignments must be done through the LMS.

Miloda – Academy of Financial Studies launched the Miloda Learning Management System [www.miloda.org](http://www.miloda.org) as an initiative to reduce the usage of paper through its **“Think Green, Act Green”** Campaign in 2018. All Participants are encouraged and guided to support Miloda in its initiative towards preserving the environment for the future generations.

### **Submissions of Take Home Assignments**

It is compulsory that the submissions of the all the Take Home Assignments must be done through the Miloda Learning Management System (LMS) prior to the assigned deadline. Submission of hard copies of the Assignments will not be accepted or entertained under any circumstances.

### **Late Submissions of Take Home Assignments**

Any work that is submitted after a deadline has passed; is classed as late, except in cases where an extension has already been announced by Miloda – Academy of Financial Studies. There will be no discretionary periods or periods of grace.

If a student who submits work even at one(01) second past a deadline or later; will therefore be subject to a penalty of Rs.1000 for late submission as late submissions are strictly discouraged by the Institute

### **Examinations**

Examinations are conducted at the end of each Module. The Module End Examination comprises of a Written Test Paper, Take Home Assignment, and a 10-minute PowerPoint Presentation to defend the content presented in the Assignment.

A Dissertation of minimum 5000 words should be submitted within one month of the completion of all course work and module end examinations in the 2<sup>nd</sup> Semester. The Dissertation should carry a minimum “C” grade to qualify for the award of the Diploma in Public Procurement and Contract Administration.

### **Repeat Examinations**

Only one (01) repeat sitting is allowed for any Module End Examination, subject to a payment of Rs.2000/- per Written Paper, Take Home Assignment, or PowerPoint Presentation.

### **Request for Re-scrutiny**

Re-correction requests could be submitted only for the Written Paper or the Take Home Assignment of any module, subject to a payment of Rs.1000/- per request.

### **Medium of Instruction**

All lectures, examinations, handouts, assignments, presentations, reports and related matters of DIPPCA will be done in English Medium.

### **Communications**

Participants will be notified on the commencement of Lectures or changes to lecture dates via email. Deadlines assigned for Assignments will be communicated through the LMS. Examination dates and issuance of admissions will be notified via email. Main point of contact for all further information will be the Assistant Registrar or the respective Programme Officer/Assistant.

### **Timing & Venue**

Lectures are held on Tuesdays from 12.30 p.m. - 06.30 p.m.

All lectures will be conducted in fully air-conditioned state of the art lecture facilities available at Miloda.

### **Final Discretion**

The decision of the Chief Executive Officer of Miloda Academy of Financial Studies is final in all matters pertaining to the Diploma in Public Procurement and Contract Administration (DIPPCA).

## Allocation of Credit Hours

Module No	Credit Modules	Notional Hours			Credit Point
		Direct Contact	Assignment & Evaluation	Other	
1	Policy, Regulations, & Guidelines of Public Procurement	24	6	150	2
2	Procurement Planning	24	6	150	2
3	Pre - qualification in Public Procurement	18	6	150	2
4	Bidding Documents	36	6	150	3
5	Bid Evaluation	30	6	150	2
6	Selection of Consultants	24	6	150	2
7	Supply Chain Management	24	6	150	2
8	Contract Administration	36	6	150	3
9	Public Private Partnership in Procurement	18	6	150	2
10	New Dimensions in Public Procurement	18	6	150	2
11	Law for Public Procurement	18	6	150	2
12	Dissertation (5000 words)		6	450	6
	<b>Total</b>	<b>270</b>	<b>72</b>	<b>2100</b>	<b>30</b>

## Semester Time Table

### Credit Modules: Semester 01

#### 07 October 2019 – 24 February 2020

1. Policy, Regulations, & Guidelines of Public Procurement
2. Procurement Planning
3. Pre-qualification in Public Procurement
4. Bidding Documents

### Credit Modules: Semester 02

#### 02 March 2020 – 07 December 2020

5. Bid Evaluation
6. Selection of Consultants
7. Supply Chain Management
8. Contract Administration
9. Public Private Partnership in Procurement
10. New Dimensions in Public Procurement
11. Law for Public Procurement
12. Dissertation



Examinations will be conducted at the end of each module.

