

## DEVELOPING PROCUREMENT PROFESSIONALS

- Needs Assessment
- Procurement Planning
- Projects Definition
- Bidding Process
- Sustainable Procurement Principles
- Bid Evaluation
- Monitoring and Evaluation
- Procurement Forensics
- Claims Management in Public Procurement
- Price Adjustments and Variations
- Procurement Risks Analysis
- Capacity Building and Trainings
- Procurement of Facilities and infrastructure Management
- Procurement Red Alerts
- Contract Administration and Projects Management
- Procurement Audit
- Development and Execution of Civil Works Contracts



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## WHO WE ARE

**TBP Solutions Limited (TPS)** is a procurement services, contract management and engineering services provider ensuring that procuring entities, contractors and consultants understand the crucial roles each play in efficient and effective management of funds for the delivery of public goods, works and services. The firm focuses mainly on public sector procurement, contract management and engineering services, improving capacity to ensure a win-win relationship between the employer and the contractor.

## BACKGROUND

**Incorporated on May 20, 2016** by the pioneer Director General of the Bureau of Public Procurement (BPP), Engr. Emeka Ezeh, FNSE, OFR, the company offers procurement, contract management and engineering advisory services. The company serves as an advisor to public and private organizations in Nigeria in many areas such as specific negotiations, review of states public procurement laws, revision of regulations, review of contract claims, capacity building through structured training, revision of in-house procurement manuals, complaints recourse mechanism among others.

TPS draws on its very large network of procurement experts who midwived and took part in the procurement reform in Nigeria to offer tailor-made solutions in response to any need in procurement services, contract management and engineering services.



## VISION

“To be the catalyst for the advancement of best practices in public procurement and contracts management”



## MISSION

“To render quality service in public procurement, contract management and engineering services in Nigeria and beyond”



## OBJECTIVES

Our objective is to help in the reformation of procurement administration in the country, through the provision of requisite capacity training in all areas of public sector expenditure process. We are committed to building skills for adherence to processes and procedures in the expenditure of public funds. This follows our belief in the fact that the application of the appropriate procurement methods is one major panacea to the eradication of corruption, nepotism, cronyism and ethnicism in the course of public expenditure.



## CORE VALUES

- Consistent public procurement administration and advisory services that meet and exceed clients' expectation
- Integrity and absolute confidentiality
- Honesty and commitment in dealings
- Ethical Conduct in our business relationships



# OUR SERVICES

## **PROCUREMENT ADVISORY**

- We provide advisory services that focus on delivering enhanced business performance and driving bottom-line savings. Our highly experienced team with global perspectives, financial expertise, and deep analytical capabilities give our clients extensive support needed to transform organizations' procurement process and their procurement activities in general.

## **NEEDS ASSESSMENT**

- We assist organizations, procuring entities aggregate their needs into Lots to fast track budget implementation.

## **PROCUREMENT PLANNING/PREPARATION**

- We help in planning or review of procurement, determining the best procurement method to be adopted and the time frame in line with regulatory requirements.

## **TENDER DOCUMENTS REVIEW/PREPARATION**

- We do review of tender documents to ensure they meet all regulatory requirements while providing the bases for effective participation by bidders.

## **PREPARATION OF BIDDING DOCUMENTS**

- We prepare timely and well detailed bidding documents to enable contractors/bidders compete on common ground. Contractors/Consultants who wish to submit bids for government projects will find our services very helpful.

### **SUPERVISION OF TENDERING PROCESS**

- We act as a third party to supervise procuring entities' tendering process and ensuring that all the laid down procedures are adhered to, in order to achieve the desired result.

### **EVALUATION OF BIDS – TECHNICAL/FINANCIAL**

- Handling of bids evaluation for organizations using advertised criteria that conform to government regulations in the solicitation documents and ensuring that the best responsive bids are selected is our forte.

### **PROCUREMENT TRAINING/WORKSHOPS**

- Our experienced faculty share their experiences with case studies, in regular trainings'/workshops.

### **IN-HOUSE PROCUREMENT CAPACITY BUILDING**

- We handle in-house training at procuring entities' facilities for management and Board members to acquaint them with working knowledge of the provisions of the public procurement Act 2007.

### **PROCUREMENT PROCESS REVIEW/QUALITY ASSURANCE**

- We provide a framework for reviewing organization's current procurement process, and assisting in identifying areas for improvement, and executing the right procurement strategies in order to significantly reduce cost and time of procurement.

### **COMPLIANCE MONITORING/EVALUATION**

- We providing compliance monitoring services, compliance inspections, oversights, evaluations and credentialing for both public and private sector organizations to ensure that procurement processes are duly followed and obey the law and regulations contained in the Public Procurement Act 2007.

## **PROCUREMENT COMPLIANCE AUDIT**

- Procurement compliance audit that captures areas of strength and weakness in an organization's procurement activities is another area of our expertise.

