KHYBERPAKHTUNKHWAJUDICIALACADEMY

PROFESSIONALISM EXCELLENCE DIVERSITY

03-DAYTRAINING ON PROCUREMNT OF GOODS & SERVICESS FOR DISTRICT & SESSIONS JUDGE (09-11 JULY, 2026)

Day-1: Thursday 9th July, 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	**Principles of Procurement and value for money** • Whole life cost • Methods of procurement • Procurement Planning	Dr. Irfan Ahmad Principal Institute of Tender Management, Lahore
10:45 – 11:15	Tea Break	
11:15 – 12:45	**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 – 01:30	Lunch &Prayer break	
01:30 – 03:00	**Electronic procurements-EPAD**	Nominee from, KPPRA
Day-2:Friday , 10th July,2026		
08:30 – 09:00	Recitation from Holy Quran, Feedback	
09:00 – 10:15	**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
10:15 – 10:45	Tea Break	
10:45 – 12:00	**Public Procurement-II** • Constitution of Procurement Committee • Preparation and BSDS/PQ Documents • (Practical Exercises)	Mr. Muhammad Khalid, Procurement Specialist, KP Elementary & Secondary Education Foundation

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12:00 – 01:15	**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
01:15 – 02:00	Lunch & Prayers break	
02:00 – 03:15	**Public Procurement IV** • Bids Receiving Opening Bids • Examination/ Preparation of Bid Evaluation Report • Best Evaluated Bids (goods/Works And Services) • Practical Exercises	Mr.MuhammadKhalid, Procurement Specialist, KP Elementary & Secondary Education Foundation
Day-3: Saturday , 11th July, 2026		
08:30 – 09:45	**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
09:45-10:15	Tea Break	
10:15-11:30	**Public Procurement-VI** • Contract Implementation / administration • Inspection/Invoice Approvals and Processing of Payments	Mr. Muhammad Khalid, Procurement Specialist, KP Elementary & Secondary Education Foundation
11:30 – 12:45	**Public Procurement-VII** • Grievance Redressal Rules2017 • Modes of disposal of Public Assets • Disposal proceedings • Managing Record Keeping • Modes of disposal of Public Assets • Practical Exercise/ Case Study	Mr. Muhammad Khalid, Procurement Specialist, KP Elementary & Secondary Education Foundation
12:45– 1:30	Lunch & Prayers break	
01:30-02:45	**POSTTRAINING ASSESSMENT TEST**	Faculty + IT Wing
03:00 - Onwards	**Concluding Ceremony** • Recitation from the Holy Quran • Concluding Remarks by DG KPJA • Address by the Hon'ble Chief Guest • Conferment of Certificates • Group Photograph	