Module No	Module	Tentative Dates			Release of Results
		Written Examination	Submission of Assignment	Presentation	
01	Policy, Regulations, & Guidelines of Public Procurement	04 November 2019	08 November 2019	09 December 2019	22 November 2019
02	Procurement Planning	09 December 2019	13 December 2019	06 January 2020	27 December 2019
03	Pre-qualification in Public Procurement	06 January 2020	09 January 2020	24 February 2020	24 January 2020
04	Bidding Documents	24 February 2020	28 February 2020	20 April 2020	06 March 2020
05	Bid Evaluation	20 April 2020	24 April 2020	25 May 2020	15 May 2020
06	Selection of Consultants	25 May 2020	29 April 2020	29 June 2020	12 June 2020
07	Supply Chain Management	29 June 2020	03 July 2020	24 August 2020	17 July 2020
08	Contract Administration	24 August 2020	28 August 2020	21 September 2019	11 September 2020
09	Public Private Partnership in Procurement	21 September 2020	25 September 2020	19 October 2020	09 October 2020
10	New Dimensions in Public Procurement	19 October 2020	23 October 2020	16 November 2020	06 November 2020
11	Law for Public Procurement	16 November 2020	20 November 2020	07 December 2020	04 December 2020
12	Dissertation (5000 words)				



## Module 01: Policy, Regulations and Guidelines of Public Procurement

### Learning outcome:

Participants shall ensure best practices are being followed in effecting Public Procurement thereby transparency is guaranteed.

### Content

- Introduction to Public Procurement, Categories of Procurement and Public Procurement Cycle
- Value for Money in Public Procurement
- Salient Features of Government Procurement Guidelines, Manuals, Supplements and Circulars and Financial Regulations pertaining to Public Procurement
- Salient features of Procurement Guidelines of WB, ADB and JBIC
- Roles and Responsibilities of NPC, General Treasury, Procurement Entity and Different Procurement Committees
- e-GP Theory and Practice
- Combatting Corruption in Public Procurement
- Assessment of Country Procurement System- OECD DAC Indicators
- Professional Ethics & Code of Conduct in Public Procurement

### Delivery Methods

- Participatory Lectures
- Related Case Studies
- Panel Discussions
- Group Activities

### Outcome Test

- Module End Examination
- Take Home Assignment
- Individual Presentation

## Module 02: Procurement Planning

### Learning outcome:

Participants shall adopt proper standards and processes in designing and planning procurement in their respective organizations.

### Content

- National Planning (Macro-Economic Plan, Public Investment Programme & Annual Budget)
- Planning as a Tool for Effective Procurement Management & Regulations
- Strategic Procurement Planning, Project Procurement Strategy Development
- Systematic Tracking of Exchanges in Procurement (STEP) – World Bank
- Procurement Risk Management
- Preparedness of Procurement Planning
- Action Plan, Annual Procurement Plan, Master Procurement Plan, Detailed Procurement Plan and Procurement Time Schedule (PTS)
- Contract Packaging & Slicing
- Monitoring and Reviewing of Donor Funded Projects
- MS Project for Procurement Planning and Scheduling

### Delivery Methods

- Participatory Lectures
- Related Case Studies
- Panel Discussions
- Group Activities

### Outcome Test

- Module End Examination
- Take Home Assignment
- Individual Presentation



### Procurement Planning Process



## Module 03: Pre-qualification in Public Procurement

### Learning outcome:

Participants shall adopt proper procedures and processes in designing pre-qualification documents and evaluation of complex procurements

### Content

- Introduction to Pre-qualification & Pre-qualification Process
- Pre-qualification Questionnaire and Documents
- Evaluation of Pre-qualification Applications
- Preparation of Pre-qualification Documents for Complex Goods and Works Contracts
- Pre-qualification of IT Equipment

### Delivery Methods

- Participatory Lectures
- Related Case Studies
- Panel Discussions
- Group Activities

### Outcome Test

- Module End Examination
- Take Home Assignment
- Individual Presentation



## Module 04: Bidding Documents

### Learning outcome:

Participants shall adopt proper standards and processes in designing bidding documents to ensure transparency and Value for Money Principles.

