KHYBERPAKHTUNKHWAJUDICIALACADEMY

PROFESSIONALISM EXCELLENCE DIVERSITY

03-DAYTRAINING ON PROCUREMNT OF GOODS & SERVICESS FOR DISTRICT & SESSIONS JUDGE/ SENIOR CIVIL JUDGES

(1st - 3rd OCTOBER, 2026)

`Day-1: Thursday 1st Oct, 2026		
08:00 AM	**Arrival of Participants**	
08:00-08:30	**Registration and Briefing about LMS**	
08:30 – 09:00	**Inaugural Ceremony**	
	• 08:30–08:35 **Recitation from the Holy Quran** • 08:35–08:40 **Welcome Address of DG KPJA** • 08:40–08:50 **Address by the Chief Guest** • 08:50–09:00 **Group Photo**	
09:00 – 09:15	**Course briefing** • Overview of Course Contents • Learning Expectation • Grading/Assessment	Dean Faculty
09:15 – 10:45	**Public Procurement-I** • Introduction to Public Procurement • Procurement Life Cycle • Need Assessment and Justification and Budget Allocation • Annual Procurement Planning (Practical Exercises)	Mr. Muhammad Khalid, Procurement Specialist, KP Elementary & Secondary Education Foundation
10:45 – 11:15	Tea Break	
11:15 – 12:45	**Public Procurement-II** • Constitution of Procurement Committee • Preparation and BSDS/PQ Documents (Practical Exercises)	Mr. Muhammad Khalid, Procurement Specialist, KP Elementary & Secondary Education Foundation
12:45 – 02:00	**Public Procurement-III** • Bidding v Pre-Qualification/ Expression of Interest • Solicitation of Bids through(Inviting Tender/PQ Notice)	Mr. Muhammad Khalid, Procurement Specialist, KP Elementary & Secondary Education Foundation
02:00 – 03:00	Lunch & Prayer break	
Day-2:Friday , 2nd Oct,2026		
08:15 – 09:30	**Public Procurement IV** • Bids Receiving Opening Bids • Examination/ Preparation of Bid Evaluation Report • Best Evaluated Bids (goods/Works And Services) Practical Exercises	Mr. Muhammad Khalid, Procurement Specialist, KP Elementary & Secondary Education Foundation
09:30 – 10:45	**Public Procurement-V** • Announcement of Results • Contract Negotiations & Award of Contract • Frame work Contracts • Practical Exercise/ Case Study	Mr. Muhammad Khalid, Procurement Specialist, KP Elementary & Secondary Education Foundation

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Working Tea		
10:45 – 12:00	**Public Procurement-VI** • Contract Implementation / administration Inspection/Invoice Approvals and Processing of Payments	Mr. Muhammad Khalid, Procurement Specialist, KP Elementary & Secondary Education Foundation
12:00 – 01:15	**Public Procurement-VII** • Grievance Redressal Rules 2017 • Modes of disposal of Public Assets • Disposal Proceedings • Managing Record Keeping • Modes of Disposal of Public Assets • Practical Exercise	Mr. Muhammad Khalid, Procurement Specialist, KP Elementary & Secondary Education Foundation
01:15 – 02:00	Friday Prayers & Lunch Break	
Day-3: Saturday , 3rd Oct, 2026		
08:30 – 09:45	**Electronic procurements-EPADS**	Nominee from KPPPRA
09:45-11:00	**Principles of Procurement and Value for Money** • Whole life Cost • Methods of procurement Planning	Dr. Irfan Ahmad Principal Institute of Tender Management, Lahore
11:00-11:15	Tea Break	
11:15 – 12:30	**Contract Management** • Cost management • Scope management • Time management • Information management • Finance management • Change management • Risk management • Dispute management	Dr. Irfan Ahmad Principal Institute of Tender Management, Lahore
12:45– 01:45	**POST TRAINING ASSESSMENT TEST**	Faculty + IT Wing
02:00-02:30	**Concluding Ceremony** • Recitation from the Holy Quran • Concluding Remarks by DG KPJA • Address by the Hon'ble Chief Guest • Conferment of Certificates • Group Photograph	
02:30- Onwards	**Lunch and Prayer Break**	

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