



Workshop on Strategic Procurement in Public Sector

February 12 – 17, 2024, 1st Run: Lagos & Abuja

August 12 – 16, 2024, 2nd Run: Lagos & Port Harcourt

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N250, 000 per Participant

For online: Delivery via Zoom

Online course fee: N200, 000 per Participant

Available for In-plant Training

**500 U\$D for foreign
Participants**

Program overview:

One of the consequences of the financial crisis of 2007–2008 was an attempt to reduce public spending in order to control public debt. This trend has affected government procurement for its significant share in public spending. Therefore; various purchasing strategies have been implemented to increase quality and value for money thus decreasing cost of government procurement. These strategies include public e-procurement, centralized purchasing or framework agreements

For whom:

Purchasing Officers, Internal Auditors, Accountants, Project Engineers / Officers, Operation Executives/Officers, Quality Control Officers and Storekeepers/ Officers in government Ministries, Departments, Agencies, and Local Government Councils

Learning Objectives:

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

- explain the evolution in Procurement;
- design a corporate purchasing and supply plan;
- develop database on suppliers;
- evaluate bids and tenders through “the Due Process”;
- negotiate and manage purchasing and supply contracts;
- broaden perception in “value for money” concept;
- discuss the inputs, outputs and processes of the system; and
- develop meaningful performance measurements

COURSE OUTLINE

Day 1: Seeing Procurement as a Dynamic, Interactive System

- The System Approach vs. the Traditional Functional Approach
- What is the goal of Procurement?
- Developing the Strategic Procurement Plan
- An Overview of the Procurement Process
- Procurement as Part of the Supply Chain

Day 2: Developing the Strategic Procurement Decisions

- Make / Buy Decision
- Alliances and Partnerships with other departments
- Inter-company Trade
- Reciprocity and Counter Trade
- Supplier Strategy
- The Coordination Strategy

- The Purchasing Organization

Day 3: Implementing the Tactical Procurement Decisions

- Supplier Involvement
- Value Analysis, Quality Assurance, Supplier Selection
- Supplier Rating and Ranking
- Contract Management
- IT Systems and e-Procurement
- Policies and Procedures
- Staffing the Procurement Department

Day 4: Managing procurement systems, capabilities, and administrative processes

- Selecting the most appropriate ordering process
- Addressing Quality Issues
- Follow-up
- Overdue Orders, Expediting
- The Payment Process
- Reducing the Cost of Procurement:
- Small Value Purchase Orders

Day 5: Procurement Performance Measurement and challenges

- Procurement profiling and spend analysis
- Demand and supply market analysis
- Total Cost of Ownership
- Supplier Performance Measurement
- Suppliers Relationship Management

LOCATIONS

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

2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05,
E. Ekukinam Street, Utako District, Abuja

3 - Pakiri Hotel Ltd, 4 Okwuruola Street, off Stadium Road,
Port Harcourt, Rivers, Rivers

Open Course Fee: N250, 000

In-plant Fee Negotiable

WORKSHOP FEE:

N250, 000 per participant, VAT – N18, 750.

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

Enquiry/Booking, Contact: 234-8051365946, 234-7087578814
24/7 Lines: 2348029170491, 234-8068933608, 234-8145745664,
234-9112830607

Training Methodology

Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.