### Content

- Introduction and Contents of Bidding Documents and available Standard Bidding Documents (SBDs)
- Pre-bid Meeting & Site Visit, Preparation of Technical Specifications, SoW and BoQ
- Introduction to FIDIC Conditions of Contracts and CIDA Conditions of Contract and Types of Contracts
- SBD for Works, Goods, & Services for National Shopping
- SBD for Works, Goods, & Services for National Competitive Bidding
- SBD for Works and Goods for International Competitive Bidding and INCOTERMS
- Standard Bidding Document for IT Equipment and Preparation of Bids
- Preparation of Bidding Documents for NS, NCB, ICB, D&B, S & I and EPC/Turnkey Contracts

### Delivery Methods

- Participatory Lectures
- Related Case Studies
- Panel Discussions
- Group Activities

### Outcome Test

- Module End Examination
- Take Home Assignment
- Individual Presentation



## Module 05: Bid Evaluation

### Learning outcome:

Participants shall acquire the required knowledge and skills to evaluate bids in-line with the Procurement Guidelines and Regulations

### Content

- Introduction to Bid Evaluation and Different Evaluation Methods, Principles and Criteria
- Procurement Regulations relating to Bid Opening and Evaluation
- Bid Opening Process, Bid Opening Minutes and Bidding Procedures
- Bid Evaluation Process, Works, Goods, & Services
  - Preliminary Bid Examination
  - Detailed Examination & Comparison of Bids
  - Post Qualification
- Life Cycle Costing/Total Cost of Ownership (TCO) Method
- Evaluation of Quotations
- Evaluation of D & B, S & I, EPC / Turnkey and IT Equipment Contracts
- Procurement Appeal Procedures
- Witting of Evaluation Reports

### Delivery Methods

- Participatory Lectures
- Related Case Studies
- Panel Discussions
- Group Activities

### Outcome Test

- Module End Examination
- Take Home Assignment
- Individual Presentation



## Module 06: Selection of Consultants

### Learning outcome:

Participants shall make informed decisions in selecting Consultants and obtain the best possible services by complying with relevant regulations and procedures.

### Content

- Introduction to Consultancy Services
- Features of Procurement Guidelines on Selection of Consultants (GOSL & Foreign Funded Projects)
- Planning for Consultancy Services and Method of Selection
- Preparation of EOI, TOR & Cost Estimates
- Short-listing of Consultants
- Preparation of Requests for Proposals (RFP) Documents
- Procurement Regulations relating to Opening and Evaluation of Consultancy Proposals
- Types of Consultancy Contracts
- Opening of Consultancy Proposals and Pre-proposal Conference
- Evaluation of Proposals for Consultancy Firms
- Selection of Individual Consultants
- Contract Negotiation

### Delivery Methods

- Participatory Lectures
- Related Case Studies
- Panel Discussions
- Group Activities

### Outcome Test

- Module End Examination
- Take Home Assignment
- Individual Presentation





## Module 07: Supply Chain Management

### Learning outcome:

Participants shall maintain smooth progress in managing a Supply Chain in the best possible manner so as to minimize losses and lapses.

### Content

- Introduction and Objectives of Supply Chain Management
  - Effective Supply Chain Management (SCM) applications for an Organization
  - Procurement Vs Supply Chain/ Value Chain Vs Supply Chain
  - Logistics Vs Supply Chain
- Supply Chain Principles/Methodologies, Issues and Solutions
  - Relationship Management
  - Supply Chain Outsourcing
  - Demand Management
  - Supply Management
  - Inventory Management
  - Warehouse Management
  - Performance Management
  - Risk Management
- Application of SCM Concept to Public Procurement Cycle
- Trends in the Market, Growth Opportunities and Focus Areas

### Delivery Methods

- Participatory Lectures
- Related Case Studies
- Panel Discussions
- Group Activities

### Outcome Test

- Module End Examination
- Take Home Assignment
- Individual Presentation



## Module 08: Contract Administration

### Learning outcome:

Participants shall obtain the required knowledge and skills to effect legally constituted contracts as per the terms and conditions set out therein.