## **PROCUREMENT FORENSIC AUDIT**

- Procurement Forensic Audit is an analytical process used to proactively seek opportunities to prevent and detect fraud, waste and abuse by leveraging on information in corporate data assets. Such insightful information is generally invisible. We enable you identify such information, their patterns and correlations that will help take decisions that will annul fraud, disputes and misconducts in procurement activities. Investigative agencies will find this very useful.

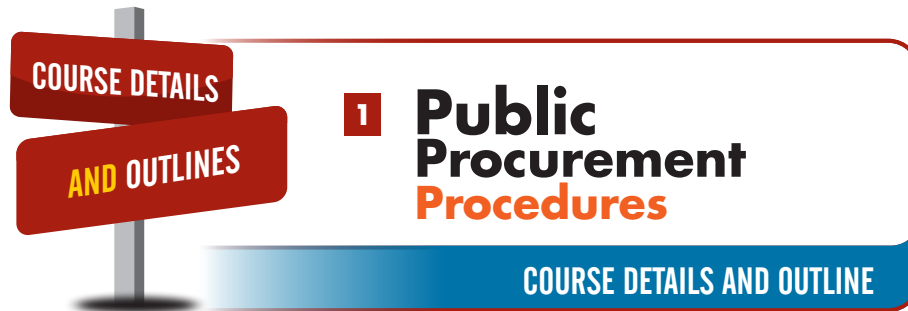
## **PRODUCTIVITY AND EFFICIENCY IMPROVEMENT**

- We are concerned about improving organisational productivity and efficiency, through exposures to not just the tangible factors but to the intangibles that rub off. To this extent, we provide trainings in public etiquette and ethics, public communication, public presentations, personality development, amongst others.

## **CONTRACT MANAGEMENT**

- We assist organizations to set a contract management system to deliver the project on schedule within budget and to quality thus achieving value for money.





- ★ This programme focuses on guiding public officials responsible for public procurement, auditors and other financial management specialists in their everyday business relating to public procurement. It is intended as a tool for guiding the practice of public procurement, ensuring compliance with legislation and application of procurement international best practices. It also serves to facilitate the standardization of procurement practice across all Procuring Entities with a view to ensuring an efficient and transparent public procurement system that is central to good financial management and offers equal opportunities for eligible competitors. It is also aimed at understanding the public procurement systems and processes, facilitate bidder's participation in contracts, and ensure application of legal and best procurement practices. It gives procedural guidance and instructions on the many aspects of procurement and contracting, including standards and models. Where funding is provided by international donor partners, there may be a requirement to use the donor's own procurement procedures. Guidance is also discussed in the programme, plus more.

## COURSE OUTLINE

- *Guidelines on Procurement Procedures*
- *The Public Procurement Framework*
- *Public Procurement Guiding Principles*
- *The Tenders Committee*
- *Procurement Planning & Budgeting*
- *Procurement Planning & Budgeting*
- *Procurement of Goods, Works, And General Services*
- *Methods and Strategies*
- *Procurement of Consulting Services*
- *Contract Administration and Monitoring*
- *Handling of Complaints and Protest*
- *Understanding the Tendering Process*



- ★ The strategic communication of public procurement programme exposes participants to purposeful, pin-point communication of issues in public procurement in a world of growing communication channels. It delivers tactics for selecting appropriate means of communication, amidst the crowd of opportunities and conceives techniques for maximising chosen means, towards efficiency and productivity of core issues. Understanding strategic communication has become critical to the exchange of meanings because of the maze of competing platforms for information dissemination, in an increasingly complex world, where communion through communication has become essential. The programme exposes participants to the nuances and techniques of achieving success in specialised messaging through strategic communication, considering the need to foster organisational and social understanding of public procurement matters through the diffusion of evidence, and more.

## COURSE OUTLINE

### 1. Goals and Objectives of Communication of Public Procurement

- a) *What is the essence of communication?*
- b) *What do we want to achieve?*

### 2. The Message of Public Procurement

- a) *What message do we want to communicate?*
- b) *What are the themes, sub-themes, etc?*

### 3. Audience Segmentation in Public Procurement

- a) *Who are the audience (s)?*
- b) *How do we put them in categories?*

### 4. Tactical Plan in Public Procurement

- a) *How will we communicate, using most appropriate channels?*
- b) *What are the issues to consider in deciding techniques to use?*

### 5. Sustainability, consistency, staying on the message in Public Procurement

- a) *How do we achieve continuity?*
- b) *How can strategy be long lasting and impactful?*

### 6. Feedback in Public Procurement

- a) *Mechanisms for reviews and measuring success*
- b) *Learning from field experience*

### 7. Key, intersecting issues in Strategic communication of Public Procurement

- a) *Branding*
- b) *Impressions management.*
- c) *Perception management*
- d) *Public Relations*
- e) *Advertising*
- f) *Marketing Communication*

