



Institute for Capacity Development (ICD)

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Procurement and Contract Management

Course Objectives

On completion of the course participants should be able to:

- Avoid basic errors which invalidate contracts or cause confusion later
- Draft well structured, practical, clear and concise documents
- Use clear specific words and phrases to set out obligations and benefits
- Plan procurement and implement it
- Apply the basic procurement rules and regulations

Target Groups

- Managers,
- Executives and Directors
- Lawyers and Legislators
- Senior Government Officials
- Negotiation Specialists
- Buyers and Procurement officers
- Other staff that have to negotiate as part of their job.

Course Outline

- General Management Principles and Skills
- Procurement planning and management
- Procurement professional ethics
- The composition and role of the tender committee
- The structure and role of the public procurement directorate
- The procurement process
- Supplier sourcing and Global procurement
- Quality control management and performance management
- An overview of standard procurement/tender documents
- Roles and Responsibilities in procurement
- Procurement Methods
- Advertising and Notification of Procurement Opportunities
- Bidding Documents
- Decentralization Decisions in Procurement
- Procurement Under Special Conditions
- Procurement Related Risks
- Procurement of consultancy services

- Stock control , inventory management and legal aspects of public procurement
- Transparency and Anti-Corruption Measures
- Misprocurement, Fraud & Corruption, Complaints & Investigations
- Understanding contract purpose and form
- Contract Administration
- Government Contract Laws
- General Contract drafting pitfalls
- Identifying the key factors to be taken care of while drafting a contract
- Structure and format of agreements
- Planning the contract
- Structuring clauses
- Basic contract law relating to obligations and liabilities
- Negotiating terms and conditions
- Being exact and concise in contracts
- Penalties and remedies for breach and infringement
- Drafting dispute resolution clauses in contracts to avoid or minimise costs of disputes with special emphasis on arbitration
- Negotiation of Contracts & Modifications
- Contracting for Information Resources
- Contract renewal vs. switching to a new supplier
- Database Management
- Action planning

Dates: 05th – 16th March 2018

Cost: US\$3150

Duration: 2 weeks

Venue: Pretoria, South Africa