



# ACQUISITION MANAGEMENT

## » TARGET GROUP

This short course is designed for the public sector and is aimed at:

- Practitioners and managers responsible for asset and inventory management in an organisation.

## » BENEFITS

The benefits of this short course include:

- Applying the principles of fairness, equitability, transparency, competitiveness and cost-effectiveness in Public Sector Acquisition Management.

## » 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.

This short course has been designed to enable the learner to achieve the ideals of good governance and address deficiencies in Acquisition Management in the Public Sector.



**UNIT  
STANDARD  
ALIGNED**



**PRACTICAL  
TRAINING**



**OUTCOMES  
BASED**

Designed and developed by Pro-Active College, this short course is aligned to the unit standard:

**PERFORM ACQUISITION MANAGEMENT  
ACTIVITIES FOR PUBLIC SECTOR SUPPLY  
CHAIN MANAGEMENT. (US: 377898)**

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# COURSE OUTLINE

## » OUTCOMES

On completion of this short course, learners will be able to:

- Demonstrate understanding of Acquisition Management in the public sector;
- Demonstrate understanding of general aspects applicable to Acquisition Management;
- Implement Acquisition Management processes for bids or quotations; and
- Evaluate and adjudicate bids or quotations.

## » DURATION

Three-day contact session

## » CERTIFICATION

Option 1: Certificate of Attendance  
Option 2: Certificate of Competence, after successfully completing an assessment at the end of the contact session.

### LEARNING UNIT ONE

#### DEMONSTRATE AN UNDERSTANDING OF ACQUISITION MANAGEMENT IN THE PUBLIC SECTOR

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- 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

### LEARNING UNIT TWO

#### DEMONSTRATE AN UNDERSTANDING OF GENERAL ASPECTS APPLICABLE TO ACQUISITION MANAGEMENT

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- A list of prospective suppliers is prepared for procurement requirements in terms of price quotations
- Various threshold values and methods of procurement such as the pre-qualifying of bidders are discussed

### LEARNING UNIT THREE

#### IMPLEMENTING ACQUISITION MANAGEMENT PROCESSES FOR BIDS/QUOTATIONS

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- Information to prepare proposals is gathered according to organisational format, the bidding documents are prepared and compiled, then advertised and, the closing and opening processes conducted according to organisational protocol
- Responsiveness of bid or quotations are evaluated for completeness, fairness, competitiveness, transparency and cost effectiveness, with deviations recorded and reported and relevant documents prepared for the evaluation committee

### LEARNING UNIT FOUR

#### EVALUATING AND ADJUDICATING BIDS OR QUOTATIONS

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- Evaluation committee evaluates according to stipulated criteria in line with delegated powers, bids are scrutinised for improper conduct and the proper action is taken where after a report or submission is prepared on bids received
- Bid adjudication committee (BAC) is discussed in terms of establishment, composition, functions, Code of Conduct, delegation and meeting procedures
- BAC uses evaluation report to adjudicate, and the decisions are communicated according to protocol and the signing of the contract between the organisation and the contractor is discussed and performed according to procedures