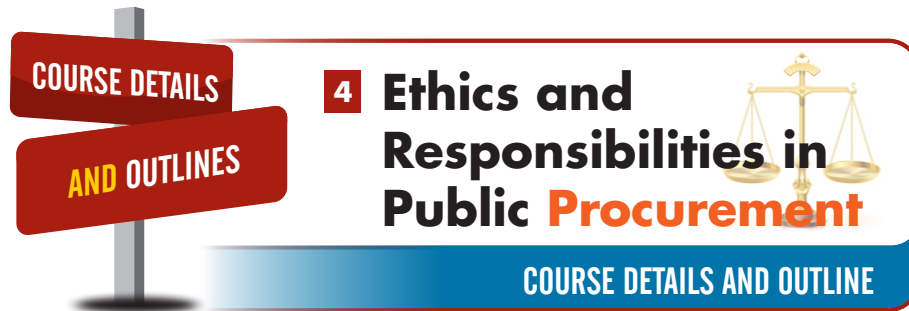




- ★ Facilities management supports the functionality, safety, and sustainability of buildings, grounds, infrastructure, and real estate. The programme helps to understand the fundamentals of Facilities & Infrastructure Management, build capacity of Senior Executives in the proper appreciation of Facilities Management and appreciate the role and functions of Facility Management in achieving organisational objectives. It includes Lease management, including lease administration and accounting; Capital project planning and management; Maintenance and operations; Energy management; Occupancy and space management; Employee and occupant experience; Emergency management and business continuity; and Real estate management. It is designed for Top and Middle level management of MDAs and large public Facilities such as Airports, Hotels, Power Stations & Waterworks; Finance and Administration Executives; Facility Managers of large complexes; Senior Resident Engineers on Managers on Infrastructure projects. For people to do their best work and feel engaged in their environments, they need to be in buildings that are safe, welcoming, and efficient. Facilities management has a hand in everything that surrounds the people in facilities and on the grounds. Where they work, play, learn, and live should be comfortable, productive, and sustainable.

## COURSE OUTLINE

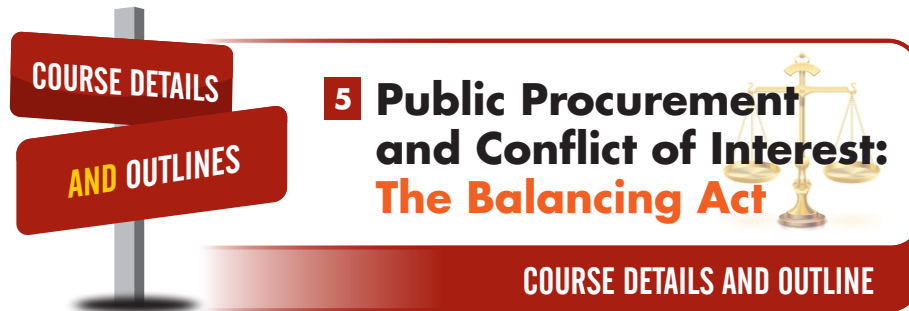
1. *Importance of facilities management*
2. *Functions of facilities management*
3. *Hard Facilities Management (Hard FM) and Soft Facilities Management (Soft FM)*
4. *Physical assets such as plumbing, wiring, elevators, and heating and cooling*
5. *Soft FM, including custodial services, lease accounting, catering, security, and grounds keeping*
6. *Facilities management case studies*
7. *Future facilities management trends*



- ★ Ethics in Procurement does not relate only to the procurement professional, internal customer, external customer, senior executive, or supplier. Everyone can be directly or indirectly affected. Procurement is what sets entire supply chains and their organisations in motion. How a procurement function handles itself and its activities, sets the tone for all events that follow, right up to the final delivery of goods, works and services to the end-customer. The ground rules for good ethics in procurement are simple enough. Practice integrity, avoid conflicts of interest and personal enrichment, treat bidders equally and fairly, and comply with legal and other obligations. The overriding principle is “do the right things.” However, simple is not the same as easy. One of the challenges of ethical procurement is to know how to make it into a practical reality that people can apply consistently. This programme discusses these issues and related matters.

## COURSE OUTLINE

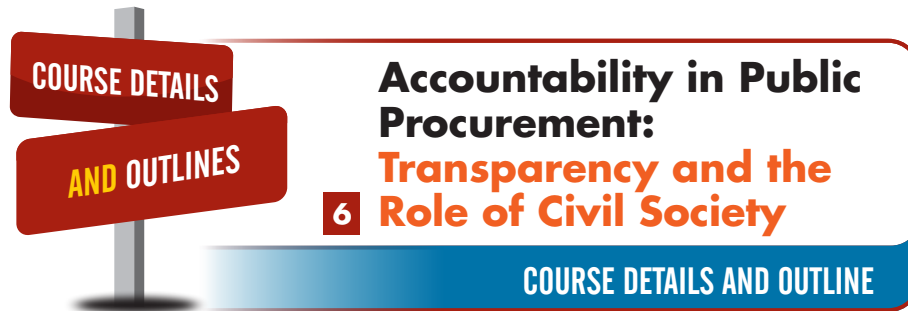
1. *What is Ethics and why is it important in Public Procurement*
2. *Procurement Ethics: Shocks, Horrors, Scandals and More*
3. *Immoral or illegal practices:*
  - a) *Bribery*
  - b) *Coercion*
  - c) *Extortion*
  - d) *Illegal Sourcing*
  - e) *Traffic of Influence*
4. *The Impact of Poor Procurement Ethics*
5. *Who Judges Whether Procurement is Ethical or Unethical?*
6. *Becoming a role model in Public Procurement Practice*
7. *Detecting Potential Procurement Ethics Problems*
8. *Some Possible Signs of Suspicious Procurement Practices*
9. *The Dangers of Decentralized Procurement*
10. *Correcting and Avoiding Procurement Ethics Problems*
11. *The Chain of Ethical Responsibility*
12. *Conclusion*



