CAPACITY BUILDING CALENDAR 2025/26

A) WORKSHPS

Item # Code	Course	Objective	Target Group	CPD Hours	Date & Venue
FRC/01/25	AI-Powered Procurement: Transforming Decision-Making & Cost Optimization	This course explores how artificial intelligence is revolutionizing procurement decision-making. Participants will learn to identify key AI use cases that automate repetitive tasks, enhance spend visibility, and optimize sourcing strategies for measurable cost savings and efficiency.	Public, Private, and NGO sectors. Directors, Heads of Department, Senior Managers, Risk Managers, Supply Chain Managers/Procurement Professionals.	24	5th – 7th Nov 2025 Naivasha
FRC/02/25	eGP 1: Plan-to-Procure Basics	This workshop Introduces participants to the Plan-to-Procure phase of Kenya's e-GP system — covering role creation, requisition setup, and budget integration to ensure compliant, efficient Government procurement planning.	Professionals involved in public procurement and regulatory compliance; vendors, Tender Creators, Procurement Officers, User Department Officials, Finance and Planning Officers, and ICT Staff and Supply Analysts	30	10th – 14th Nov 2025 Naivasha

Item # Code	Course	Objective	Target Group	CPD Hours	Date & Venue
FRC/03/25	eGP 1: Plan-to-Procure Basics	This workshop Introduces participants to the Plan-to-Procure phase of Kenya's e-GP system — covering role creation, requisition setup, and budget integration to ensure compliant, efficient Government procurement planning.	Professionals involved in public procurement and regulatory compliance; vendors, Tender Creators, Procurement Officers, User Department Officials, Finance and Planning Officers, and ICT Staff and Supply Analysts	30	24th – 28th Nov 2025 Mombasa
FRC/04/25	eGP 2: Tender-to-Award Excellence	This advanced workshop takes participants through the Tender-to-Award process — from tender creation and publication to evaluation and contract award — using hands-on simulations that reinforce efficiency, accountability, and compliance in government procurement.	Professionals involved in public procurement and regulatory compliance; vendors, Tender Creators, Procurement Officers, User Department Officials, Finance and Planning Officers, and ICT Staff and Supply Analysts	30	8th – 12th Dec 2025 Mombasa
FRC/05/25	Digital Warehousing & Inventory Optimization	This workshop equips participants with practical tools to digitize warehousing and inventory operations. It focuses on leveraging AI, e-GP integration, and analytics to minimize holding costs, reduce obsolescence, and enhance visibility across the supply chain.	Warehousing & Inventory Managers, Demand Analysts, Supply Chain Practitioners, Finance Managers, Members of Inspection & Acceptance Committees, Audit and Procurement Officers.	24	17th – 19th Dec 2025 Mombasa
FRC/01/26	Logistics Master Class: Shipping, Freight and Distribution	Unlock peak supply chain performance! This master class empowers participants with cutting-edge strategies and practical expertise in shipping, freight, and distribution, enabling them to significantly reduce costs, accelerate delivery times, and gain a decisive competitive edge in today's dynamic global market.	Logistics Managers, import and export staff, shipping agents, clearing & forwarding personnel, supply chain practitioners	24	28th – 30th Jan 2026 Naivasha
FRC/02/26	Strategic Procurement & Value Creation	This program focuses on strategic procurement practices to enhance service delivery and value for money. Participants will learn how to align procurement goals with organizational objectives.	Public, Private and NGO sectors. Directors, Heads of Department, Senior Managers, Risk managers, Supply Chain Managers/ procurement professionals,	24	28th – 30th Jan 2026 Naivasha
FRC/03/26	Supply Chain & the Bottom Line	Transform your organization's profitability! This program will equip participants with actionable strategies to directly link supply chain optimization	Public, Private and NGO sectors. Directors, Heads of Department, Senior	24	25th – 27th Feb 2026 Naivasha

