

PROCUREMENT AND TENDERING BEST PRACTICES

5 DAY
MASTERCLASS

Procurement and Tendering Management for Cost Effectiveness and Efficiency

MASTERCLASS OVERVIEW

How to strategise, manage and control the purchasing and procurement function for any business – private and public sector – ensuring a viable and cost effective operation.

Purchasing and procurement is the engine room of every organization. Whether it is the purchases of cost of sales, inventories, overhead expenses and capital expenditure, there are costs and assets that has to be purchased efficiently and effectively to optimize returns and ensure that every business is getting value for money.

Cost of sales often represents 80% of sales, capital assets often represents 60% of total assets. Inventories that are not moving could cause cash flow problems.

Tendering plays a pivoted role in public sector procurement and has to be managed within a practical and cost effective environment.

Master the concepts and tools of procurement and tendering in 5 days.

How you will benefit on this course:

This 5 day course focuses in the practical issues surrounding the total procurement and tendering function for any business and the public sector, to ensure that the right procedures and checks and balances are in place to minimize losses, disputes and liabilities

Key reasons to attend:

- Learn how to set up an effective procurement function.
- Develop key performance indicators and key result indicators for the procurement function.
- Learn how to do a procurement and tendering due diligence audit.
- Understanding procurement legal documentation to protect your business.
- Identifying the red flags in procurement mismanagement and risk management.
- Developing a procurement dashboard.
- Ensuring that the tendering process is cost effective, legal and in the best interest of the organization.
- Using best practices procurement tools
- Gaining a new perspective on procurement and tendering.
- Network with like-minded executives with similar procurement challenges.
- ◆ Procurement Due Diligence
- ◆ Understand procurement documentation and legal implications
- ◆ Understand the supply chain
- ◆ The implication of the Consumer Protection Act in procurement and tendering
- ◆ Procurement Risk Management
- ◆ Synopsis of Namibia Procurement Bill

WHO SHOULD ATTEND

Company buyers, procurement managers, chief procurement officers, financial and management accountants, stock controllers, fixed asset managers, product managers, expense controllers, general managers, etc. ...any person involved with procurement and wants to learn how to control costs and expenses.

PROCUREMENT AND TENDERING BEST PRACTICES

5 DAY
MASTERCLASS

Procurement and Tendering Management for Cost Effectiveness and Efficiency

COURSE OUTLINE

DAY 1: PROCUREMENT FUNDAMENTALS

DAY 2: PROCUREMENT PROCESS AND THE SUPPLY CHAIN

DAY 3: TENDER MANAGEMENT, PROCUREMENT PERFORMANCE AND TENDER FRAUD

DAY 4: PROCUREMENT AUDIT

DAY 5: PROCUREMENT RISK MANAGEMENT

A detailed agenda can be provided to you upon request. We will also forward you the profile of the trainer and the relevant testimonials. This 2 day master class can be conducted as an in-house workshop or a public workshop. The agenda can be customised according to your business model and requirements.

Contact us on info@gihub.co.za

Mobile +27 72 984 1927

Landline +27 31 827 5073