### Content

- Introduction to Contract Administration and Measuring Techniques of Contract Performance
- Procurement Regulations relating to Contract Administration
- Obligations of the Client, Consultant and Contractor
- Parties to Contract and Administration Teams
- Contract Administration Activities
  - Initial Contract Activities
  - Contract Variation and Price Escalation
  - Quality Control and Quality Assurance
  - Extension of Time (EOT)
  - Construction Claims and Contract Payments
  - Contract Close-out Activities
  - Contract Termination Procedures
- Fund Disbursement and Payment Procedure pertaining to Foreign Funded Procurements

### Delivery Methods

- Participatory Lectures
- Related Case Studies
- Panel Discussions
- Group Activities

### Outcome Test

- Module End Examination
- Take Home Assignment
- Individual Presentation



## Module 09: Public Private Partnership (PPP) in Procurement

### Learning outcome:

Participants shall acquire knowledge and improve skills pertaining to Public Private Procurement (PPP) Cycle

### Content

- Introduction and Structural Options of PPP and why PPP is critical to the Economy
- Stages and Activities of the PPP Project Management Cycle
- PPP Project Identification, Pre-feasibility Analysis and Selection of Candidate Projects
- Detailed Feasibility Study and Risk Identification and Allocations
- Financing Options of PPP, PDF, VGF and Compensation Mechanisms
- Preparation of RFQ Documents
- Preparation of RFP Documents
- Opening of PPP Proposals and Pre-Proposal Conference
- Evaluation of Competitive and unsolicited PPP Proposals
- PPP Implementation and Performance Monitoring

### Delivery Methods

- Participatory Lectures
- Related Case Studies
- Panel Discussions
- Group Activities

### Outcome Test

- Module End Examination
- Take Home Assignment
- Individual Presentation

## Module 10: New Dimensions in Public Procurement

### Learning outcome:

Participants shall understand new concepts, developments, and internationally accepted systems and best practices in Public Procurement.

### Content

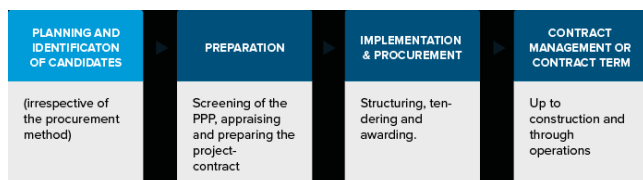
- Introduction to e-GP and Operational Areas
- Framework Agreements
- Green Procurement
- Open Contracting Data Standards (OCDS)
- Procurement Audit
- Online Contracts and e-Payments

### Delivery Methods

- Participatory Lectures
- Related Case Studies
- Panel Discussions
- Group Activities

### Outcome Test

- Module End Examination
- Take Home Assignment
- Individual Presentation



## Module 11: Law for Public Procurement



### Learning outcome:

Participants shall obtain the required legal knowledge to perform effectively in exercising procurement related activities

### Content

- Legal Framework of Sri Lanka, Legal Systems and Courts Hierarchy
- Constitutional Provisions and Authority of Independent Commissions
- Introduction to Right to Information Act (RTI)
- Introduction to Contract Law
- Memorandum of Understanding (MoU) and Agreements
- "Offer", "Acceptance", "Consideration", "Capacity" for Contracts
- Void and Voidable Contracts
- Breach of Contract
- Remedies for Breach of Contract
- Alternative Dispute Resolution (ADR)
- Case Law of Public Procurement

### Delivery Methods

- Participatory Lectures
- Related Case Studies
- Panel Discussions
- Group Activities

### Outcome Test

- Module End Examination
- Take Home Assignment
- Individual Presentation

## Our Resource Persons

<b>Mr. Christy Perera</b>	BSc (Peradeniya), PGD in Equipment Procurement Management PGD in Information Technology Procurement Management (ITC-ILO, Torino) Procurement Specialist/Consultant/Head of Procurement for FFA Projects National and International Procurement Consultant for ADB Visiting lecturer for IT Procurement Management (UCSC) Commission Member of the National Procurement Commission (NPC) of Sri Lanka Senior Consultant (Visiting), Miloda
<b>Ms. Gayani de. Alwis</b>	MBM (PIM), MSc (Reading, UK), CSCM, FISMM, CMILT Former Director Supply Chain Management Unilever, Sri Lanka Senior Consultant (Visiting), Miloda
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