




Metropolitan Campus KDU

**Diploma in
Procurement Management and
Contract Administration
(DPMCA - 8th Intake)**

**PARTICIPANT
HAND BOOK
2023**



**Education is the most powerful weapon
which you can use to change the world**

Nelson Mandela



Metropolitan Campus KDU is housed in a six storied building designed to meet international standards. The facilities at the Metropolitan Campus KDU rooms and lecture halls along with fully equipped computer labs and a virtual learning center, which belongs to a class of its own and surpasses the facilities found elsewhere in the country. Conveniently located at the heart of the city, Metropolitan Campus KDU provides easy access, both via main road and railroad. Parking spaces are available, both within the institute premises and outside, in close proximity to Metropolitan Campus KDU.

Metropolitan Campus KDU provides its services by conducting academic programmes and training consultancies. Metropolitan Campus KDU is committed for capacity building through well-designed, professional and academic programmes, to the public and corporate sector while generating revenue for the State.

Metropolitan Campus KDU has opened doors, for both public and corporate sector personnel, to experience the range of facilities available under its roof. Accordingly, Metropolitan Campus KDU conducts training programmes under many disciplines; namely Financial Management, Commercial Skills & Governance, Humanities and Management, Information Technology & Digital Management, Health & Safety and Science & Technology.

Our Vision

The Metropolitan Campus KDU aims to become a world-class center of academic and professional excellence in human capital development through the multi-disciplinary Professional and Academic Programmes.

Our Mission

Producing high quality professionals to the Public and Corporate Sector through training in human capital development.

Working in partnership with the public and corporate sector to enhance the development, implementation and advocacy of professional standards and ethics in service delivery.

Developing capacity building initiatives that drive efficiency, effectiveness and the structural development of the public and cooperate sector.

Providing quality, cost-effective trainings designed to increase individual and organizational productivity and enrichment.

Creating, Promoting and fostering individual and organizational effectiveness by developing and offering an array of innovative and diverse programmes.



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**Success is not the ket to happiness. Happiness is the ket to success.
If you love what you are doing, you will be successful**

Albert Schweitzer



Diploma in Procurement Management and Contract Administration (DPMCA)

Procurement Management is becoming vitally important in the pursuit of sustainable development of the Country, so as to ensure transparency and accountability. In that endeavor, it is a prerequisite to have a staff in the public and corporate sector that is sufficiently updated about procurement related disciplines. Procurement and Contract Administration is an evolving subject, and during the recent past, it is evident that an unprecedented international attention is drawn to this area as it affects directly and indirectly on Principles of Good Governance. International agencies such as the World Bank, Asian Development Bank, European Union etc. pay more attention to promote best practices in Procurement and Contract Administration in member countries. In that backdrop, the Diploma in Procurement Management and Contract Administration (DPMCA) delivered by Metropolitan Campus KDU will undoubtedly provide an opportunity to staff grade officers of the public and corporate sector to widen their horizons on Public Procurement practices and processes which would invariably ensure effective service delivery to a wider section of masses.

Course Objectives

Overall Objective:

To build capacities of senior public servants and corporate sector officials on public procurement policies and processes and thereby ensure transparency, accountability and responsibility in procurement related decision making.

Specific Objective:

- Ensure procurement processes happen in-line with the National Procurement Guidelines in the country.
- Develop skills and aptitudes of public officers to take informed decisions in Contract Administration and Management.
- Ensure best practices are being followed in effecting Public Procurement as per limits.
- Adopt proper standards and processes in designing and planning procurement in their respective organizations.
- Select Consultants and obtain the best possible services ensuring optimum professionalism.
- Manage a Supply Chain effectively and efficiently so as to minimize losses and lapses.
- Display all round knowledge on IT related technical procurement in their respective organizations.
- Obtain the required legal knowledge to enter into contracts of any sort that avoid losses and damages.
- Ability to effect legally constituted contracts as per terms and conditions set out therein.
- Identify different methods of procurement that are being practiced today specially in mega projects.