- ★ There is growing consensus that managing conflict of interest (COI) is critical in improving public procurement efficiency. What COI is and what contributes to its occurrence must be understood if sound institutional and legal frameworks are to be developed and good practices adopted. Defining Conflict of Interest COI is a complex and sometimes elusive concept. It can be an indicator, a precursor, or a result of corruption if left unchecked. While there is no universal definition of COI, most countries and jurisdictions agree that a conflict of interest occurs when public interest is compromised by the private interests of public officials. Several international organizations have developed guidelines and established protocols to assist in the standardization of definitions and the adoption of preventive and enforcement mechanisms to address COI. The United Nations Convention Against Corruption (UNCAC) also makes specific reference to conflict of interest and emphasizes the importance of transparency and standardization in codes of conduct for public officials, public procurement practices, and the management of public finances. UNCAC also identifies the range of offenses linked to COI such as abuse of power and influence peddling. This course addresses these issues within national and global contexts.

## COURSE OUTLINE

1. **Conflict of Interest**
  - a) *Historical Origins*
  - b) *Working Definitions*
  - c) *Conceptual Frameworks*
2. **Defining conflict of interest**
  - a) *General*
  - b) *Legal*
  - c) *Institutional Frameworks*
  - d) *Good International Practices*
3. **Regulating conflict of interest**
4. **Dealing with conflict-of-interest issues in government**
5. **Conflict of interest from a legalistic approach**
6. **Implementation and Enforcement**
7. **Prevention and Enforcement—Codes of Conduct**
8. **Ethics, and Organizational Culture**
9. **Codes of conduct in the public sector**
10. **Codes of conduct and mechanisms to prevent conflicts of interest**
11. **Codes of conduct in the private sector**
12. **Good corporate governance: Essential to prevent conflicts of interest and fraud**



- ★ Accountability constitutes a central pillar of any public procurement system. Without transparent and accountable systems enabling governments and citizens to engage in a mutually responsive way, the vast resources channeled through public procurement systems run the danger of increased corruption and misuse of funds. Even in a system with low levels of corruption, public and civic oversight can help identify inefficiencies, thereby increasing procurement efficiency and effectiveness for the benefit of improved service delivery and ultimately citizens. Accountability is one of four core issues most often encountered in work to strengthen capacities with national and local governments. Accountability “exists when rights holders and duty bearers both deliver on their obligations.” (UNDP 2008: 12). This conceptually links accountability to a rights-based understanding of development following three principles: “inclusive rights for all people, the right to participation, and the ‘obligations to protect and promote the realisation’ of rights by states and other duty bearers” (Gaventa, 2002: 2). As such, the active engagement of a government on one side and its citizens on the other is necessary to achieve any measure of accountability. It is this relationship between state and citizens and the different forms it takes that constitutes the main subject of this programme.

## COURSE OUTLINE

1. *Mechanisms for Accountability and Transparency*
2. *The Role of the Civil Society*
3. *Challenges of Accountability*
4. *Role of the Media in ensuring Accountability and Transparency*
5. *E-procurement, e-government and transparency and accountability*
6. *Techniques for ensuring Accountability and Transparency*
7. *Accountability and Good governance*



- ★ Public sector procurement is different to private procurement because of the many policies that need to be met before making a final procurement decision. Procuring entities need to comply with specific procurement regulations in line with PPA 2007. When procuring for the public sector, money has to be spent wisely, therefore procurement officers are pressured into making smarter procurement decisions daily, be open to new ways of savings costs and make their time more efficient. Effective procurement chain assurance and compliance are key to developing healthy relationships with bidders and procuring entities. By working closely with the public and private sectors, we identify a few key challenges that procurement officers meet in their everyday activities and their solutions in this programme.

### COURSE OUTLINE

1. *Embedding new procurement approaches*
2. *Overcoming bidder related issues*
3. *Being realistic*
4. *Making informed procurement decisions*
5. *Accurate data*
6. *Risk management*
7. *Reputation and brand image*
8. *CSR*
9. *Centres of Excellence*
10. *Stakeholders engagement*



- ★ Procurement law is driven by regulations. The regulations apply to all public entities which are largely owned, managed or financed through public funds. These include government ministries and their agencies, non-departmental public bodies, hospitals and health institutions, education boards and institutions, and various non-government organisations. How does the legislature work in these matrixes? This programme captures the multiple issues involved.

