



PROCUREMENT AND DISPOSAL PLANNING: A CASE STUDY APPROACH

21-25 FEBRUARY, 2022 | 30 CPD POINTS | PRIDEINNN PARADISE BEACH RESORT, MOMBASA

TARGET GROUP

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

INTRODUCTION

Procurement Planning is a critical part of the procurement process that enables a buying organization to properly set objectives and priorities, estimate workloads and allocate resources. Formulation and development of procurement plans is not just good practice that must be embraced by all buying organizations but it is also a legal requirement for all public procuring entities. The training looks at the need for procurement planning in the context of both departmental and annual consolidated procurement plans, assessment of the advantages of procurement planning and the consequences of not undertaking procurement planning, the role of stakeholders during the planning stage, and the need to actively research the supply market.

This five-day workshop takes a practical approach to illustrate how proper procurement and asset disposal planning and scheduling control results in cost savings, efficient operations, and increased value for money.

COURSE OBJECTIVES

By the end of the workshop, participants should be able to:

- Identify procurement and disposal needs;
- Prepare departmental and consolidated procurement plans;

- Prepare sound disposal plans;
- Provide for preference and reservation margins in procurement planning; and
- Successfully implement procurement and disposal plans.

COURSE DESCRIPTION

1. An Overview of the Procurement Process:

Procurement planning, development of specifications, requisitioning, preparation of tender documents, invitation to bid, clarifications, submission of bids, opening of bids, evaluation of bids, professional opinion writing, award of tender, notification of intention to award contract, award of contract, execution of contract, contract implementation/delivery of project and Payment.

2. Overview of Procurement Planning

Importance of procurement planning, statutory/legal provisions on procurement and disposal planning and budgeting, embedding procurement plans in organizational strategy, planning strategies and principles, types of plans, key consideration in procurement planning, procurement planning Process, stakeholders' involvement in procurement planning, and the consequences of not undertaking procurement panning.



3. Procurement Plan Template(s)

Contents of the Annual Procurement Plan, planning for preference and reservations, monitoring and updating plans, new needs and changes to approved procurement plan, reporting on implementation.

4. Departmental Procurement Plans

Identification of the departmental procurement needs based on the strategic plan and annual work plans of the Organization.

Practice: Preparation of Departmental Procurement Plans using given data/Case Study.

5. Consolidated Annual Procurement Plan

Assessment of the needs or requirements (collect the list of needs from the user departments and research the local market for the prices and availability of goods, services), determine the quantities and estimated costs, timeframes when the requirements shall be needed for use, identify the inter-relationships between and among the requirements, Consolidate similar requirements, Identify appropriate procurement methods, schedule lead times for each process

Practice: Preparation of Consolidated Procurement Plan using the developed departmental procurement plans.

6. Disposal Planning

Contents of the disposal plan, identification of items for disposal; role of Finance and Procurement departments in disposal process; disposal procedures and methods; establishment and role of the disposal committee.

Practice: Preparation of departmental and Consolidated Annual Disposal plans from given data/case study.

7. Procurement Plans Implementation, Monitoring, Evaluation and Review

Implementation challenges, risks and opportunities; key performance indicators (KPIs) in procurement planning; planning performance milestones; measuring procurement plan performance versus actual performance; determination of causes of variances; budgetary reviews and amendments to procurement plans.

Practice: Review and Update of the approved procurement plan.

TRAINING FEES

Members: KShs. 60,000 + 16% VAT

Non-members: KShs. 65,000 + 16% VAT

COURSE DELIVERY

Sessions are interactive. Delivery will be through formal PowerPoint presentation, discussions, Q/A sessions, Exercises, Case Studies and role-plays.

TRAINING CERTIFICATE

An e-certificate of participation will be issued and workshop Presentations sent to participants via email. KISM Members attending the workshop will earn 30 CPD points.

WORKSHOP BOOKINGS

Book your space online via: events.kism.or.ke For further workshop inquiries and registration, please contact: 011 1024800 / 0769 878 227 or email: programs@kism.or.ke

COVID 19 PREVENTIVE MEASURES

1. All participants will be subjected to mandatory body temperature check before entering the training hall.
2. 2.0M social distancing will be maintained throughout the training period.
3. Sufficient sanitizing facilities will be provided at the training venue.
4. Individual participants are urged to take personal responsibility to keep the virus at bay.
5. Individual participants are urged to ensure that the MOH guidelines on management of COVID 19 are observed at their chosen residential places.

PAYMENT OF WORKSHOP FEES

No participant will be admitted to the workshop without either of the following documents in regards to payment of the above training fees:

1. Bankers' cheque (Personal cheques will not be accepted), Bank deposit slip, money order, Mpesa payment reference, evidence of funds transfer, or any other evidence of payment.
2. LPO/LSO
3. A commitment letter, from the employer, listing the delegates sent to the workshop and a statement expressing commitment to pay the fees at a later date.

Participants are required to make their own travel and accommodation arrangements.