General Information for the Participant

Number Required Credits: 30

Purpose and Scope of Qualification:

The purpose of this qualification is to offer an intensive, focused education in Procurement Management to meet the requirements of the public sector.

Attributes of Qualification Holders:

Those who complete the Diploma should;

01. have a deep understanding of theory, practice, relevant methodology and the knowledge on recent developments in Public Procurement and Procurement Management.

02. be able to apply the concepts and principles in Procurement Management, analysis of information and suggest solutions to problems in working contexts,

03. be able to, successfully communicate the results of the analysis and arguments to specialist and non-specialist audiences and exercise personal responsibilities and leadership in procurement related tasks in the workplace,

04. be capable of carrying out further training and acquire new competencies which will help to enhance their capacity to bear responsibilities,

05. displays qualities and transferable skills as well as subject specific knowledge necessary for the job to carry out further studies and manage their professional obligations.

Volume of learning:

783 Notional Learning Hours

Notional Learning Hours include direct contact hours, time spent for self-learning, preparation of assignments, and assessments.

General Guidelines

Participants should actively engage in all DPMCA lecture sessions on time. Irregular attendance is strictly not allowed.

All participants should display high standards of decorum in all their dealings with the Academic Staff, Fellow Colleagues, and Staff of Metropolitan Campus KDU.

Participants should be decently attired when attending the lecture sessions.

Answering mobile phones or texting during lecture sessions is strictly prohibited or leaving the lecture room while a lecture is in progress is not permitted.

Module End Examination can be a 03 hour Written Exam or Take Home Assignment. 80% attendance at each module is compulsory to be eligible to sit for the Module End Examination. If a student is not qualified to take the module end examination due to poor attendance or any other reason, he/she can fulfill the requirements with another batch and take the Module End Examination.

Attendance reports will be issued per Module to the respective Heads of Departments or to the Participant upon written request.

Letters of excuse or any other form of request regarding poor attendance will not be entertained.

Evaluation Criteria

01. Participants should obtain minimum 30 Credit Points in total to be eligible for the **Diploma in Procurement Management and Contract Administration (DPMCA)** awarded by Metropolitan Campus KDU.

02. Those who complete a minimum of 06 modules and earn not less than 20 Credit Points will be issued with **“Advanced Certificate in Procurement Management and Contract Administration.”** Participant should obtain minimum of 50 marks from Module End Examination in order to earn the credit points assigned for that module.

General Information for the Participant

03. The Module End Examination can be;

- A Written Test Paper of three (03) hours equivalent to 100% OR
- Take Home assignment of minimum 1500 words equivalent to 100%

Evaluation of Final Dissertation

- Report (7500 words) equivalent to 100%

04. Participants that scores an overall average of 75% for all modules or above with a minimum of 60% of marks at each Module test will be eligible for a “Merit Pass.”

Under exceptional circumstances, a candidate may be allowed to complete the Module End Examinations within two consecutive years. However, such candidates will not be awarded a Merit Pass although they acquire the required aggregate for a Merit.

Learning Management System (LMS)

A unique log-in will be provided to each participant to access Learning Management System (LMS).

Each participant will be registered for the LMS by the respective Programme Coordinator, once the Course Payment has been completed.

A participant will have access to all Reference Materials, Session Plans, Past Papers and the Programme Schedule through the LMS. Hard copies of the materials uploaded in the LMS will not be provided by Metropolitan Campus KDU. It is compulsory that the submission of all the Take Home Assignments must be done through the LMS.

Submissions of Take Home Assignments

It is compulsory that the submissions of the all the Take Home Assignments must be done through the Learning Management System (LMS) prior to the assigned deadline. Submission of hard copies of the Assignments will not be accepted or entertained under any circumstances.

Late Submissions of Take Home Assignments

Any work that is submitted after a deadline has passed; is classed as late, except in cases where an extension has already been announced by Examination Department of Metropolitan Campus KDU. There will be no discretionary periods or periods of grace.

If a student who submits work even at one (01) second past a deadline or later; will therefore be subject to a penalty of Rs.1,000/- for late submission as late submissions are strictly discouraged by the Institute

Examinations

Examinations are conducted at the end of each module. The Module End Examination can be a Written Test Paper or Take Home Assignment.

