

## PROCURE GOODS, WORKS AND SERVICES

**UNIT CODE:** BUS/OS/PM/CC/01/5/A

### UNIT DESCRIPTION

This unit covers the competencies required for a project manager to manage development and preparation of procurement plan, specifications of goods, work and services to be procured. In addition, the project manager will be exposed in procurement budget and report preparation.

### ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function	These are assessable statements which specify the required level of performance for each of the elements.  <i><b>Bold and italicized terms are elaborated in the Range</b></i>
1. Develop and prepare procurement plan and budget	1.1 Organizational procedures and <i><b>relevant legislations</b></i> are adhered to as per organizational policy 1.2 Goods works and services to be procured are identified as per the specifications 1.3 Market survey and analysis is performed as per organizational policy 1.4 Prices of goods, works and services are estimated and reported as per work place procedures 1.5 A budget is prepared as per the pricing report 1.6 <i><b>Sourcing strategy</b></i> is identified as per procurement plan 1.7 Budget and sourcing strategies are presented for approval as per work place procedures
2. Participate in procurement procedures, contract negotiations and allocation of goods, works and services	2.1 Expression of interest documents are prepared as per work place procedures 2.2 Request for qualification is issued as per expression of interest documents 2.3 Request for proposals is issued as per expression of interest documents or terms of reference 2.4 Bids are evaluated as per pre-set criteria 2.5 Winning bidders are selected, and final contract negotiations are performed, and contracts are awarded as per work procedures 2.6 Goods, works and services are delivered, inspected and approved as per work place procedures

	2.7 Inventory is updated as per work place policy
3. Participate in preparation of procurement report	3.1 <b>Procurement information</b> is gathered and organized as per organizational procedures and relevant legislations 3.2 Procurement report is prepared and shared to the relevant parties

## RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
1. Relevant Legislations may include but not limited to:	<ul style="list-style-type: none"> <li>• public procurement oversight authority guidelines</li> <li>• Public financial management act,</li> <li>• Public audit act</li> <li>• Public Procurement and asset Disposal Act</li> </ul>
2. Sourcing strategy may include but not limited to:	<ul style="list-style-type: none"> <li>• Outsourcing</li> <li>• Cost</li> <li>• Quality</li> <li>• Location</li> <li>• Availability</li> <li>• Market demand and supply</li> </ul>
3. Procurement information may include but not limited to:	<ul style="list-style-type: none"> <li>• tenders awarded and rejected</li> <li>• duration of tendering</li> <li>• names of directors and shareholders</li> <li>• criteria of awarding tender</li> <li>• ranking of evaluated bids</li> </ul>

## REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

### Required Skills

The individual needs to demonstrate the following skills:

- Problem solving skills
- Interpersonal skills
- Decision making skills

- Report writing
- Time management skills
- Communication
- Analytical skills
- Basic ICT
- E-procurement platforms
- Business planning

### Required Knowledge

The individual needs to demonstrate knowledge of:

- Procurement procedures
- Preparation of tender documents
- Market analysis
- Relevant legislations and guidelines e.g. public procurement oversight authority guidelines, Public financial management act, Public audit act, Public Procurement and asset Disposal Act
- Procurement reporting

### EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Prepared procurement plan</li> <li>1.2 Prepared specifications for goods to be procured</li> <li>1.3 Prepared procurement budget</li> <li>1.4 Participated in tender document preparation</li> <li>1.5 Received and updated inventory</li> <li>1.6 contacted suppliers and reviewed licenses</li> <li>1.7 selected the best cost-effective supplier</li> <li>1.8 Participated in negotiation of contracts</li> <li>1.9 Participated in preparation of procurement report</li> <li>1.10 Procured goods, works and services using e-procurement platforms</li> </ul>
2. Resource implications	<ul style="list-style-type: none"> <li>2.1 Computers and telecommunication equipment</li> <li>2.2 Stationery</li> <li>2.3 Relevant legislations</li> </ul>
3. Methods of assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Written tests</li> <li>3.2 Interviews</li> </ul>

	3.3 Third party reports
4. Context of Assessment	Competency may be assessed: 4.1 On-the-job 4.2 Off-the –job 4.3 During Industrial attachment
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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