

Who are Resource Personnel?

Qualified and experienced procurement specialist & consultants from public service and projects.

Who can apply?

Exclusively designed for Staff Grade officers and officers involved in procurement activities in public sector.

How to Select?

Maximum number of candidates – 50

Selection of candidates will be based on one hour written exam on Aptitude with subject knowledge and / or an interview.

Charges

The whole charges pertaining to the course will be met by Northern Provincial Council.

How to Apply?

Application form will be available in the NPC website (www.np.gov.lk) or Director, Management Development Training Unit, NPC, No. 68, Crosset Lane, Chundukuli, Jaffna and send to the Director, Management Development Training Unit, NPC, No. 68, Crosset Lane, Chundukuli, Jaffna.

For Further Information

Please address all inquiries to the Director, MDTU – NPC, No. 68, Crosset Lane, Chundukuli, Jaffna.

Tel : 0217391250

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Email : npmdti@gmail.com

Course Coordinator

Training Officer - 0217391252



Management Development Training Unit

Northern Provincial Council

Certificate Course in
Procurement Procedure &
Contract Administration
(CIPPCA) – 2018/2019
Batch 3
(Commence on 06th April 2018)



Batch 1 Awarding ceremony
held on 22nd December 2017

Objective

To develop capacity of the public-sector officials in various aspects of procurement process and to improve the quality of public procurement system.

CIPPCA consists of the following

12 Modules

MNo	Name of the Module	Hrs	Days
CP01	Introduction to Public Procurement and Value for Money	7	1
CP02	Responsibility for Procurement Actions	7	1
CP03	Procurement Methods	7	1
CP04	Procurement Preparedness and Planning	7	1
CP05	Bidding Documents	14	2
CP06	Special Procurements	14	2
First Exam for CP01 – CP06		3.5	0.5
CP07	Bid Evaluation and Award of Contract	28	4
CP08	Stores Management	14	2
CP09	Selection of Consultancy	14	2
Second Exam for CP07 – CP09		3.5	0.5
CP10	Contract Administration	42	6
CP11	Supply Chain Management	7	1
CP12	Risk Management and Public Assets Disposal Procedure	7	1
Third Exam for CP10 – CP12		3.5	0.5
	Presentation	7	1
	Final Examination	3.5	0.5
	Total	189	27

Methodology

Multimedia presentation, Assignments, Case Studies, Group exercises, Role Play, Field Visits, Presentation Demonstrations, Debates & Quiz

Scheme of Evaluation

Examination & Presentation will be conducted at the end of each module.

Attendance	--	10 marks
1 st Exam	(Modules 1 to 6)	15 marks
2 nd Exam	(Modules 7 & 9)	15 marks
3 rd Exam	(Modules 10 to 12)	15 marks
Written Assignments	(Modules 1 to 12)	10 marks
Presentation	(Modules 1 to 12)	10 marks
Final Exam	(Modules 1 to 12)	25 marks

Duration of the CIPPCA

06 Month

Medium of Instructions

The medium of lectures, examinations, instructions, assignments, presentations and all related activities will be in English.

Credit Requirements & Pass Marks

Participants should get average at least 40 marks to be eligible to award Certificate Course in Procurement Procedure & Contract Administration (CIPPCA)