A Dissertation of minimum 7500 words should be submitted within one month of the completion of all course work and module end tests in the 2nd Semester. The Dissertation should carry a minimum “C” grade to qualify for the award of the Diploma in Procurement Management and Contract Administration.

Repeat Examinations

Only one (01) repeat sitting is allowed for any Module End Examination, subject to a payment of Rs.2,000/- per Written Paper or Take Home Assignment.

Request for Re-scrutiny

Re-correction requests could be submitted only for the Written Paper or the Take Home Assignment of any module, subject to a payment of Rs.1,000/- per request.

Medium of Instruction

All lectures, examinations, handouts, assignments, reports and related matters of DPMCA will be done in English Medium.

General Information for the Participant

Communications

01. Lectures

Participants will be notified on the commencement of Lectures or changes to lecture dates via email or LMS.

02. Examinations

Deadlines assigned for Assignments, Examination dates and issuance of admissions will be communicated through emails or LMS by the Examination Department of Metropolitan Campus KDU.

Timing & Venue

Lectures are held on Saturdays from 9.00 a.m. - 4.00 p.m.

Final Discretion

The decision of the Academic Board at Metropolitan Campus KDU is the final in all matters pertaining to the Diploma in Procurement Management and Contract Administration (DPMCA).

Allocation of Credit Hours

Module No	Modules	Lectures	Other	No. of Credits
1	Policy, Regulations, & Guidelines of Public Procurement	24	45	2
2	Procurement Planning & Pre-qualification in Public Procurement	42	90	4
3	Bidding Documents	36	45	3
4	Bid Evaluation	30	-	2
5	Selection of Consultants	24	45	2
6	Supply Chain Management	24	45	2
7	Contract Administration	36	45	2
8	Law for Public Procurement	18	45	2
9	Public Private Partnership and New Dimensions in Public Procurement	36	90	4
	Dissertation		90	2
	TOTAL	270	540	30

Semester Timetable

Semester 01

25 February 2023

- 01. Policy, Regulations & Guidelines of Public Procurement
- 02. Procurement Planning & Pre-qualification in Public Procurement
- 03. Bidding Documents
- 04. Bid Evaluation

Semester 02

02 September 2023

- 05. Selection of Consultants
- 06. Supply Chain Management
- 07. Contract Administration
- 08. Law for Public Procurement
- 09. PPP + New Dimensions in Public Procurement
- Dissertation

Examination Timetable

Examinations will be conducted at the end of each module.

Module No	Modules	Tentative Dates	
		Written Examination	Submission of Assignment
1	Policy, Regulations, & Guidelines of Public Procurement	N/A	26 Mar 2023
2	Procurement Planning & Pre-qualification in Public Procurement	N/A	04 Jun 2023
3	Bidding Documents	N/A	23 Jul 2023
4	Bid Evaluation	26 Aug 2023	N/A
5	Selection of Consultants	30 Sep 2023	N/A
6	Supply Chain Management	N/A	12 Nov 2023
7	Contract Administration	13 Jan 2024	N/A
8	Law for Public Procurement		
9	Public Private Partnership and New Dimensions in Public Procurement	N/A	10 Mar 2023

Module 01: Policy, Regulations and Guidelines of Public Procurement

Learning Outcome:

Participants shall ensure best practices are being followed in effecting Public Procurement thereby transparency is guaranteed.

Content

- Introduction to Public Procurement, Categories of Procurement and Public Procurement Cycle
- Value for Money in Public Procurement
- Salient Features of Government Procurement Guidelines, Manuals, Supplements and Circulars and Financial Regulations pertaining to Public Procurement
- Salient features of Procurement Guidelines of WB, ADB and JBIC
- Roles and Responsibilities of General Treasury, Procurement Entity and Different Procurement Committees
- e-GP Theory and Practice
- Combatting Corruption in Public Procurement
- Assessment of Country Procurement System- OECD DAC Indicators
- Professional Ethics & Code of Conduct in Public Procurement

Delivery Methods

- Participatory Lectures
- Related Case Studies
- Panel Discussions
- Group Activities

Outcome Test

- Take Home Assignment

Module 02: Procurement Planning & Pre-qualification in Public Procurement

Learning Outcome:

Participants shall adopt proper standards and processes in designing and Planning Procurement and Pre-qualification documents in their respective organization.

