



**CYNET EAST AFRICA
CONSULTANCY**
Improves Your Efficiency

CPD HRS

CERTIFICATE

P.O. Box 18630-00100 Nairobi, Kenya.

View Park Towers 16th Floor

Email: info@cyneteastafricaconsultancy.co.ke

Website: www.cyneteastafricaconsultancy.co.ke

NITA / TRN / 1512

Phone: 0204401089/0792972525

RE: INVITATION FOR ADVANCED STRATEGIC PROCUREMENT MANAGEMENT TRAINING-NAIVASHA PANORAMA RESORT

Cynet East Africa Consultancy is pleased to invite you to attend or nominate members of your organization to attend five (5) days training which shall run from **15th February- 19th February 2021** at **PANORAMA RESORT NAIVASHA**. **CYNET EAST AFRICA** Consultancy takes note that Training helps the employees to get job security and satisfaction. The more satisfied the employees are the greater is their morale.

TARGET AUDIENCE

This course is ideal for government and private procurement staff, project managers, Finance Officers, accounting officers and any other professionals who want to build their skills in procurement management.

COURSE OVERVIEW

This training aims to enhance performance and efficiency by increasing the knowledge and skills of project and support staff in managing the procurement function. Participants will understand the features of procurement and supply chain management for both public and private sector.

COURSE CONTENT

- Understand Contract Management
- Understand Evaluation of Bid/Tenders and Award
- Preparation of Tender Documents
- Developing Specifications and Terms of reference
- Budgeting and Procurement Planning
- Procurement Method and Thresholds
- Ethics in Public Procurement and Disposal
- Public Procurement and Asset Disposal Act 2015 and regulations of 2020

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TRAINING METHODOLOGY

Participants will increase their knowledge base and skill sets through a variety of instructional methods including lecture by an experienced practitioner and consultant who has “*been there-done that*”, individual and group exercises, review of published articles, and group discussions covering current practices and their relationship to the implementation of new concepts.

Training starts at 8.30 am-5.00pm from Monday to Friday.

Kingdom Bank Account:

1011845067002

Registration Deadline is **10th February 2021**

Category Amount per Participant **Ksh.86,050-** Inclusive of VAT

- ✓ The training fee includes;
- ✓ 10. O'clock tea & lunch
- ✓ Training Materials
- ✓ Certificate for participation

NOTE: The fee excludes accommodation, external examination, & certification.

Reservation for training is only done on **PAYMENT OF FULL TRAINING FEE**. Successful participants will be awarded Certificate of Participation.

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REGISTRATION FORM

Name:

Company:

Phone:Fax:

E-mail (Corporate IDs Only):

Address:

I wish to learn more about your products. Please contact me.

Please send me a brochure and keep me updated on:

E-Learning and Reference Solutions/Evening Classes at our office View Park Towers

In-house seminars

Advanced Excel Training

HR Analytic Training

Procurement Training

Credit Analysis Training

I wish to Enroll more than one person.

No	Name	Position	Email/Phone No.
1			
2			
3			
4			