## COURSE OUTLINE

1. *Procurement Act and the National Assembly*
2. *Understanding the legislature*
3. *Managing official consultations*
4. *Tender procedure*
  - a) *Timing for publication of documents*
  - b) *Time limits*
  - c) *Eligibility*
  - d) *Evaluation criteria*
  - e) *Definition of best value for money*
  - f) *Guidance on innovation and public procurement*
5. *Resources to support sustainable development*



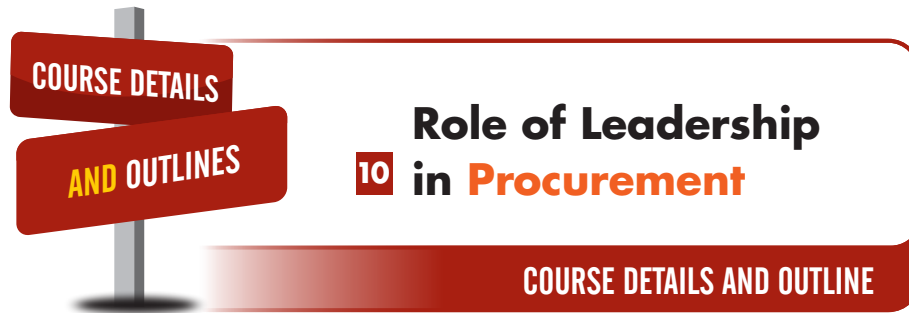


- ★ The most basic distinction between private and public entities is ownership. The public sector is controlled by the government—both state and federal—while the private sector is headed by individuals that lead and manage corporations. The private sector encompasses all for-profit companies that are not owned or operated by the government. Because of this distinction of ownership, there comes many different practices and policies regarding the procurement process. Public sector organizations are run by a higher government entity. Everything that they do must be easily visible to the public eye. There must be a distinct audit trail, with all information clear and accessible.

Information such as a contract opportunity, contract award, pricing, and timing are all included in reports made at regular intervals. There must be an equal opportunity provided by the government to each bidder wishing to do business with them that meets the requirements. Bid openings are, therefore, public events. Private sector transparency is not as clear cut. While private entities do have complete visibility requirements placed upon them, private entities do not need to provide equal opportunities, and will often withhold information that is not necessary to the bidders. They do not reach out to every company, and they do not need to publish their contract awards in the same way that public entities do. This programme dissects the issues further.

## COURSE OUTLINE

1. *Due-Diligence—all private sector operations*
2. *Private Procurement Practices*
3. *Procurement Principles applicable to Private Sector Transactions*
4. *Public Procurement Practices*
5. *Risk analysis*
6. *Suggested Private Sector Due-Diligence in relation to the public sector*
7. *Transparency and Accountability*



- ★ Procurement leaders have been asked to help transform the organization's operating models and cost structures to address sourcing speed, agility, and risk management in the face of future disruptions. Notably, digital technology was already driving change in the value chain long before the pandemic struck. As such, Procurement functions must adapt in real-time to competitive markets using increasingly complex digital tools like AI-predictive analytics, blockchain, and new enterprise software suites. This has placed Procurement leaders in an essential position within the organization, as they are now responsible not solely for the procurement of goods and services but also for driving change through insights delivered by some of the latest business intelligence tools. The impacts of their actions will have a ripple effect across the entire organization, and it integrates leadership roles across departments.

## COURSE OUTLINE

1. *Leadership and the execution of sourcing strategies*
2. *Information Management*
3. *Lean and Automated Day-to-Day Purchasing*
4. *Performance Management*
5. *Procurement Organization Realignment*
6. *Procurement Strategy Development*
7. *Supplier Management and Development*



★ Monitoring and Evaluation (M&E) is used to assess the performance of projects, institutions and programmes set up by governments, international organisations and NGOs. Its goal is to improve current and future management of outputs, outcomes and impact. Monitoring is a continuous assessment of programmes based on early detailed information on the progress or delay of the ongoing assessed activities. An evaluation is an examination concerning the relevance, effectiveness, efficiency and impact of activities in the light of specified objectives. Monitoring and evaluation processes can be managed by the donors financing the assessed activities, by an independent branch of the implementing organization, by the project managers or implementing team themselves and/or by a private company. The credibility and objectivity of monitoring and evaluation reports depend very much on the independence of the evaluators. Their expertise and independence are of major importance for the process to be successful.

Many international organizations such as the United Nations, USAID, the World Bank group and the Organization of American States have been utilizing this process for many years. The process is also growing in popularity in the developing countries where the governments have created their own national M&E systems to assess the development projects, the resource management and the government activities or administration. The developed countries are using this process to assess their own development and cooperation agencies. The M&E is separated into two distinguished categories: evaluation and monitoring. An evaluation is a systematic and objective examination concerning the relevance, effectiveness, efficiency and impact of activities in the light of specified objectives. The idea in evaluating projects is to isolate errors in order to avoid repeating them and to underline and promote the successful mechanisms for current and future projects.