Content

- National Planning (Macro-Economic Plan, Public Investment Programme & Annual Budget)
- Planning as a Tool for Effective Procurement Management & Regulations
- Strategic Procurement Planning, Project Procurement Strategy Development
- Systematic Tracking of Exchanges in Procurement (STEP) – World Bank
- Procurement Risk Management
- Preparedness of Procurement Planning
- Action Plan, Annual Procurement Plan, Master Procurement Plan, Detailed Procurement Plan and Procurement Time Schedule (PTS)
- Contract Packaging & Slicing
- Monitoring and Reviewing of Donor Funded Projects
- MS Project for Procurement Planning and Scheduling
- Introduction to Pre-qualification & Pre-qualification Process
- Pre-qualification Questionnaire and Documents
- Evaluation of Pre-qualification Applications
- Preparation of Pre-qualification Documents for Complex Goods and Works Contracts
- Pre-qualification of IT Equipment

Delivery Methods

- Participatory Lectures
- Related Case Studies
- Panel Discussions
- Group Activities

Outcome Test

- Take Home Assignment

Module 03: Bidding Documents

Learning Outcome:

Participants shall adopt proper standards and processes in designing bidding documents to ensure transparency and Value for Money Principles.

Content

- Introduction and Contents of Bidding Documents and available Standard Bidding Documents (SBDs)
- Pre-bid Meeting & Site Visit, Preparation of Technical Specifications, SoW and BoQ
- Introduction to FIDIC Conditions of Contracts and CIDA Conditions of Contract and Types of Contracts
- SBD for Works, Goods, & Services for National Shopping
- SBD for Works, Goods, & Services for National Competitive Bidding
- SBD for Works and Goods for International Competitive Bidding and INCOTERMS
- Standard Bidding Document for IT Equipment and Preparation of BDs
- Preparation of Bidding Documents for NS, NCB, ICB, D&B, S & I and EPC/Turnkey Contracts

Delivery Methods

- Participatory Lectures
- Related Case Studies
- Panel Discussions
- Group Activities

Outcome Test

- Take Home Assignment

Module 04: Bid Evaluation

Learning Outcome:

Participants shall acquire the required knowledge and skills to evaluate bids in-line with the Procurement Guidelines and Regulations

Content

- Introduction to Bid Evaluation and Different Evaluation Methods, Principles and Criteria
- Procurement Regulation relating to Bid Opening and Evaluation
- Bid Opening Process, Bid Opening Minutes and Bidding Procedures
- Bid Evaluation Process, Works, Goods, & Services
 - Preliminary Bid Examination,
 - Detailed Examination & Comparison of Bids
 - Post Qualification
- Life Cycle Costing/Total Cost of Ownership (TCO) Method
- Evaluation of Quotations
- Evaluation of D & B, S & I, EPC/Turnkey and IT Equipment Contracts
- Procurement Appeal Procedures
- Witting of Evaluation Reports

Delivery Methods

- Participatory Lectures
- Related Case Studies
- Panel Discussions
- Group Activities

Outcome Test

- Written Examination

Module 05: Selection of Consultants

Learning Outcome:

Participants shall make informed decisions in selecting Consultants and obtain the best possible services by complying with relevant regulations and procedures.

Content

- Introduction to Consultancy Services
- Features of Procurement Guidelines on Selection of Consultants (GOSL & Foreign Funded Projects)
- Planning for Consultancy Services and Method of Selection
- Preparation of EOI, TOR & Cost Estimates
- Short-listing of Consultants
- Preparation of Request for Proposals (RFP) Documents
- Procurement Regulations relating to Opening and Evaluation of Consultancy Proposals
- Types of Consultancy Contracts
- Opening of Consultancy Proposals and Pre-proposal Conference
- Evaluation of Proposals for Consultancy Firms
- Selection of Individual Consultants
- Contract Negotiation

Delivery Methods

- Participatory Lectures
- Related Case Studies
- Panel Discussions
- Group Activities

Outcome Test

- Written Examination

Module 06: Supply Chain Management

Learning Outcome:

Participants shall maintain smooth progress in managing a Supply Chain in the best possible manner so as to minimize losses and lapses.

