



Institute for Capacity Development (ICD)

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Procurement Management course

Course Objectives

On completion of the course participants should be able to:

- Plan procurement and implementation of it
- Discuss the procurement process and evaluate supplier sourcing
- Outline quality control requirements
- Discuss procedure followed in the procurement of Consultancy services
- Establish reasons for stock control and inventory management
- Apply the basic procurement rules and regulations
- Identify the standard procurement/tender documents
- Examine the procurement professional ethic
- Discuss the procedures and methods of disposal of stores

Target Groups

- All officers and managers involved in procurement.
- Project managers
- Project leaders,
- Contract managers
- Administrators,
- Procurement managers
- Acquisition professionals,
- Purchasing agents

Course Outline

- General Management skills and Practises

- Procurement planning and management
- The procurement process
- Supplier sourcing and Global procurement
- Quality control management and performance management
- Procurement of consultancy services
- Stock control , inventory management and legal aspects of public procurement
- The composition and role of the tender committee
- An overview of standard procurement/tender documents
- Contacts and contractual management
- Procurement professional ethics
- The structure and role of the public procurement directorate
- Computer skills in Procurement
- Database Management
- Action planning

Dates: 03rd – 14th December 2018

Duration: 2 Weeks

Course Costs: US\$2850/delegate

Venue: Pretoria, RSA