An important goal of evaluation is to provide recommendations and lessons to the project managers and implementation teams that have worked on the projects and for the ones that will implement and work on similar projects. Evaluations are also indirectly a means to report to the donor about the activities implemented. It is a means to verify that the donated funds are being well managed and transparently spent. The evaluators are supposed to check and analyze the budget lines and to report the findings in their work. Monitoring and Evaluation is also useful in the Facilities [Hospitals], it enables the donors such as WHO and UNICEF to know whether the funds provided are well utilized in purchasing drugs and also equipment in the Hospitals.

## COURSE OUTLINE

1. What is monitoring?
2. What is evaluation?
3. Difference between monitoring and evaluation
4. Importance of monitoring and evaluation
5. Methods of monitoring and evaluation
6. Performance measurement
7. How to develop monitoring and evaluation plan
8. Project management techniques
9. Monitoring and evaluation tools
10. Guidelines for monitoring and evaluation



- ★ This course focuses on contract administration and surveys the steps and methodologies necessary for the day to day management to ensure contract compliance and delivery. It is especially designed for procurement officers, technical and professional managers-engineers, architects, quantity surveyors, developing procuring entities' projects and for persons responsible for implementing such projects including account officers and legal experts.

## COURSE OUTLINE

1. *Introduction to Procurement and Contract Terms*
2. *The Project life cycle*
3. *Performance Criteria*
4. *Role of contract manager*
5. *Role of project manager*
6. *Contract Management*
7. *Cost Control*
8. *Risks in contract*
9. *Managing Change Orders*
10. *Scheduling- Critical Path method*
11. *Control, documentation and reports*
12. *Quality Assurance*
13. *Commissioning*
14. *Acceptance and take-over*
15. *Conflict resolution and disputes*



- ★ Performance management can improve the effectiveness of public services. They also have a positive impact on outcomes for service users. There is less hard evidence that performance management produces efficiency savings, so alternative means for promoting cost-cutting innovations may be required. Performance measures imposed at the field level seem to be the most effective, so long as there are sufficient comparator organizations to allow competition and comparative learning between organizations. Performance management seems particularly well-suited to delivering improvement in performance indicators which have a high degree of public acceptance, such as exam results and hospital waiting times. But its effectiveness is influenced by other factors including organizational culture and leadership. Policy makers need to consider alternative means for promoting cost-cutting innovations. This does not imply that large-scale restructuring is the answer. Rather, it suggests that techniques focused specifically on capturing efficiencies, such as business process re-engineering, may be needed.

## COURSE OUTLINE

1. *Implications of Performance Management*
2. *Improving Performance management*
3. *Stakeholder involvement in Performance Management*
4. *System maturity and leadership support*
5. *Management Capacity and Employee Involvement*
6. *Innovative Cultures and Goal Clarity*
7. *Growing the effectiveness of performance management*



- ★ A variation (sometimes referred to as a change) is an alteration to the scope of work originally specified in the contract, whether by way of an addition, omission, or substitution to the works, or through a change to the manner in which the works are to be carried out. Fluctuations provisions are clauses in construction contracts that allow the contract sum to be adjusted to take account of changes to the price of labour, materials and other costs throughout a construction project. Variations comes because cost estimation is particularly difficult, often leading to considerable deviations. For capital projects deviations hover around an average of 28% of the estimated cost. There are several factors that cause these deviations between the final accounts and the contract sum. How these factors combine to cause deviations between the contract sum and the final account. And this has in recent times been of great concern in public procurement. This programme seeks to identify the significant factors that result in deviations between contract sums and the final accounts of capital projects and how to effectively adjust contract sums.

## COURSE OUTLINE

1. *Defining variations and adjustments*
2. *Causes of variations and adjustments*
3. *Dealing with variations*
4. *Price, indices, indexes and projections*
5. *Fluctuations and claims*
6. *Negotiating Variations*
7. *Legal issues in contract variations*
8. *Managing time in the face of variations*
9. *Variations and service delivery*
10. *Case studies and discussions*



## OUR TRAINING FACILITY



**Training Hall (30 Seater Capacity)**





**Tea/Coffee Lounge**

# TBP SOLUTIONS FACULTY



**Emeka Ezeh, FNSE, OFR**  
**PRINCIPAL ADVISOR/  
LEAD TRAINER**

**Emeka Ezeh** is the Chief Executive Officer of TBP Solutions Ltd. He has over 38 years' experience in civil engineering practice, project management, good governance and public procurement reforms. He served as the President of the Nigerian Society of Engineers and a sector specialist in the then Budget Monitoring and Price Intelligence Unit in the State House Abuja. He midwifed the implementation of the Public Procurement Law in Nigeria as the pioneer director general of the Bureau of Public Procurement from 2007 when the Bureau was set up to 2016 when he left office. Since retiring, Emeka Ezeh has been involved in assisting state governments, Federal and States' institutions across Nigeria assess their procurement regime with a viewing to enhancing their performance in line with International and local best practices. He also advises corporate organizations and individuals on public sector procurement in Nigeria. He is a faculty member of the World Bank assisted Sustainable Procurement, environmental and Social standards Centre at the University of Lagos, Akoka and the Federal University, Makurdi, Benue State. He is a well decorated professional engineer and a certified international procurement professional.