Content

- Introduction and Objectives of Supply Chain Management
 - Effective Supply Chain Management (SCM) applications for an Organization
 - Procurement Vs Supply Chain/ Value Chain Vs Supply Chain
 - Logistics Vs Supply Chain
- Supply Chain Principles/Methodologies, Issues and Solutions
 - Relationship Management
 - Supply Chain Outsourcing
 - Demand Management
 - Supply Management
 - Inventory Management
 - Warehouse Management
 - Performance Management
 - Risk Management
- Application of SCM Concept to Public Procurement Cycle
- Trends in the Market, Growth Opportunities and Focus Areas

Delivery Methods

- Participatory Lectures
- Related Case Studies
- Panel Discussions
- Group Activities

Outcome Test

- Take Home Assignment

Module 07: Contract Administration

Learning Outcome:

Participants shall obtain the required knowledge and skills to effect legally constituted contracts as per the terms and conditions set out therein.

Content

- Introduction to Contract Administration and Measuring Techniques of Contract Performance
- Procurement Regulations relating to Contract Administration
- Obligations of the Client, Consultant and Contractor
- Parties to Contract and Administration Teams
- Contract Administration Activities
 - Initial Contract Activities
 - Contract Variation and Price Escalation
 - Quality Control and Quality Assurance
 - Extension of Time (EOT)
 - Construction Claims and Contract Payments
 - Contract Close-out Activities
 - Contract Termination Procedures
- Fund Disbursement and Payment Procedure pertaining to Foreign Funded Procurements

Delivery Methods

- Participatory Lectures
- Related Case Studies
- Panel Discussions
- Group Activities

Module 08: Law for Public Procurement

Learning Outcome:

Participants shall obtain the required legal knowledge to perform effectively in exercising procurement related activities

Content

- Legal Framework of Sri Lanka, Legal Systems and Courts Hierarchy
- Constitutional Provisions and Authority of Independent Commissions
- Introduction to Right to Information Act (RTI)
- Introduction to Contract Law
- Memorandum of Understanding (MoU) and Agreements
- “Offer”, “Acceptance”, “Consideration”, “Capacity” for Contracts
- Void and Voidable Contracts
- Breach of Contract
- Remedies for Breach of Contract
- Alternative Dispute Resolution (ADR)
- Case Law of Public Procurement

Delivery Methods

- Participatory Lectures
- Related Case Studies
- Panel Discussions
- Group Activities

Outcome Test

- Module 07 & 08 Combined Written Examination

Module 09: Public Private Partnership and New Dimensions in Public Procurement

Learning Outcome:

Participants shall acquire knowledge and improve skills pertaining to Public Private Procurement (PPP) in Procurement, understand new concepts, developments, and internationally accepted systems and best practices in Public Procurement.

Content

- Introduction and Structural Options of PPP and why PPP is critical to the Economy
- Stages and Activities of the PPP Project Management Cycle
- PPP Project Identification, Pre-feasibility analysis and Selection of Candidate Projects
- Detailed Feasibility Study and Risk Identification and Allocations
- Financing Options of PPP, PDF, VGF and Compensation Mechanisms
- Preparation of RFQ Documents
- Preparation of RFP Documents
- Opening of PPP Proposals and Pre-Proposal Conference
- Evaluation of Competitive and unsolicited PPP Proposals
- PPP Implementation and Performance Monitoring
- Introduction to e-GP and Operational Areas
- Framework Agreements
- Green Procurement
- Introduction to e-GP and Operational Areas
- Framework Agreements
- Green Procurement
- Open Contracting Data Standards (OCDS)
- Online Contracts and e-Payments

