

Our Ref: ED/12/11/2018

12th November 2018

To All Controlling Officers

Dear Sir/Madam,



**Rhus Office Park
Karl Grant Street, Mbabane
P O Box 9665, Mbabane
Tel: +268 2404 7527
Fax: +268 2404 0457
info@sppra.co.sz
www.sppra.co.sz**

**INVITATION TO PARTICIPATE IN THE INTRODUCTION TO PUBLIC PROCUREMENT
SHORT COURSE, ON THE 20TH TO 23RD NOVEMBER 2018, MOUNTAIN INN,
MBABANE**

Through our partnership with the University of Eswatini - Consulting and Training Centre, we are offer short courses designed to be an introduction to Public Procurement in Eswatini. During this short course we will explore the legislation context within which procurement occurs, best practises in procurement methods and practises and national monitoring and oversight systems.

We are inviting you to participate in a training intervention designed specifically for Category A parastatals to take place on the **20th to 23rd November 2018**, at **Mountain Inn, Mbabane**.

Below are the details of the event. Kindly also note attachments.

Course Outline

This course will cover the following themes;

- The importance of public procurement reform
- Legislative context of public procurement
- Public procurement monitoring systems
- Public Procurement tools, methods and process
- Internal Control Framework

Target Audience

We would recommend that the following attend from the procuring entities;

- Heads of departments
- Procurement managers and officers
- Finance managers and officers
- Tender committees
- Evaluation committees

Course Fee

This four-day course will cost **E5, 000.00** per candidate.

Dates and Times

This four-day course will commence on 20th November 2018 and end on the 23rd November 2018. (Tuesday to Friday). Starting time daily is **8:30am** and will end at **16:00hrs**.

Certification

Candidates will be awarded an attendance certificate after the four days of training, however after the candidate submits a work-based assessment they will be awarded a competency certificate by the UNISWA-CTC.

Completed registration forms should be submitted to **Nokuphumula Mayisela** at **nmayisela@sppra.co.sz**.

Yours sincerely,



Mr. Madoda Mngomezulu
Chief Executive Officer



UNIVERSITY OF SWAZILAND
Consultancy and Training Centre (CTC)
Application Form (Short Course)



PARTICIPANT REGISTRATION FORM
(Please print IN BLACK pen OR type)

DATE:		COURSE APPLYING FOR							
APPLICANT INFORMATION									
LAST NAME		FIRST NAME		MIDDLE NAME		TITLE		MARITAL STATUS	
OCCUPATION/ DESIGNATION:									
GENDER:									
NATIONALITY:				CONTACT TEL & MOBILE:					
EMAIL ADDRESS:									
POSTAL ADDRESS:									
LANGUAGES SPOKEN									
HOW DID YOU KNOW ABOUT CNA?	Media	Colleague	Friend	Work	Family	Brochure	Events		
OTHER: Please specify									
GENERAL INFORMATION									
EDUCATION LEVEL	HIGH SCHOOL	COLLEGE/TECHNIKON		UNIVERSITY		OTHER SCHOOL			
HIGHEST (Tick) QUALIFICATION									
WORK EXPERIENCE									
I certify that the information on this application and its supporting documents is accurate and complete. Failure to comply represents grounds for elimination from enrolment. I authorize the information above to be used by the University of Swaziland (UNISWA).									
APPLICANT'S SIGNATURE				DATE					
PLEASE INDICATE WHO WILL BE PAYING:									
SELF/ORGANISATION		NAMES:							
		SIGNATURE:							
EMPLOYER		NAME OF AUTHORIZING PERSON:				SIGNATURE AND STAMP:			
FOR OFFICE USE ONLY									
APPROVED BY:		SIGNATURE:			DATE:				

TERMS AND CONDITIONS OF PAYMENT

1.1 Training Fee

All fees include all training materials. Full payment of training fees is required before the Training course date commences.

NB: Please note that hotel accommodation, travel and exam fees are not included in the price.

1.2 Cancellations/ Non- Attendance:

All cancellations must be received by Consultancy and Training Centre (CTC) in writing. Cancellations received in writing more than 21 working days prior to the event being held will attract a 50% (of the workshop fee) cancellation fee. Should cancellations be received between 21 working days and the date of the event, the full training fee is payable and non-refundable. Non- payment and non-attendance does not constitute cancellation. Non- attendance will be charged the full registration fee. Cash alternatives will not be offered, however substitutes at no extra charge are welcome. None attendance without notification is treated as cancellation with no entitlement to any refund.

Submit completed form to Bongekile Dlamini at dbongekile@yahoo.com or bodlamini@uniswa.sz or Call Bongekile at 2518 6126

For payments liaise with Cebisile Vilane at cvilane@sppra.co.sz or 2404 7527

SWAZILAND PUBLIC PROCUREMENT REGULATORY AGENCY BANKING DETAILS

Bank: Nedbank Swaziland

Account Name: SWD PUBLIC PROCUREMENT REGULATORY AGENCY

Account Number: 11990094731

Type of account: CURRENT

Branch Code: 360164

Swift Address: NESWSZMX

Alternatively

Please direct **purchase orders** to cvilane@sppra.co.sz

INTRODUCTION TO PUBLIC PROCUREMENT TRAINING PROGRAMME

20TH TO 23RD NOV 2018

20th November 2018

Time	Activity	Facilitator
8:30 – 9:00	Introduction	Nokuphumula Mayisela
9:00 – 10:00	Public Procurement Reform	SPPRA
10:00 – 10:30	Break	
10:30 – 13:00	Procurement Act, 2011	SPPRA
12:00 – 13:00	Procurement Act, 2011	SPPRA
13:00 – 14:00	Lunch	
14:00 – 15:00	Procurement Fraud and Corruption	SPPRA
15:00 – 15:30	Group Work Exercise	Thulile Sifundza

21st November 2018

Time	Activity	Facilitator
8:30 – 09:00	Re-cap of The Reform, The Act and Procurement Introduction	
09:00 – 10:30	Internal Control Frameworks	UNESWA
11:00 – 11:30	Break	
11:30 – 12:30	Public Procurement Monitoring	SPPRA
12:00 – 13:00	Public Procurement Planning	SPPRA
13:00 – 14:00	Lunch	
14:00 – 15:30	Public Procurement Methods and Processes	Lomakhosi Magagula
15:30 – 15:45	Closing Session	Nokuphumula Mayisela

22nd November 2018

Time	Activity	Facilitator
8:30 – 09:30	Recap	Thulile
09:30 – 10:00	Public Procurement Methods and Processes	Lomakhosi Magagula
10:00 – 10:30	Break	
10:30– 11:30	Public Procurement Methods and Processes	Lomakhosi Magagula
11:30 – 13:00	Public Procurement Methods and Processes	Lomakhosi Magagula
13:00 – 14:00	Lunch	
14:00 – 15:30	Public Procurement Planning	Lomakhosi Magagula
14:30 – 15:00	Closing	Thulile Sifundza

23rd November 2018

Time	Activity	Facilitator
8:30 – 9:30	Public Procurement Methods and Processes	Lomakhosi Magagula
9:30 – 10:30	Stress Management	Zanele Dlamini
10:30 – 11:00	Break	
11:00– 12:30	Personal Finance Management	Eliana Bhembe
12:30 – 13:00	Closing Session - Evaluation	Thulile Sifundza
13:00 – 13:30	Certificate Award	SPPRA/UNESWA
13:30 – 14:30	Lunch	