**Hon. Barr. Wahab Olatoye Esq**  
**LEGAL PRACTITIONER**

**HON. BARR. WAHAB OLATOYE ESQ.** is a legal practitioner. He is the partner at Wahab Toyé & Co. Elerinla Chamber-Legal Practitioners & Notaries Public. He is the Executive Director, Wafmark Ventures limited and currently and currently the President, Procurement Professionals Association (PPA). He has a number of publication to his credit, including the importance of Pre-Qualification in Procurement under Public Procurement Act 2007, (2013); The Role and Importance of Public Procurement Act under Public Administration: A critical overview of the Public Procurement Act, 2007; and A critical overview of objectives of Public Procurement Act 2007 under Nigeria Procurement System Technical paper for Bureau of Public Procurement. (BPP) September, 2007. He also served as an External Solicitor/Consultant to Bureau of Public Procurement on issues relating to procurement processes and Consultant on Training of Procurement Officers for MDAS by BPP. Hon. Barr. Wahab Olatoye Esq. is a member, Nigeria Bar Association (NBA), member, Nigeria Political Science Association (NPSA) and member, Nigeria Society of International Affairs (NSIA).



**Samuel Ameh Opaluwah**  
**CIVIL ENGINEERING**

**Samuel Ameh OPALUWAH** is a Civil Engineer and a Professional Builder. He is a specialist in Project & Construction Management, Public Procurement and Facilities Engineering and Management. Engr. Opaluwah holds M.Sc. Construction Engineering (1983) from Leeds University, Leeds, UK and B.Sc. (Hons.) Building (First Class Honours - 1978) Ahmadu Bello University, Zaria, Nigeria. He also holds National Diploma in Civil Engineering (Kaduna Polytechnic) 1974 and Diploma in Refractory Technology (Refratechnique) Gottingen-Germany 1993 and the International Procurement Certificate (International Law Institute Washington DC, USA) 2010. Engr. Opaluwah was awarded the PhD for his works in Facilities Management by St. Clements University, Turks & Caicos, Islands. He has thirty-nine years postgraduate and cognate experience in Facilities Management, Maintenance Management, Projects/Construction Management and Public Procurement. He is a Fellow of Nigeria Society of Engineers, Fellow of Nigeria Institute of Building, and registered by COREN as an Engineer and CORBON as a professional Builder, amongst other fellowships.



**Engr. James Akanmu**  
**WATER ENGINEER**

**James Akanmu** holds a Ph.D. in Water Resources Engineering, an MS.C. in Water Resource and Environmental Engineering and a BS.C in Civil Engineering. A university of Lagos don, his continuing interest are in Water and Wastewater Engineering / Management, Solid Waste Management, Renewable Energy, Public Procurement and Reservoir Optimization and Management. He has been Centre leader at the University of Lagos' Sustainable Procurement, Environment and Social Standard Centre of Excellence and also Team Leader of research on application of Nanotechnology in Water Treatment. Dr. Akanmu is a versatile professional, teacher, training facilitator and expert course leader.





**Abiodun Adeniyi, Ph.D., FCGICD.**  
**MEDIA CONSULTANT**

**Abiodun Adeniyi** has over three decades experience in media and communication practice. He has worked with various media organisations, including *Today Newspapers*, Kaduna, *The Guardian Newspapers*, Lagos, *Radio Botswana*, before winning the British Chevening Scholarship for a Masters' Degree in Communication at the University of Leeds in 2003. He did his PhD immediately afterwards, in same University, finishing in 2008, before working as Consultant with the Bureau of Public Procurement (BPP), under the World Bank Economic Reform and Governance Project. He went into the academia on expiration of contract and has been visiting professor at the American University of Nigeria, Yola. He is professor of communication and Head, Mass Communication at Baze University, Abuja.



**Chibuzor Ekwewuo**  
**LEGAL PRACTITIONER**

**Chibuzor Ekwewuo** has over three decades' law practice experience, both as a litigator at the beginning and in the last 18 years as a corporate and consulting attorney. He holds a Post Graduate Diploma in Anti- Corruption Studies, a Post Graduate Degree in Public Procurement for Sustainable Development from Turin University, Turin. He is an IP3 and APMG Certified PPP practitioner. He is a renowned Public Procurement specialist who is known for his vast and credible consulting developing Public Procurement experience in experience in developing Public Procurement frameworks, (laws, regulations, standard bidding documents including evaluation forms and other tools) in at least twenty-three (23) States of the federation and at the Federal level in Nigeria. He has extensive consulting work experience in Public Finance Management, Anti- Corruption Reforms, structuring public regulatory framework, process reviews, legal dimension of organizational development, evaluating state public finance systems for the purpose of developing reform strategies and facilitation of related learning programmes at both national and sub-national levels in Nigeria and at various times managing and monitoring their implementation both as consultant and project leader. He is the founder of the Nigerian Procurement Monitoring Portal/ Program which won the World Bank Institute Innovation challenge ([www.procurementmonitor.org](http://www.procurementmonitor.org)). He is the managing partner at A&E LawPartnership, and Lead Public Procurement Consultant for the Component 3.5 of the European Union supported Rule of Law and Anti-Corruption Programme in five (5) states of Anambra, Lagos, Edo, Kano and Adamawa.

