



### Workshop on Public Procurement: Due Process

April 14 - 18, 2025, 1<sup>st</sup> Run: Lagos & Port Harcourt

October 13 - 17, 2025, 2<sup>nd</sup> Run: Lagos & Abuja

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N300, 000 per Participant

**For online:** Delivery via Zoom

**Online course fee:** N250, 000 per Participant

**Available for In-plant Training**

**700 U\$D for foreign  
Participants**

#### Program overview:

This course provides a comprehensive understanding of public procurement processes, emphasizing the principles and practices that ensure transparency, accountability, and fairness in the acquisition of goods, services, and works by public sector entities. Participants will explore the legislative frameworks, regulatory guidelines, and international standards governing public procurement, with a focus on upholding due process and minimizing corruption, fraud, and inefficiencies.

Through a combination of lectures, case studies, and practical exercises, participants will gain a deep understanding of procurement planning, tendering processes, bid evaluation, contract management, and dispute resolution mechanisms. Special attention will be given to the ethical dimensions of public procurement and the role of due process in fostering good governance.

At the end of the course, participants will be equipped with the skills needed to assess procurement policies, develop robust procurement strategies, and ensure compliance with legal and regulatory requirements in public procurement practices.

#### For Whom:

This course is designed for public procurement officers, project managers, legal professionals, policy makers, and anyone involved in public sector purchasing, as well as those interested in public administration, governance, and procurement law.

#### Learning objectives:

At the end of the program, participants will be able to:

- explain the fundamental principles of public procurement, including transparency, competition, fairness, and value for money;
- explore the legal and regulatory frameworks governing public procurement at national and international levels;
- design and implement procurement plans that adhere to due process and ensure efficiency and fairness;
- analyze procurement contracts and evaluate tender submissions in line with established guidelines and best practices;
- apply ethical standards and strategies to combat corruption and misconduct in public procurement;
- explore the dispute resolution mechanisms in procurement and how to handle procurement-related conflicts; and
- examine case studies and practical scenarios to assess the impact of procurement decisions on public sector accountability and governance.

#### Course outline:

##### Day 1: Introduction to Public Procurement & Legal Frameworks

- Importance of public procurement in governance and economic development: Overview

##### Introduction to Public Procurement

- Definition and key objectives
- Stages of the procurement process: from planning to contract execution
- Principles: transparency, competition, fairness, and value for money

##### Legal and Regulatory Frameworks

- National procurement laws and regulations
- International frameworks: WTO, UNCITRAL Model Law, EU directives
- Key procurement documents: contracts, bid documents, and tender invitations

##### Case Study: Analysis of procurement legislation in different jurisdictions

##### Day 2: Procurement Planning and Strategy Development

##### Procurement Planning

- Importance of strategic procurement planning
- Identifying procurement needs and establishing priorities
- Defining procurement objectives and outcomes
- Developing a procurement plan: key components and considerations

##### Market Analysis & Supplier Engagement

- Understanding market conditions and supplier availability

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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- Strategies for engaging with suppliers: market surveys, consultations
- Risks and challenges in supplier engagement

#### Types of Procurement Methods

- Open tendering, restricted tendering, and direct procurement
- When and why to choose different procurement methods
- Bid evaluation criteria and thresholds

### Day 3: The Tendering Process and Bid Evaluation

#### Tendering Procedures

- Steps in the tendering process: from tender advertisement to contract award
- Developing tender documents and specifications
- The role of procurement officers in managing the process
- Legal and ethical requirements during tendering

#### Bid Evaluation

- Criteria for evaluating bids: technical and financial assessment
- Evaluating responsiveness, compliance, and value for money
- Common challenges in bid evaluation and ways to mitigate risks
- Ensuring transparency and fairness in bid evaluations

#### Hands-On Exercise: Bid Evaluation

**Case Study:** Lessons from a real-world procurement failure due to improper evaluation

### Day 4: Contract Management & Ethical Considerations

#### Contract Management and Administration

- The role of contract management in procurement success
- Types of procurement contracts: fixed price, cost-plus, performance-based, etc.
- Ensuring contract performance and managing risks
- Techniques for monitoring contract compliance and enforcement

#### Managing Supplier Relationships

- Managing disputes and conflict resolution with suppliers
- Evaluating supplier performance and applying penalties when necessary
- Building long-term relationships with suppliers: best practices for collaboration

#### Ethical Issues in Procurement

- Corruption risks and mitigating strategies
- Conflict of interest and avoiding bias in procurement decisions
- Whistleblowing and establishing procurement integrity mechanisms

**Case Study: Procurement ethics and high-profile corruption cases**

### Day 5: Dispute Resolution & Sustainable Procurement

#### Dispute Resolution in Public Procurement

- Common sources of procurement disputes: delays, cost overruns, poor performance
- Mechanisms for resolving disputes: mediation, arbitration, and litigation
- Role of procurement review boards and oversight bodies

**Case Study:** Reviewing a dispute resolution case in public procurement

#### Public Procurement and Sustainable Development

- Sustainable procurement practices: green procurement, ethical sourcing

**Training Methodology:** Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods.

#### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 - Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N300, 000**  
In-plant Fee Negotiable

#### WORKSHOP FEE:

**N300, 000 per participant, VAT –N22, 500**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

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