



KENYA INSTITUTE OF SUPPLIES MANAGEMENT

Promoting Professionalism in Supply Chain Management

HOW TO GET YOUR PROCUREMENT RIGHT

2017 MEMBERS FORUM SERIES

AUGUST – DECEMBER

A must attend for professionals who want to get procurement right

Procurement is an enabler of strategy, and a preferred method for achieving sustainable cost reduction. It is an opportunity for understanding operations through data and information, and ensuring that needs of end users are met. Procurement outcomes improve where,

- Procurement decisions contextualize strategy and the operating environment
- Clarity exists in application of value for money principles in procurement
- Processes and systems align to deliver the full potential of procurement

Objective

The 2017 MEMBERS FORUM SERIES comprises FOUR HALF-DAY FORUMS, designed to guide participants on the basic minimums that drive success in procurement.

Target audience

Procurement and Supply Chain Management Professionals. The forum is open to executives and professionals who participate in, or support procurements.

Forum 1	The Fundamentals of Needs Identification and Procurement Planning	Wednesday, 2 Aug 2017, 2.00 – 6.00PM Nairobi Safari Club, NAIROBI
Forum 2	Considerations in Specifications, Procurement Methods and Procurement Documentation	Friday 15 Sept 2017, 2.00 – 6.00PM Royal Court Hotel- MOMBASA
Forum 3	Best practices in Inviting and Evaluating Bids	Friday 13 Oct 2017, 2.00 – 6.00PM Imperial Hotel -KISUMU
Forum 4	Managing Contracts and Disposals	Friday 3 Nov 2017, 2.00 – 6.00PM Nairobi Safari Club, NAIROBI

Members will earn **ONE CPD point** for attending each forum. Participation cost per forum: Member – Ksh1500; Non-Member – Ksh 2000; Student - Ksh 1000

Register in advance by sending a booking request to membership@kism.or.ke with the following information:

Name: _____

Member number: _____

Telephone no: _____

Organization: _____

Chris Oanda, (Eng.)
CHAIRMAN



For inquiries call, Chilion or Aaron on: 0733333226; 0721244828.



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HOW TO GET YOUR PROCUREMENT RIGHT 2017 MEMBERS FORUM SERIES AUGUST – DECEMBER

Forum 1:

The Fundamentals of Needs Identification and Procurement Planning

Wednesday, 2nd Aug 2017, 2.00pm – 6.00pm at Nairobi Safari Club, NAIROBI

- a. Policy, legal and regulatory environment
- b. Stating needs
- c. Interpreting user requirements
- d. Value for money considerations in procurement planning
- e. Budgeting
- f. Importance of timeframes
- g. Ethical considerations

Forum 2

Considerations in Specifications, Procurement Methods and Procurement Documentation

Friday 15th September 2017 2.00pm – 6.00pm at Royal Court Hotel, MOMBASA

- a. Types of specifications
- b. Scope of specifications
- c. Flaws in specifications
- d. Sources of supply
- e. Selection of appropriate procurement method
- f. Suitable terms and conditions of tender documents
- g. Adequacy of information in tender documents

Forum 3

Best practices in Inviting and Evaluating Bids

Friday 13th October 2017 2.00pm – 6.00pm at Imperial Hotel -KISUMU

- a. Procedures for issuing bid invitations and addressing inquiries
- b. Eliminating biases
- c. Maximising responses
- d. Getting participation of known quality suppliers
- e. Bids evaluation procedures
- f. Adequacy and objectivity of evaluation criteria
- g. Awards
- h. Ethical considerations in bid evaluation

Forum 4

Managing Contracts and Disposals

Friday 03rd November 2017 2.00pm – 6.00pm at Nairobi Safari Club, NAIROBI

- a. Formalising the contract
- b. Administration of contract
- c. Implications of contractual timelines
- d. Scope and price variations
- e. Intellectual property
- f. Meeting liabilities
- g. Fraud
- h. Disposal challenges