Item # Code	Course	Objective	Target Group	CPD Hours	Date & Venue
		with tangible financial gains, driving cost reductions, increased revenue, and a stronger bottom line.	Managers, Risk managers, Supply Chain Managers/ procurement professionals		
FRC/04/26	The ESG Blueprint: Mastering Sustainable & Ethical Sourcing	This course provides insight into how institutions can integrate ESG principles into procurement to drive sustainability and social impact.	Public, Private and NGO sectors. Directors, Heads of Department, Senior Managers, Risk managers, Supply Chain Managers/ procurement professionals	24	18th – 20th Mar 2026 Machakos
FRC/05/26	Strategic Resilience: Mastering Risk & Compliance in the Supply Chain	Focused on enhancing risk management and ensuring compliance with procurement regulations to mitigate risks of fraud, corruption, and inefficiency.	Public, Private and NGO sectors. Directors, Heads of Department, Senior Managers, Risk managers, Supply Chain Managers/ procurement professionals	24	22nd – 24th Mar Mombasa

Charges

KISM Members Kes 60,000 plus 16% VAT Non-Members Kes 65,000 plus 16% VAT

NB: Cost excludes transport and accommodation

B) WEBINAR SERIES

Date	Webinar Title	Key Learning Outcomes	Target Audience	CPD Hours
28th October 2025, 2025 (2.30 PM – 4:30 PM)	Demystifying the e-GP Requisition & Approval Workflow	• Create and route e-requisitions in line with PPADA• Link requisitions to budgets and procurement plans• Identify and resolve approval bottlenecks• Understand user roles, delegations, and audit trail visibility	Procurement and finance officers, departmental requesters, approvers, budget controllers, Tender Creators, Procurement Officers, User Department Officials, and all stakeholders involved in eGP	2
4th November, 2025 (2.30 PM – 4:30 PM)	e-GP Open Tender (Goods): From Creation to Award	• Set up and publish a Goods tender in e-GP• Upload bid documents, BoQs, and tender data fields• Manage clarifications, addenda, and bidder queries• Evaluate bids and complete award approvals digitally• Avoid errors leading to audit flags or cancellations	Heads of Procurement, procurement officers, evaluation committee members, ICT support staff, Tender Creators, Procurement Officers, User Department Officials, and all stakeholders involved in eGP	2
11th November 2025, 2025 (2.30 PM – 4:30 PM)	Completing an e-Tender End-to-End – Goods (RFQ)	• Execute the full RFQ process from creation to award• Manage quotation requests, supplier responses, and evaluations• Capture evaluation results and prepare award approvals• Handle system-based communications and clarifications• Avoid common submission and approval errors	Procurement officers, SCM assistants, departmental users, suppliers, ICT support teams, Tender Creators, Procurement Officers, User Department Officials, and all stakeholders involved in eGP	2
18th November , 2025 (2.30 PM – 4:30 PM)	Managing Procurement Plans, Amendments & Disposal in e-GP	• Upload and link procurement & disposal plans• Track progress and version control• Integrate requisitions and contracts• Ensure year-end compliance and audit readiness	Procurement planning officers, SCM heads, audit & compliance teams, Tender Creators, Procurement Officers, User Department Officials, and all stakeholders involved in eGP	2

Date	Webinar Title	Key Learning Outcomes	Target Audience	CPD Hours
November 13, 2025 (2.30 PM – 4:30 PM)	Troubleshooting e-GP: Common Errors and Best Practice Fixes	• Resolve login and role-mapping conflicts• Manage document uploads and size limits• Handle system errors and user rights issues• Generate reports and maintain audit trails	All e-GP users, system admins, compliance officers, Tender Creators, Procurement Officers, User Department Officials, and all stakeholders involved in eGP	2

Charges

Kes 2,500 pls VAT

Charles Mbindo, Lead Consultant 254 710262126 charlesmbindo@frc.co.ke