



Institute for Capacity Development (ICD)

3rd Floor, Hatfield Corner, 1101 Burnett Street, Hatfield, P.O. Box 7288, Pretoria 0001, South Africa
Phone: +27123623397|Cell: +27603048492|Fax +27123623375| E-mail: coordinator@icdtraining.com

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
- Plan and Organise the contract of Goods and Services

Target Groups

- Managers,
- Executives and Directors
- Lawyers and Legislators
- Senior Government Officials
- Negotiation Specialists
- Buyers and Procurement officers
- Contract Managers

Course Outline

- General Management Principles and Skills
- Procurement planning and management
- Procurement professional ethics
- The composition and role of the tender committee
- 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 Related Risks

- Procurement of consultancy services
- Transparency and Anti-Corruption Measures
- Misprocurement, Fraud & Corruption, Complaints & Investigations
- Understanding contract purpose and form
- Contract management cycle
- The contract manager's attributes and skills
- Pre-contractual planning and best practices
- Contract Administration
- Awarding Contract
- General Contract drafting pitfalls
- Identifying the key factors to be taken care of while drafting a contract
- Structure and format of agreements
- Structuring clauses
- Basic contract law relating to obligations and liabilities
- Negotiating terms and conditions
- Exploring different ways of managing different contracts
- Analysing the good and potentially bad relationships
- Identifying where relationships may need to be improved
- How relationships change through the contract cycle
- How trust can develop between the parties
- Being exact and concise in contracts
- Managing the business to business relationships
- 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
- Managing service level agreements
- Managing contractual claims and variations
- Monitoring and reporting performance
- Contract review meeting
- Contract renewal vs. switching to a new supplier
- Database Management
- Action planning

Dates: 02nd – 13th July 2018

Duration: 2 Weeks

Course Costs: US\$3150/delegate

Venue: Pretoria, RSA