

# **PROCUREMENT OF GOODS AND SERVICES**

**UNIT CODE: BUS/CU/SC/CR/01/5**

## **Relationship to Occupational Standards**

This unit addresses the Unit of Competency: Procure organizations' goods and services.

**Duration of Unit:** 100 Hours

## **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.

## **Summary of Learning Outcomes**

1. Plan for procurement of organizations' goods, works and services
2. Procure organizations' goods, works and services
3. Take charge of procured goods
4. Issue procured goods

## Learning Outcomes, Content and Suggested Assessment Methods

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
1. Plan for procurement of organizations' goods, works and services	<p><b>Theory</b></p> <ul style="list-style-type: none"> <li>● Principles of procurement</li> <li>● Definition of terms               <ul style="list-style-type: none"> <li>- Procurement</li> <li>- Goods</li> <li>- Works</li> <li>- Services</li> <li>- Purchasing</li> <li>- Supply Chain</li> <li>- Specification</li> </ul> </li> <li>● Procurement department and its function</li> <li>● Why organizations buy goods, works and services</li> <li>● Relationship between procurement department and other</li> </ul>	<ul style="list-style-type: none"> <li>● Written tests</li> <li>● Observation</li> <li>● Oral questioning</li> <li>● Third party report</li> </ul>

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
	<p>functions of the organization</p> <ul style="list-style-type: none"> <li>• Documents used in the procurement process</li> <li>• Procurement plan and its components</li> </ul> <p><b>Practice</b></p> <ul style="list-style-type: none"> <li>• Departmental procurement plan</li> </ul>	
<p>2. Procure organizations' goods, works and services</p>	<p><b>Theory</b></p> <ul style="list-style-type: none"> <li>• Legal framework for public procurement</li> <li>• Procurement cycle <ul style="list-style-type: none"> <li>- Identification of needs</li> <li>- Specification of needs/ requirements</li> <li>- Make or buy decision (market research)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questions</li> <li>• Third party report</li> </ul>

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
	<ul style="list-style-type: none"> <li>- Types of procurement</li> <li>- Methods of procurement</li> <li>- Source for suppliers (market research)</li> <li>- Supplier selection</li> <li>- Supplier evaluation</li> <li>- Negotiation</li> <li>- Award of contracts</li> <li>- Management of contracts</li> <li>- Receipt/ inspection of goods</li> <li>- Initiation payment</li> <li>• Principles of procurement</li> <li>• Quality control and assurance</li> </ul>	

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
	<ul style="list-style-type: none"> <li>• Procurement contracts and their components</li> </ul> <p><b>Practice</b></p> <ul style="list-style-type: none"> <li>• Evaluation of procurement documents</li> <li>• Development of sample procurement documents</li> </ul>	
3. Take charge of procured goods	<p><b>Theory</b></p> <ul style="list-style-type: none"> <li>• Procedure for receiving procured goods</li> <li>• Documents used in the receiving process</li> <li>• Documentation of received goods.</li> <li>• Warehousing/storage of goods</li> </ul> <p><b>Practice</b></p> <ul style="list-style-type: none"> <li>• Demonstrate inspection and</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questioning</li> <li>• Third party report</li> </ul>

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Assessment Methods</b>
	receipt of goods <ul style="list-style-type: none"> <li>• Demonstrate documentation of received goods</li> <li>• Warehousing/storage of goods</li> </ul>	
4. Issue procured goods	<p><b>Theory</b></p> <ul style="list-style-type: none"> <li>• Principles of issuing procured goods</li> <li>• Procedure of issuing goods</li> <li>• Documents used in issuing of goods and their preparation</li> <li>• Documentation of issued goods</li> </ul> <p><b>Practice</b></p> <ul style="list-style-type: none"> <li>• Demonstrate procedure of issuing goods</li> <li>• Demonstrate stock level management</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questioning</li> <li>• Third party report</li> </ul>

## **Suggested Delivery Methods**

- Direct instruction
- Role play
- Case studies
- Field trips
- Discussions
- Demonstration by trainer
- Practice by the trainee

## **Recommended Resources**

- Computers
- Stationery
- Classroom and classroom resources
- The Constitution of Kenya 2010
- Public Procurement and Asset Disposal Act 2009 Or 2013/15 Draft and its regulations
- Public Officers Ethics Act
- Anti-Corruption and Economic Crimes Act 2003
- Public Finance Management Act 2012
- Suppliers Manual
- Sample Procurement Documents
  - Goods received note
  - Delivery notes
  - Stock control cards
  - Requisition memos
  - LSOs

- LPOs
  - Counter receipt
  - Counter issue voucher
  - Inspection report form
  - Professional opinion
  - Prequalification lists
  - Contracts
- Sample Case Studies on Procurement, 2009

easytvvet.com