PROCUREMENT OF GOODS, WORK AND SERVICES

UNIT CODE: BUS/CU/PM/CC/01/6/A

Relationship to Occupational Standards
This unit addresses the unit of competency: Manage procurement for goods, works and services

Duration of Unit: 100 Hours

Unit Description
This unit describes the competencies required by a project manager to develop and prepare procurement plan and budget, participate in procurement procedures, contract negotiations, allocation and preparation of procurement report.

Summary of Learning Outcomes
1. Develop and prepare procurement plan and budget
2. Participate in procurement procedures, contract negotiations and allocation
3. Participate in preparation of procurement report

Learning Outcomes, Content and Methods of Assessment

Learning Outcome	Content	Methods of Assessment
1. Develop and prepare procurement plan and budget	• Meaning of procurement plan in project management • Organizational procedures and relevant legislations in procurement • Purpose and importance of procurement plan • Steps in the development of procurement plans • Factors to consider in procurement planning (goods, works and services) • Market survey and analysis o Technical specifications	• Oral questioning • Written tests • Case study

	o Prices o Availability • Meaning of procurement budget • Steps in preparation of procurement budget • Factors to consider in preparation of procurement budget • Use of ICT in procurement (e-procurement)	
2. Participate in procurement procedures, contract negotiations and allocation of goods, works and services	• Meaning of contract and tender in procurement • Types of procurement • Procurement process • Types of tenders • Preparation of expression of interest documents and proposals • Contract negotiation and awarding • Relevant regulations in tendering and procurement process • Bidding processes	• Oral questioning • Written tests • Case study
3. Participate in preparation of procurement evaluation report	• Meaning of procurement evaluation report • Steps in preparation of procurement report • Factors to consider in preparation of procurement report • Sources of information in procurement report • Dissemination of reports	• Oral questioning • Written tests • Case study

Suggested Methods of Instruction
- Instructor led facilitation of theory
- Demonstration by trainer
- Field work by the trainee
- Field trips
- Viewing of related videos
- Expert guest speakers

- Case studies

Recommended Resources
- Computers with relevant e-procurement software and applications
- Communication devices
- Recorders
- Internet
- Cameras
- Stationery
- Transport means
- Sample documents
  - Expression of interest documents
  - Proposals
  - Relevant legislations