Bangladesh Institute of Management

Globally and BNQF Accredited Six Month

Professional Graduate Diploma in Public Procurement Management (DPPM), BNQF, Level-06; Batch# 2

especially for Bidders and PEs at bim.gov.bd

Subject: Invitation to Join DPPM Batch #2 (BNQF Level-06)

Dear Sir/Madam,

The Bangladesh Institute of Management is pleased to invite you to apply for the Globally and BNQF Accredited Six-Month Professional Graduate Diploma in Public Procurement Management (DPPM), BNQF Level-06, Batch #2, specially designed for bidders and Procuring Entities (PEs).

This program aims to enhance professional competencies in procurement planning, legal compliance, e-GP systems, tendering, evaluation, and contract management.

We cordially invite you to join and strengthen your procurement expertise for ensuring transparency, efficiency, and value for money.

For further information, please contact:
Dr. Engr. Md. Mamunur Rashid
Program Director, DPPM & Director, IQAC, BIM

Best regards,
Bangladesh Institute of Management (BIM)

To.

Rationale

The **Bangladesh Institute of Management (BIM)** introduces the BNQF Level-06 Professional Graduate Diploma in Public Procurement Management (DPPM) to build professional capacity among bidders and procuring entities (PEs). The program addresses gaps in compliance, transparency, and efficiency by integrating legal, technical, and e-GP competencies, ensuring value for money and strengthening governance in Bangladesh's public procurement system.

Course Description

The **Bangladesh Institute of Management (BIM)** offers the BNQF Level-06 Professional Graduate Diploma in Public Procurement Management (DPPM) to develop practical and professional skills in public procurement. The course covers procurement planning, legal and regulatory frameworks, tender preparation, e-GP systems, bid evaluation, and contract management. Designed for bidders and procuring entities (PEs), it combines theory with hands-on exercises, case studies, and simulations. Participants will gain competencies in ensuring transparency, accountability, compliance, and value for money, aligned with national and international best practices in procurement and governance.

🎯 Course Objectives

The Diploma in Public Procurement Management (DPPM) aims to:

- Develop a comprehensive understanding of public procurement principles, policies, and procedures
- Enhance skills in procurement planning, tendering, and contract management
- Build capacity in applying Public Procurement Acts, Rules, and compliance requirements
- Strengthen competency in e-Government Procurement (e-GP) systems and digital tools
- Improve expertise in bid preparation, evaluation, and decision-making processes
- Promote transparency, accountability, and ethical practices in procurement
- Equip participants to ensure value for money and efficient use of public resources
- Enable effective management of procurement risks, disputes, and contract performance
- Prepare both bidders and Procuring Entities (PEs) for professional excellence in procurement management

📘 Course Outline

Part-I

This comprehensive course covers key areas of public procurement management.

Module 1: Foundations of Public Procurement and Governance

- Concept and objectives of public procurement
- Procurement cycle and stakeholder roles
- Procurement planning and needs assessment
- Value for money and efficiency principles
- Ethics, accountability, and transparency
- Practical: Procurement planning exercise

Module 2: Procurement Legal and Regulatory Framework

- Public Procurement Act and Rules
- Institutional procurement policies
- Compliance and audit requirements
- Legal risks and remedies
- Complaint and appeal mechanism
- Practical: Case analysis of procurement disputes

Module 3: Tender Preparation and Procurement Documentation

- Procurement strategy and method selection
- Technical specifications writing
- Cost estimation and budgeting
- Formation of procurement-related committees
- Standard bidding document preparation
- Evaluation criteria and scoring methods
- Practical: Full tender document preparation

Module 4: Electronic Government Procurement (e-GP) Systems

- Digital procurement framework and workflow
- Vendor registration and tender publication
- Electronic submission and bid security
- Online evaluation and contract award
- Monitoring and reporting tools
- Practical: Simulation of online tender submission

Module 5: Bidding Process – Bidder/Supplier Perspective

- Market intelligence and tender search
- Bid preparation strategy
- Compliance and documentation
- Risk identification and mitigation
- Contract execution and performance
- Practical: Mock bid submission

Module 6: Bidding Process – Procuring Entity (PE) Perspective

- Bid opening procedures
- Technical and financial evaluation
- Approval authority and procedures

- Contract award procedures
- Procurement performance monitoring
- Practical: Bid evaluation workshop

Module 7: Contract Administration and Performance Management

- Transition from contract award to execution
- Contract monitoring and performance management
- Quality assurance, inspections, and deliverables
- Variations, claims, and amendments
- Dispute resolution and contract closure
- Practical: Contract monitoring plan and KPI dashboard

Part-II: Procurement Internship, Field Attachment and Applied Project Work

🎓 Training Methodology

The DPPM program follows a blended, competency-based learning approach combining theory and practice:

- Interactive lectures and facilitated discussions
- Case studies on real-life procurement scenarios
- Hands-on practical exercises and simulations (including e-GP)
- Group work, presentations, and peer learning
- Tender document preparation and bid evaluation workshops
- Field attachment / internship / project-based learning
- Experience sharing by industry experts and practitioners
- Continuous assessment through assignments, quizzes, and practical tasks

👥 Who Should Attend?

- Officials from government, semi-government, and autonomous organizations involved in procurement
- Procuring Entity (PE) personnel (e.g., TEC/PEC members, project managers, engineers)
- Bidders, suppliers, contractors, and consultants participating in public tenders
- Professionals in finance, audit, compliance, and contract management
- Development partners and NGO professionals engaged in procurement activities
- Academics and trainers in procurement, management, and governance
- Graduates and early-career professionals aspiring to build a career in public procurement

💰 Course Fee & Admission Information

- **Course Fee:** Tk. 50,500/- (to be paid in favor of Director General, BIM)
- **Admission Deadline:** 30 October 2026

📌 Admission Requirements

- Duly filled-in application form
- Payment of course fee
- Three (3) passport-size photographs
- Relevant academic and professional documents

⏳ Duration & Schedule

- **Duration:** 6 Months
- **Class Schedule:** November 06, 2026
  - **Fridays:** 6:30 PM – 9:45 PM
  - **Tuesday:** 6:30 PM – 9:45 PM (online)

📍 Venue

Bangladesh Institute of Management (BIM), Dhaka Campus
4, Sobhanbag, Mirpur Road
Dhaka-1207, Bangladesh

For further information, contact
Dr. Engr. Md. Mamunur Rashid, Program Director (01712-700412; mamun87245@gmail.com, mamunur.rashid@bim.gov.bd) or Course Secretary (01996092871; iqac@bim.gov.bd). BIM, 4 Sobhanbag, Mirpur Road, Dhaka-1207. Phone: 58155034, 58155077, 58155116, 41025563-5; dpqm@bim.gov.bd; www.bim.gov.bd.

Application Instructions

Applicants interested in the Diploma in Public Procurement Management (DPPM), BNQF Level-06, Batch #2 under the Bangladesh Institute of Management are requested to submit a duly completed application form along with required documents and payment of Tk. 50,500 in favor of the Director General, BIM. The application must include personal details (name, date of birth, NID/passport), contact information, academic qualifications, and professional experience, along with three passport-size photographs and relevant supporting documents.

A cover letter should briefly state the applicant's interest in the program, current professional role, and motivation for enrolling in DPPM. The completed application package should be submitted before the deadline of 30 October 2026 to the BIM office or through the designated email.