Delivery Methods

- Participatory Lectures
- Related Case Studies
- Panel Discussions
- Group Activities

Outcome Test

- Take Home Assignment

Our Resource Persons

Mr. Christy Perera

B.Sc. (SL), MCIPS (UK), PGD-(EPM) (Italy), PGD-(PIT) (Italy), CMP – NUS, Singapore, CCM – ILO, Italy, CSC – ILO, Italy, CPM – CAE, Australia. CPP&C – SETIM, Canada, CPF – Manila, National and International Procurement Advisor (Sri Lanka and Nepal), Former Governance/Procurement Advisor to the HE the President, Former Commission Member to the National Procurement Commission of Sri Lanka, Former Head of Procurement/Procurement Advisor – ICTA, National and International Procurement Consultant – ADB, Visiting Lecturer / Procurement Consultant – UCSE (University of Colombo), SLIDA, PWC Resource Person - Metropolitan Campus KDU

Ms. Gayani de Alwis

MBA (PIM), MSc (Reading, UK), CSCM, FISMM, FCILT
Global Chairperson Women in Logistics & Transport (WILAT), Director Singer Sri Lanka PLC, Director, Logicare Pvt Ltd, Former Director Supply Chain Management Unilever Sri Lanka, Management Consultant and Lecturer, Immediate Past Chairperson Chartered Institute of Logistics & Transport (CILT) Resource Person - Metropolitan Campus KDU

Mr. H. M. Ajith Chandra

MBA (PIM), PGD in Mgt. (PIM), B. Com (Special), USJ
Add. Director General (Rtd), Department of Treasury Operations, Ministry of Finance
Resource Person - Metropolitan Campus KDU

Mr. I. G. Perera

MBA (Supply Chain Management), MSc (SCM), MSc Proj.Mgt),
International Diploma in Supply Chain Management, (ITC-Geneva),
Six Sigma (Black Belt), Visiting Lecturer - NSBM, University of Colombo,
ISMM (UK), RMIT (Australia)
Resource Person - Metropolitan Campus KDU

**Wing Commander
K. M. S. Wijenayake (Rtd.)**

MBA, MSc, BSc, PGD (Scm), PGD (Mat Mgt), PGD (HRM), CMILT, MIM,
(SL) MISMM, CEO/Director, University Collage
Resource Person - Metropolitan Campus KDU

Mr. Pius Fernando

MSc (University of Teesside, Middleborough, UK)
Consultant - The World Bank, General Education Management Project
Former Director General of Public Finance (MOF, General Treasury)
Former Director General of Management Audit (MOF, General Treasury)
Resource Person - Metropolitan Campus KDU

Mr. R. S. Weerawickrama

LLB (Col), LLM (HK), MPA&M (Col), MDS (Col), JPUM
Unofficial Magistrate, Attorney-at-Law
Resource Person - Metropolitan Campus KDU

Mr. Saliya Dharmawardane

B.Sc. Business Administration (USJ)
Master of Public Administration (PIM USJ), CPA
Ireland, CPA SL, DPFM, DIPCA
Resource Person - Metropolitan Campus KDU

Our Resource Persons

Mr. N. Bandula Premakumara

B.Sc. (Business Administration), USJ, HND in Accountancy
Former Deputy Chief Secretary (Finance – Chief Secretary office WP)
Over 29 years of Public Service Experience, Resource Person
Resource Person - Metropolitan Campus KDU

Mr. Gayan Fernando

BSc (QS-Hons), LLB (Hons), MSc in Construction Law and Dispute Resolution
Dip. in Arbitration, AIQSSL, Chartered Quantity Surveyor/Lecturer
Resource Person - Metropolitan Campus KDU

Mr. Sanjeewa Bandara

PGD(Law), LLB(Hons), B.Sc. (Hon's)Qs, CICCM, MAIQS, AIQSSL, MRICS,
Chartered Quantity Surveyor, Act. Head of Department of Quantity Surveying,
General Sir John Kotelawala Defence University
Resource Person - Metropolitan Campus KDU



Metropolitan Campus KDU

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