

**PROCURE ORGANIZATIONS’ GOODS AND SERVICES
UNIT CODE: BUS/OS/SC/CR/01/5**

Unit Description

This unit specifies the competencies required to procure organizations’ goods and services. It involves procurement of goods and services, and administration of the same until they are finally consumed by the organization.

ELEMENTS AND PERFORMANCE CRITERIA

<p>Element <i>These describe the key outcomes which make up workplace function</i></p>	<p>Performance Criteria <i>These are assessable statements which specify the required level of performance for each of the elements.</i> <i>Bold and italicized terms are elaborated in the Range</i></p>
<p>1. Plan for procurement of organizations’ goods, works and services</p>	<p>1.1 Availability of funds is established based of the organizations’ budget. <i>1.2 Requirements of the organization</i> are established based on organizations’ work plan. 1.3 <i>Procurement plan</i> is prepared based on requirements of the organization. 1.4 Procurement plan is approved as per organizations policy and available funds.</p>

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<p>2. Procure organizations' goods, works and services</p>	<p>2.1 Prequalification of suppliers is developed as per standard operating procedures.</p> <p>2.2 <i>Specifications</i> are developed based on organization policy and laid down regulations.</p> <p>2.3 Market price survey is conducted as per standards operating procedures</p> <p>2.4 Procurement <i>bids</i> are invited based on requirements of the organization.</p> <p>2.5 Procurement bids are subjected to various <i>levels of evaluation</i> based on the specifications as per standard operating procedures.</p> <p>2.6 Procurement bids are awarded to the most responsive bidder based on evaluation report and <i>negotiations</i></p> <p>2.7 Procurement contracts are developed between the organization and the awarded bidder-based agreement as per standard operating procedures.</p>

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	<p>2.8 Procurement contract is signed as per standard operating procedures.</p> <p>2.9 The contract is managed by both parties as per contract agreement.</p>
<p>3. Take charge of procured goods</p>	<p>3.1 Procured supplies are inspected and accepted or rejected based on specifications as per SOPs.</p> <p>3.2 <i>Delivery documents</i> are verified and forwarded for payment as per standard operating procedures.</p> <p>3.3 Goods are received based on delivery documents as per standard operating procedures.</p> <p>3.4 Procured goods are recorded in respective ledgers cards as per standard operating procedures.</p> <p>3.5 Goods are stored based on their respective storage conditions or dispatched to the user departments as per standard operating procedures</p> <p>3.6 Payment is followed up as per the organizations policy.</p>

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4. Issue procured goods	4.1 Approved requisitions for goods are received and verified as per workplace policy. 4.2 Issued goods are systematically recorded as per workplace policy. 4.3 Issued goods are signed for as per workplace policy.

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.

Variables	Range
1. Requirements of the organization	1.1 Infrastructure 1.2 Computers 1.3 Furniture 1.4 MROs
2. Procurement plan	2.1 Departmental plan 2.2 procurement consolidated plan

3. Specifications	3.1 Quantity 3.2 quality
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Variables	Range
	3.3 dimensions 3.4 service levels 3.5 TORs and brand
4. Bids	4.1 RFQ -Request for quotations 4.2 Tender 4.3 RFP – request for proposals 4.4 Expression of interests
5. Levels of Evaluation	5.1 Qualification 5.2 Technical 5.3 Financial
6. Negotiations	6.1 On terms and conditions
7. Delivery documents	7.1 Delivery notes 7.2 Goods receipt 7.3 Invoice 7.4 Duplicated LSO or LPO

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:

- Organizing skills
- Analytical skills
- Negotiation skills
- Interpersonal skills
- Communication skills

- Evaluation skills
- Problem solving
- Critical thinking

Required Knowledge

The individual needs to demonstrate knowledge of:

- Development of procurement plan
- Evaluation of vendors
- Preparation of contracts
- Standards procurement documents
- Goods inspection
- Receiving of goods
- Taking-charge of goods
- Handling of goods
- Handling delivery documents

EVIDENCE GUIDE

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

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Established availability of funds</p> <p>1.2 Established requirements of the organization</p> <p>1.3 Prepared procurement plan</p>
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	<ul style="list-style-type: none"> 1.4 Developed a list prequalification of suppliers 1.5 Developed specifications item to be procured 1.6 Conducted market price survey 1.7 Invited procurement bids 1.8 Evaluated procurement bids 1.9 Awarded Procurement bids to the most responsive bidder 1.10 Developed Procurement contracts 1.11 Inspected and accepted/rejected procured supplies 1.12 Verified and forwarded delivery documents 1.13 Received procured goods appropriately 1.14 Recorded Procured goods accurately 1.15 Stored procured goods under recommended conditions 1.16 Dispatched goods to user departments appropriately 1.17 Followed-up vendor's payment 1.18 Received and verified approved requisitions for goods 1.19 Systematically recorded the issuing of goods
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	1.20 Facilitated signing for goods issued
2. Resource Implications	The following resources must be provided: 2.1 A functional procurement unit 2.2 A functional procurement entity with a warehouse
3. Methods of Assessment	Competency may be assessed through: 3.1 Written tests 3.2 Third party reports 3.3 Oral questioning 3.4 Interview 3.5 Observation
4. Context of Assessment	Assessment could be conducted: 4.1 On-the-job 4.2 Off-the-job 4.3 During industrial attachment
5. Guidance information for assessment	Holistic assessment with related units in the sector