



Workshop on Procurement Planning and Bid Management

June 1 – 5, 2026, 1st Run: Lagos & Port Harcourt

November 16 – 20, 2026, 2nd Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: Lagos: N350, 000,

Abuja / Port Harcourt: N400, 000 per Participant

Delivery Mode: In-person / Live Virtual / Hybrid

Online course fee: N300, 000 per Participant

Available for In-plant Training

700 U\$D for foreign
Participants

Program overview:

Procurement planning is the process of deciding what to buy, when and from what source. During the procurement planning process the procurement method is assigned and the expectations for fulfillment of procurement requirements determined.

The Procurement Plan is the product of the procurement planning process. It can be developed for a particular requirement, a specific project, or for a number of requirements for one or many entities in the public or private sectors. This program will provide thorough explanation on how to approach the planning of procurement objectives and initiatives. It will delve into the different qualitative and quantitative forecasting techniques as they relate to inventory planning and demonstrate how different vendors will be integrated and applied to help sustain operations and projects.

For whom:

This program is designed for purchasing and supply chain professionals at all levels of the organization who are involved in planning, sourcing, buying and bid selection activities, as well as personnel who are involved in the purchasing process.

Learning objectives:

At the end of the course, participants will be able to:

- * develop strategic procurement objectives and initiatives to support long term directions;
- * arrange 'spend items' into categories that support planning of go-to-market strategies;
- * apply demand forecasting techniques to improve planning of procurement activities;
- * develop vendor integration strategies to ensure supply security; and
- * evaluate vendor bids in a scientific manner to support selection decision making.

Course outline:

Day 1: Strategic procurement planning

- Setting procurement mission and objectives
- Selection of improvement initiatives
- Structure-related initiatives,
- Systems-related initiatives
- Work streams-related initiatives,
- Culture-related initiatives

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogbia Industrial Scheme, Ogbia, Ikeja – Lagos

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- Performance measures and targets
- Communication of procurement plan
- Stakeholder engagement

Day 2: Spend category planning

- Spend category profiling
- Spend impact analysis, financial impact
- Vendor segmentation, Market risk analysis
- Value chain analysis, SWOT analysis
- Porter's five forces, Risk heat maps
- Vendor risk scores, Category report consolidation

Day 3: Forecasting and demand planning

- The soft side of forecasting
- Principles of demand planning
- Quantitative forecasting techniques
- Qualitative forecasting techniques

Day 4: Vendor integration

- Vendor pre-qualification process
- Vendor pre-qualification criteria
- Legal criteria, financial criteria
- Technical criteria, Staff criteria, HSE criteria
- Service Level Agreements (SLAs)
- Strategic partnering
- Supplier diversity programs

Day 5: Bid evaluation and selection

- Bid management process
- Bid evaluation criteria
- Scoring systems and protocols
- Selection and award
- Total Cost of Ownership (TCO) for complex purchases

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogbia, Industrial Scheme, Ikeja, Lagos, Nigeria

2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

In-plant Fee Negotiable

WORKSHOP FEE:

Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250

Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

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Training Methodology

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods.

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