



Acquisition Management: US 377898

Demonstrate understanding of Acquisition Management in the public sector.

The relationship between Demand Management and Acquisition Management is analysed in relation to the nature of the goods, works or services required. The regulatory framework governing Acquisition Management is discussed to ensure compliance.

The role-players in the Acquisition Management process are identified and their roles and responsibilities are understood.

Demonstrate understanding of general aspects applicable to Acquisition Management.

A list of prospective suppliers is prepared for procurement requirements in terms of price quotations.

The various threshold values are explained and applied in the context of the working environment.

The pre-qualification of bidders is discussed in terms of procedures.

The various methods of procurement are discussed in terms of their differences and applied as and when appropriate within the context.

Implement Acquisition Management processes for bids/quotations.

The information required to prepare a proposal is collected and used according to organisation procedure, legislation and supply chain management policies.

The applicable bid documents are prepared and compiled in terms of the relevant prescripts.

Prescribed administrative processes for the advertisement of the bid/quotation are discussed and adhered to.

TARGET GROUP

This course is designed for the public sector.

DURATION

Three-day contact session.

CERTIFICATION

In order for a learner to receive a certificate the learner must attend 3 days of the course and be found competent.

ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

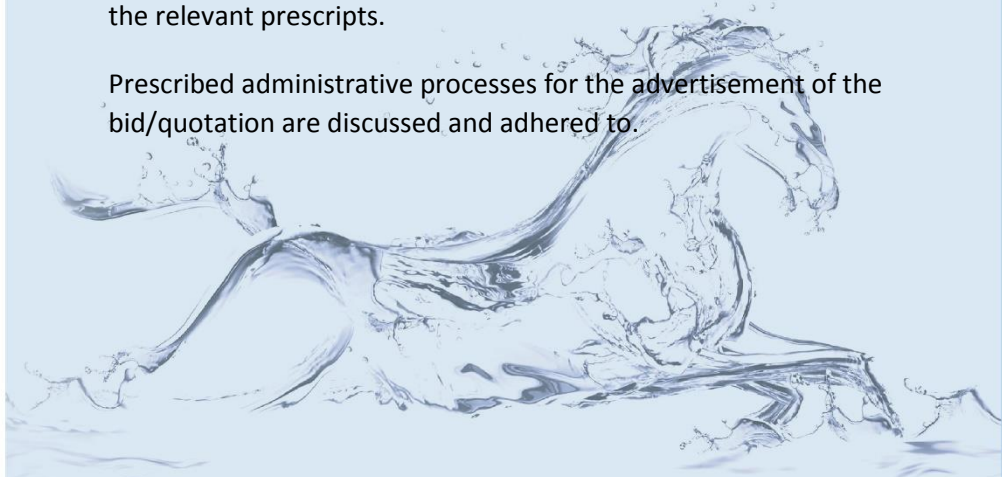
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Central Supplier Database
(ref: MAAA0000293)



Closing and opening processes are conducted as per organisation protocol to ensure fairness and transparency.

Administrative responsiveness is evaluated for completeness with any deviations being recorded and reported to the relevant authorities.

Evaluate and adjudicate bids or quotations.

The administrative process for the evaluation and adjudication of bids and quotations is applied to ensure, fairness, competitiveness, transparency and cost effectiveness.

Bids are evaluated by the Bid Evaluation Committee in terms of the stipulated criteria and to finalise quotations in terms of the delegated powers from the accounting officer.

The procedure for scrutinising bids for possible improper conduct by bidders is described and applied so that appropriate action can be taken.

Evaluation report or submission for consideration is prepared and compiled by the Bid Evaluation Committee in respect of the bids received.

The Bid Adjudication Committee is discussed in terms of its establishment, composition, functions, Code of Conduct, delegations and meeting procedures.

Bids are adjudicated by the Bid Adjudication Committee, using the report or submission of the Bid Evaluation Committee.

Decisions of the Bid Adjudication Committee are communicated using appropriate processes.

The signing of a contract/service level agreement between the organisation and the contractor is discussed and performed according to procedures.

