

## PROCUREMENT OF GOODS AND SERVICES

**UNIT CODE: BUS/CU/SC/CR/01/6/A**

### **Relationship to Occupational Standards**

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

**Duration of Unit:** 320 Hours

### **UNIT DESCRIPTION**

This unit specifies the competencies required to procure organizations' goods and services. It involves planning for procurement of organizations' goods, works and services, procuring organizations' goods, works and services, taking charge of procured goods and issuing procured goods.

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 Methods of Assessment**

<b>Learning Outcome</b>	<b>Content</b>	<b>Methods of assessment</b>
1. Plan for procurement of organization's goods, works and services	<b>Theory</b> <ul style="list-style-type: none"><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></ul></li><li>• Procurement department and its function</li><li>• Why organizations buy goods, works and services</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>

	<ul style="list-style-type: none"> <li>• Relationship between procurement department and other functions of the organization</li> <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>• Development of a consolidated procurement plan</li> </ul>	
<p>2. Procure organization's 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> <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>- Initiate payment</li> </ul> </li> <li>• Principles of procurement</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>

	<ul style="list-style-type: none"> <li>• Variety reduction / standardization</li> <li>• Procurement contracts and their components</li> </ul> <p><b>Practice</b></p> <ul style="list-style-type: none"> <li>• Development of procurement contracts</li> <li>• Evaluation of procurement documents</li> <li>• Development of sample procurement documents</li> <li>-</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 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 receipt of goods</li> <li>• Demonstrate documentation of received goods.</li> <li>• Warehousing/storage of goods</li> </ul>	<ul style="list-style-type: none"> <li>• Written tests</li> <li>• Observation</li> <li>• Oral questioning</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>• Written tests</li> <li>• Observation</li> <li>• Oral questions</li> <li>• Third party report</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate procedure of issuing goods</li> <li>• Demonstrate stock level management</li> </ul>	
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### **Suggested Methods of Instruction**

- 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 2015 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

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