

**Diploma in Public Procurement
&
Contract Administration
(DIPPCA)**

**2010/2011 (Week-end Programme)
(to be commenced on 8th May 2010)**

Department of Public Finance
In collaboration with
Institute of Development Finance & Accounts
(INGAF)
Ministry of Finance & Planning
Colombo 01

Objective

The objective of this diploma is to impart comprehensive knowledge and improve skills in public sector officials in various aspects of procurement process and develop a group of procurement experts & trainers in order to improve the quality of public procurement system.

DIPPCA consists of the following 9 Modules.

Name of the Module	Lecture Hours	Credit Points
1. Procurement Policy & Regulation	36	1
2. Procurement & Planning Performance	24	1
3. Pre & Post Qualification	24	1
4. Bidding Documents	48	2
5. Bid Evaluation	48	2
6. Inventory Management	24	1
7. Selection of Consultants	24	2
8. Contract Administration	48	1
9. Value for Money in Public Procurement	24	1
Total	300	12

Methodology

Multimedia presentations, Assignments, Case Studies, Group Exercises, Role Play, Field Visits, Presentations Demonstrations, Debates & Quiz

Scheme of Evaluation

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

Written Assignments (01 & 02)	30%
Presentation of Assignments	10%
Attendance	10%
Final Examination	50%

Duration of the DIPPCA

12 -15 months part-time

Medium of Instructions

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

Credit Requirements & Pass Marks

Participants should get 12 credits to be eligible to award **Diploma in Public Procurement & Contract Administration (DIPPCA)**

A ‘**Certificate in Public Procurement & Contract Administration (CIPPCA)**’ will be issued if at least 5 modules are completed with not less than 6 credit points earned.

In order to obtain a credit to a module, participants are required to obtain at least 50% in respective modules. Participants who get overall average of 70 marks with a minimum of 60 percent in each module would be eligible for a “**MERIT PASS**”

Should I complete all modules within a year?

Not necessarily. You can collect credit points within two consecutive years to complete the DIPPCA or CIPPCA

How about lectures & Presentations hours?

Lectures will be conducted on Saturdays from 9.00am to 4.00 pm. Presentation of the assignments will be conducted at the end of each module on Saturdays & Sundays.

Venue of the Programme

Lectures are conducted in a spacious, air conditioned lecture hall at the Institute of Government Accounts & Finance (INGAF), 355-3/1, Olcott Mawatha, Colombo 10.

Who are the Resource Personnel?

Qualified and experienced procurement specialists & consultants.

Who can apply?

Staff Grade officers/ Procurement assistants with a degree from a recognized University or equivalent qualification.

How to select?

An oral interview will be held to select suitable applicants.

Charges

Rs.80,000/- for the DIPPCA. This includes lectures, cost of examinations, assignments and training materials etc.

How to apply?

Obtain the application form from the Registrar of INGAF or download from the INGAF website (www.ingaf.gov.lk) or Department of Public Finance website (www.pfd.gov.lk) and send to the “**Director, Institute of Government Accounts & Finance**, 355-3/1, Olcott Mawatha, Colombo 10 on or before **22nd April, 2010** with a copy to Addl. Director General (Procurement), Department of Public Finance, General Treasury, Colombo 01.

For Further Information

Please address all inquiries to **the Registrar, INGAF. Tel: 0112472335, 0112451331 or Mr. Ivan Tissera, Addl. Director General (Procurement), Dept. of Public Finance.**

Tel: 0112484918,

Fax: 0112484991

email: ivanw@pfd.treasury.gov.lk