## TPS ORGANISATIONAL POLICIES



### DRUG AND ALCOHOL POLICY

TPS will educate her work force on the hazards and health dangers associated with use/abuse of drugs and alcohol through warning notices and signs displayed at strategic positions at our learning centers. Therefore, taking of alcohol or non-medically prescribed drugs during working hours or coming to work under drug/alcohol influence is regarded as a grievous offence and attracts serious punishment.



### TPS SMOKING POLICY

\*Smoking is injurious to health and shall not be allowed on our training site or facility either by trainer or trainee. \*Smoking shall only be permitted on designated area.



### TPS UNRULY POLICY

Quarrelling, fighting and stealing are prohibited in the all our site.

It attracts the following punishment.

- |                    |   |   |
|--------------------|---|---|
| <b>Quarrelling</b> | - | <b>Suspension</b>                             |
| <b>Fighting</b>    | - | <b>Automatic Dismissal</b>                    |
| <b>Stealing</b>    | - | <b>Dismissed or Prosecution by the police</b> |



### TPS ENVIRONMENTAL POLICY

Our policy in TPS concerning our immediate environment has no harm whatever as far we know. We will continue research any possible harm to our environment so as to achieve a sustainable development in all our corporate responsibility.

The implications of this policy are:





a) We plan all the activities in such a way that our operations will not jeopardize natural resources.

b) All waste generated during the course of our Training/Project shall be properly of according to standard waste management policy.

c) The company operations have no known effect on the following;

### **Staff or its environment to the best of our knowledge/expert judgement**

- Ozone layer depletion.
- Global warming.
- Occupational general health problems.
- Contamination of surface / underground water.
- Flooding and erosion.

### **TPS SECURITY POLICY**



It is the duty of host security outfit to provide and ensure adequate security to life, properties, materials and equipment in all training locations. Hence the company shall maintain an appropriate number of security measures where possible.

Adequate security assessments and audits shall continue to be conducted on all training centers and locations against all form of security breach. Appropriate corrections are made when necessary, and when any lapses are identified during such routine assessment, the law enforcement will be contacted.

For all outside training or consulting services, the host organization will provide security against any form of harassment.

## TPS TRAINING POLICY

TPS considers training of staff a committed responsibility across board in all her



business activities. Our organization does send our staff for both short and long training courses in other to meet up with modern requirements as may be needed by our Clients.

TPS as a modern training and consulting organization will periodically develop training matrixes which serve as an instrument for management control to ensure that staff has the required level of skills, knowledge and awareness to perform their roles adequately and professionally. Existing policies, procedures and standards shall be reviewed to ensure that they are in line with our Client needs

## TPS FRAUD AND MALPRACTICE POLICY

TPS management do ensure that training of staffs and auditing is carried out



regularly to avoid or minimize fraud and mal-practices within the organization. It's the policy of TPS to punish any of its staff that defaults such as quarrelling, fighting, stealing, malpractice, fraud

etc. these are prohibited both in the office and in the training site.

## TPS SAFETY POLICY

TPS Management is taking into account, concern for safety of its workers, prevention of accidents and protection of assets and equipment.

Thus it is our policy that:

- \* All jobs/travelling must be analyzed for hazards before commencement.
- \* Staffs that are on duty out of the office must ensure the functional communication is established every 2 hours with the office.
- \* Staff must undergo relevant medical examination.



- \* Provision of first aid facilities and functional retainer ship" clinic for emergency treatment.

It is the responsibility of all workers to report their locations when on duty and if out of office environment.



- \* Staff would be regularly briefed on the current risks associated with city or town as may be applicable to the area of training as well as important measures that should be ensured to avert exposure to attacks.

\* In case of fire all staff must reasonably and possible try first to extinguish the fire before making their way in an orderly manner to the muster points.

\* All emergency call should be directed to the management for discretion otherwise a senior staff at the scene or as required

## **TPS QUALITY POLICY**

The policy of TPS is to carry out (QC) quality control inspection of our intellectual materials; presentation of training courses to trainees according to surveys after each training awarded us by our Clients.

It is the belief of our management to review quality control inspection carried out. This is to ensure that Quality of job is never in doubt and any other below average signs that are observed during previous audit with targets dates are properly followed up and corrected before the next project.







