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COURSE ON

SOUND PRACTICES IN PROCUREMENT

BACKGROUND

Procurement is the process of finding and agreeing to terms, and acquiring goods, services, or works from an external source, often via a tendering or competitive bidding process. It generally involves making buying decisions under conditions of scarcity. The primary role of a good procurement professional is to purchase goods and services with the best possible combination of quality, service and price. The process of procurement or purchasing does not imply a mere transaction involving a buyer and seller. It is the foundation of strong, collaborative relationships with suppliers. It requires execution on multiple fronts such as technical, commercial, legal, interpersonal and managerial. Therefore, it is imperative that organisations employ staff with knowledge of the entire procurement process to ensure organizational success.

COURSE OBJECTIVE

This course will seek to help professionals understand the procurement process and perform it in an efficient and cost-effective manner that ultimately benefits the organisation.

COURSE CONTENT

- Introduction to Procurement Fundamentals
- Supply Chain Management Basics
- Supplier Selection
- Demand Management
- Negotiating for Procurement Success
- Preparation of Contracts
- Procurement Planning and Process
- Analyzing and Reducing Risk in the Supply Chain
- Procurement Thresholds and Methods
- Claims Settlement
- Managing Competitive Bids
- Improving Efficiency and Accuracy
- Managing Internal Relationships

Duration:	5 Days
Dates:	11 – 15 October 2021
Venue:	Online
Fee:	US$500 per participant
Language:	English
Deadline for Registration:	Monday, 4 October 2021

FEE US$500 per Delegate

Local participants can pay in ZWL equivalent at the prevailing auction rate.

TARGET GROUP

Professionals working in Procurement, Purchasing or Buying, Supply Chain Managers, Supplier Relationship Managers, Contract Managers, Purchasing Clerks, Users and Technical Specifiers and Project personnel working with contractors.

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