



KENYA INSTITUTE OF SUPPLIES MANAGEMENT

...Promoting Professionalism in Supply Chain Management...

PROCUREMENT PLANNING AND BUDGETING

6 – 9 FEBRUARY 2018 - IMPERIAL HOTEL, KISUMU

INTRODUCTION

Procurement planning ensures that procurement activities are linked to budget, correct methods of procurement are selected, and suitable contracts are executed for goods, works, or services being procured.

This workshop will illustrate how proper procurement planning, scheduling and control results in cost savings, efficient operations, and increased value for money.

OBJECTIVES

At the end of this workshop participants should be able to:

- Identify procurement needs
- Incorporate strategy in procurement plans
- Employ effective procurement planning tools
- Integrate planning and budgeting concepts and procedures
- Develop sound procurement plans
- Provide for preference and reservation margins in procurement planning.

TARGET GROUP

Procurement Officers, and Assistants, Function/ Department Heads, administrative and other users department staff involved in procurement planning, Committee members, Supervisory Staff, Audit staff.

TRAINING FEES

Normal:

Members: KShs. 76,000.00 + 16% VAT
Non-members: KShs. 83,500.00 + 16% VAT

Early Bird

Members: KShs. 72,500.00 + 16% VAT
Non-members: KShs. 80,000.00 + 16% VAT

Early bird refers to payments made on or before 5th February 2018





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COURSE DESCRIPTION

1. Public Procurement and Asset Disposal Act 2015

- The Procurement cycle
- Procurement Planning Strategies
- Procurement Planning Processes
- Economy and efficiency in procurement planning
- Asset Disposal Planning

2. Strategic Procurement Planning

- Importance of Procurement Planning
- Procurement planning and budgeting
- Market Survey
- Lead times
- Budgetary considerations in the planning process

3. Developing procurement plans

- Principles of procurement planning
- Procurement planning stages
- Types of Procurement Plans
- Procurement profile
- Supply positioning
- Impact of Purchasing activities on supply markets
- Assessment of Procurement structure and capacity

4. Project procurement planning for development partner financing

- Purpose of the procurement plan
- Preparation of project implementation appraisal
- Procurement planning of contracts foreseen at appraisal
- Procurement planning process
- Planning contract duration
- Procurement plan and the project negotiation process.
- Sample Procurement Plan templates

5. Procurement planning for 30% Reservation for Youth, Women and Persons Living with Disabilities (PLWDs).

- Procurement opportunities for Youth, Women and PWDs
- Unbundling procurement– Case of road construction.
- Reservation of 30% procurements in the procurement plan - exercise

6. Overview of departmental planning process

7. Preparation of Departmental Procurement Plans - Activity

8. Developing Consolidated Procurement Plans

9. Preparation of Consolidated Procurement Plans – Activity

10. Procurement Plan Implementation

- Challenges
- Opportunities and Risks
- “Plan versus Actual” analysis
- Procurement Plan change
- Budgetary reviews

11. Procurement Plan Monitoring, Evaluation and Review

- Defining key performance indicators (KPIs)
- Defining performance milestones
- Measuring procurement plan performance versus actual performance
- Determination of causes of variances

COURSE DELIVERY

Sessions are interactive. Delivery will be through practical sessions, PowerPoint presentation, discussions, Q/A sessions, Group exercises, Case Studies.

TRAINING CERTIFICATE

A certificate of participation will be issued and workshop presentations sent to participants via e-mail. KISM members attending the workshop will earn 24 CPD hours which is equivalent to 6 CPD points

TRAVEL & ACCOMMODATION

Participants are required to make their own travel and accommodation arrangements. A negotiated half board rate of KShs. 8,440.00 is available to participants who wish to reside at Imperial Hotel. Hotel bookings can be made through telephone numbers;
+254 57 2020002 / 737 202269

To register for this workshop, please book online through www.kism.or.ke or email programs@kism.or.ke For workshop inquiries, please contact Mary or Purity on +254-0721-244828 / 0713 244828 /0705 244828 or e-mail programs@kism.or.ke