

€ TRAINING

Procurement of Goods Works and Service





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Introduction:

This comprehensive 5-day program is designed to equip participants with a deep understanding of procurement processes and best practices. Whether you're new to procurement or seeking to enhance your skills, this course will provide valuable insights to navigate the complexities of procuring goods, works, and services efficiently and effectively.

Course Objectives:

At the end of this course, the participants will be able to:

- Understand the fundamentals of procurement and its importance in achieving organizational goals.
- Identify different procurement methods and select the appropriate approach for various needs.
- Comprehend the legal and ethical considerations in procurement processes.
- Implement effective supplier management strategies for successful procurement outcomes.
- Navigate potential challenges and risks in procurement and apply mitigation strategies.

Targeted Audience:

- Procurement professionals at all levels
- Project managers and team members involved in procurement activities
- Supply chain managers and administrators
- Contract managers and administrators
- Anyone interested in gaining a comprehensive understanding of procurement processes

Course Outlines:

Unit 1: Fundamentals of Procurement

- Introduction to procurement: Definitions and key concepts
- Procurement's role in organizational success
- Types of procurement: Goods, works, and services

- Procurement life cycle: Steps from identification to contract management
- Importance of alignment between procurement and organizational goals

Unit 2: Procurement Methods and Approaches

- Competitive bidding vs. direct negotiations
- Request for Quotation RFQ, Request for Proposal RFP, and Request for Tender RFT
- Two-stage bidding process: Prequalification and final selection
- Framework agreements: Benefits and applications
- Best value vs. lowest cost considerations

Unit 3: Legal and Ethical Aspects of Procurement

- Procurement regulations and legal frameworks
- Anti-corruption measures and compliance
- Intellectual property rights and data protection
- Contractual agreements and terms
- Handling conflicts of interest and ensuring transparency

Unit 4: Supplier Selection and Management

- Supplier qualification and evaluation
- Criteria for supplier selection: Technical, financial, and operational
- Developing effective supplier relationships
- Key performance indicators KPIs in supplier management
- Supplier development and continuous improvement

Unit 5: Managing Procurement Risks

- Identifying procurement risks and challenges
- Risk assessment and prioritization
- Risk mitigation strategies and contingency planning



- Supply chain disruptions and their impact
- Technology solutions for risk management in procurement