

Contract Management

This programme aims to enhance procurement standards within organisations through the effective application of contracting and procurement principles. Risk management; BBBEE and Supply Chain Management (SCM) principles are also dealt with, specifically relating to tendering committees, inventory management and general supply chain principles. On completion of the workshop, participants should be able to play a leading role in the establishment of ethical standards, codes and best practices for the procurement function within their organisation.



COURSE DURATION: 3 DAYS



About the course

SETQAA Accreditation
Services SETA - Decision Number 2072
NQF Level: 5
Credits: n/a

Target Audience

The target audience would typically consist of directors and senior management, managers on all levels, supply chain and procurement managers, employees who form part of tender committees and any person who is interested in effective tendering and procurement management.

Training Methodology

The methodology is based on interactive learning, i.e. learners will learn by doing. Furthermore learners will use examples from their own organisations, thus ensuring that the learning is anchored at their workplace. As with all Quintica training programmes, we strive to effect actual change back at the workplace through effective and practical outcomes based training.

Course Outline

This 3 day course will cover the following modules:

Module 1: Overview of Supply Chain Management (SCM) and the Preferential Procurement Act:

- Understanding key concepts of the Preferential Procurement Act.
- Good practice in Supply Chain Management (SCM).
- The SCM process

Module 2: Procurement Procedures:

- Targeting the correct supplier market
- Drafting clear Request for Proposals (RFP's)
- Attracting the 'right' suppliers
- Publishing procedures of RFP's

Module 3: The Tendering Committee:

- Ethics and the Tendering Committee
- Tender Risk Management Techniques
- The rating and decision-making process
- The contracting process

Module 4: The procurement contract:

- Essentials of the procurement contract
- Communicating performance criteria
- Penalty clauses for non-performance
- Common pitfalls in procurement contracting

Module 5: Techniques of monitoring supplier performance:

- The mapping of project objectives
- Managing project deadlines and overlaps
- Defining performance milestones
- Corrective measures

Module 6: Supply chain code of ethics:

- Essential elements of supply chain ethics
- Developing a supply chain code of ethics
- Preventing fraud and corruption
- Organisational policy as ethics management tool

Module 7: Risk Management in procurement:

- The risk management process
- Risk analysis & assessment
- Risk and contract management
- Risk remedies & treatment

Module 8: Implementing BBBEE:

- The seven pillars of BBBEE
- The BBBEE scorecard
- Complying with BEE audits
- Driving BBBEE down the organisational supply chain

Module 9: Development of sustainable procurement strategy:

- Enterprise development and preferential procurement
- Corporate Social Responsibility
- Developing the compliance strategy in procurement

Bookings and Enquiries

Kenya: +254 20 444 2900
South Africa: +27 11 575 4320
UAE: +971 4 426 7303

Email: training@quintica.com