



The Institute of Internal Auditors, Singapore

The Secretariat
138 Robinson Road #18-08
The Corporate Office
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9 March 2011

Dear Members

One Day Seminar on **Avoiding Procurement Minefields**

14 April 2011 by Mr Yeo Pee Pin

What you will gain from this Talk:

YOUR OPPORTUNITY TO...

- Gain a deeper insight into what could happen when sound principles of procurement are not applied and how such principles would operate in the absence of prescribed guidelines and procedures.
- Learn how sound procurement principles and practices could secure good value for money and help achieve the desired objectives of your organisation. The use of case studies illustrating the dynamics of procurement will also help make your learning relevant and applicable.

Description

At the end of the course, participants would be able to:

- **define** the principles and supporting structure for achieving procurement objectives
- **identify** potential pitfalls in the various stages of the procurement lifecycle
- **apply** the procurement principles and best practices to avoid procurement lapses

About the Speaker

Mr Yeo Pee Pin retired from the Auditor-General's Office (AGO) in April 2009 as its Group Head (IT and Performance Audits), where he oversaw the organisation, planning and management of VFM audits and IT audits to enhance AGO's capability and credibility in VFM and IT auditing in the public sector. He has a vast amount of practical knowledge of the Government's accounts and operations, which he acquired after almost 42 years of Government audit. From 1980 till his retirement, Mr Yeo was the resource person and master trainer for VFM auditing in AGO where he was instrumental in the design and implementation of an intensive 3-month on-the-job training programme for internal auditors from the Statutory Boards. Mr Yeo has since joined the Civil Service College – Institute of Public Administration and Management as an associate trainer, where he continues to contribute to the learning and development of public officers through developing, delivering programmes and sharing his wealth of practical experience in Government auditing.

Who Should Attend

Officers directly involved in the various stages of the procurement lifecycle. Officers who audit or review the procurement processes, controls and transactions could also benefit from knowing the potential exposures and breakdowns in the procurement system, and recommend corrective actions.

Details of the administrative arrangements are as follows:

Date : 14 April 2011

Time : 9.00 am – 5.00 pm
(Lunch and refreshments provided)

Registration : 8.45 am

Venue : **Amara Singapore (TBC)**
165 Tanjong Pagar Road
Singapore 088539

CPE credit : 7 hours

Fee : S\$350 (IIA / ISACA Member)
S\$455 (Non-member)
*** NO GST payable**
****NO invoice will be issued**

Closing Date : 1 April 2011

Please return the reply slip together with your cheque made payable to “**The Institute of Internal Auditors Singapore**”. **No invoice will be issued.**

Yours sincerely
Melinda Sam
for Education Committee

REPLY SLIP

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One Day Seminar on
Avoiding Procurement Minefields

14 April 2011 by Mr Yeo Pee Pin

From: Mr/Mrs/Ms/Miss _____

Organisation: _____

Mailing Address: _____

Tel: _____ Fax: _____ Mobile: _____ Email: _____

Name of Attendee	Designation	IIA / ISACA Membership No. (where applicable)

Terms and Conditions:

1. Notification of withdrawal in writing received **seven working days or more before** the event will be processed for refund after deduction of \$100 processing fee.
2. No refund will be made for shorter notice but you are welcome to send a replacement.
3. Registration is only confirmed when full payment is received. An official receipt will be sent to you.
4. Payment must be received **before** commencement of the event.
5. No invoice will be issued.
6. IIAS reserves the right to cancel, postpone, alter the programme and/or change the speaker due to unforeseen circumstances.
7. Request for special food arrangement must be made at time of registration.

Enclosed is cheque number _____ for S\$ _____ being payment for _____
IIA / ISACA member(s) @ S\$350 and _____ non-member(s) @ S\$455.

Participants will be awarded 7 CPE hours upon completion of the course.

[Cheque should be crossed and made payable to "The Institute of Internal Auditors Singapore"]

>>>> Complete and Fax to : (65) 6220 5972 for Reservation <<<<<