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இலங்கை அபிவிருத்தி நிர்வாக நிறுவகம்
SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION
(Ministry of Public Administration and Home Affairs)



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த.பெ.இ }
P.O. Box }

28/10, මලලසේකර මාවත, කොළඹ 07. ශ්‍රී ලංකාව
28/10, மலலசேகர மாவத்தை, கொழும்பு 07. இலங்கை
28/10, Malalasekara Mawatha, Colombo 07. Sri Lanka

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19 February 2015

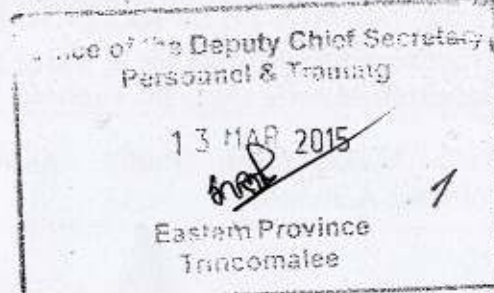
All Secretaries of Ministries

All Heads of Departments

Chief Secretaries of Provincial Councils

District Secretaries

Chairman of Statutory Boards



Diploma in Public Procurement and Contract Administration (DIPPCA) 2015/2016
(Weekend Programme)

Applications are invited from suitable officers in the Public and Private Sector Organizations for the above Diploma (DIPPCA), conducted by Sri Lanka Institute of Development Administration (SLIDA).

Date of Commencement:

09th May 2015. Lectures will be conducted on Saturdays from 08.30 am to 06.00pm

Venue of the Programme :

Lectures are conducted in a spacious air-conditioned lecture hall at the Sri Lanka Institute of Development Administration (SLIDA), 28/10, Malalasekara Mawatha, Colombo 07.

Who can apply:

- ◆ Staff grade officers / Procurement Assistants
- ◆ Graduates from recognized Universities or persons with equivalent qualifications
(Preference will be given for Liaison officers, Procurement Assistants and other officers who are engaged in procurement activities)

Contents:

Modules

DIPPCA-01	Introduction to Public Procurement & Procurement Guidelines
DIPPCA-02	Procurement Planning and Bidding Documents
DIPPCA-03	Stores Management

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DIPPCA-04	Pre & Post Qualifications
DIPPCA-05	Selection of Consultants
DIPPCA-06	Bid Evaluation
DIPPCA-07	Supply Chain Management
DIPPCA-08	Contract Administration (<i>Including Second Country Visit</i>)
DIPPCA-09	Procurement Performance & Value for Money in Public Procurement
DIPPCA-10	Risk Management, Public Assets Disposal Procedure & Post Contract Activities

Duration:

12 months part-time.

(40 Saturdays – Average Lecture Hrs 7 ½ hrs per day; 10 Saturdays – Examination, 03hr Papers; 80hrs Presentation of Assignments/Report)

Methodology:

Multimedia Presentations, Assignments, Case Studies, Group Exercises, Role Play, Presentations, Demonstrations, Debates and Quizzes.

Medium: English Medium

Resource Persons:

About 10-15 practicing professionals including procurement specialists, qualified engineers and accountants

Course Fee:

Rs. 100,000/= for the Diploma programme. This also includes the examination fees.

How to apply:

Obtain the application form from the Registrar SLIDA or download from the SLIDA website (www.slida.lk), duly filled and sent to the Director General, Sri Lanka Institute of Development Administration, 28/10 Malalasekara Mawatha, Colombo 07, on or before 30th March 2015.

If you need further information, please contact Mr. Anura Lokugamage, Senior Consultant, SLIDA. Email: lokugamage@slida.lk, Tel. Nos. 011-5980226, 011-5980200 – Ext 226, Fax 011-5898502.

It would be appreciated if you could circulate this letter among the department and sub office and nominate participants direct to the Registrar, SLIDA.



Anura Lokugamage

Senior Consultant/Programme Coordinator
for Director General/SLIDA



SLIDA

For Office Use Only

**APPLICATION FOR THE DIPLOMA IN PUBLIC PROCUREMENT AND
CONTRACT ADMINISTRATION (DIPPCA)
2015/2016 (Week End Program)**

SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION (SLIDA)

(Please use Block Letters / All cages must be completed)	
1. Full Name : (Mr./Mrs./Miss.)	
2. National Identity Card No. :	
3. i. Organization :	
ii. Line Ministry (for Public Sector Applicants):	
4. Designation : (Class and Grade of the Service if any)	
5. Office Address	Tel : (Off)
	Fax :
	e-mail :
6. Private Address :	Tel : (Res)
	Mobile :
7. Academic Qualifications :	
8. Professional Qualifications :	

9. Working Experience : (No. of Years)

10. Procurement Experience : (Describe Briefly)

I certify that the particulars given above are true and correct.

.....
Date
Signature of the applicant

Director, SLIDA

I am nominating Mr./Mrs./Miss. to participate in the above Diploma Programme. The nominee's application is duly completed. He/She will be released to follow the Programme if selected and I agree / do not agree to sponsor for the applicant.

.....
Signature
(Head of the Organization)
Date

Name and Designation :
(Official Seal)

Note :
* Please address all inquiries to Registrar, SLIDA. Tel:580200or
Mr. Anura Lokugamage Senior Consultant, SLIDA. Tel: 011-5980226

Important : The application should reach the Director General, SLIDA, 28/10, Malalasekera Mawatha, Colombo 07 **on or before 30th March 2015.**