



## » TARGET GROUP

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

- Supply chain management practitioners;
- Senior Managers;
- Managers;
- Accounting Officers;
- End users who operate in cross-functional teams; and
- Specialists in specific fields who are members of bid committees.

Kindly Note: Some content presented in this course overlaps with the short course Supply Chain Management: Introduction, Forecasting and Acquisition Management.

# BID COMMITTEES IN THE PUBLIC SECTOR

This short course is intended for learners in the public sector and organs of state who serve on Bid Specification, Evaluation or Adjudication Committees as part of a bid process.



UNIT  
STANDARD  
ALIGNED



PRACTICAL  
TRAINING



OUTCOMES  
BASED

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

**DEMONSTRATE KNOWLEDGE AND  
INSIGHT INTO A BID COMMITTEE SYSTEM  
APPLICABLE TO AN ORGAN OF STATE IN  
SOUTH AFRICA  
(US: 337061)**

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# COURSE OUTLINE

## » BENEFITS

The benefits of this short course include:

- Officials will be able to draft proper specifications and checklists to ensure correct information is detailed on specifications;
- Bid Evaluation Committee panel members will be able to evaluate price quotations and bid requests properly and ensure that the Bid Adjudication Committee will be able to make informed decisions; and
- Bid Adjudication Committee members will be in a position to make informed decisions with regard to awarding bid requests.

## » 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.

## » OUTCOMES

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

- discuss elements of a supply chain management model that apply to the bid committee system;
- apply knowledge of the applicable regulatory framework to ensure compliance;
- discuss the importance of ethical conduct at all stages of the bid committee process;
- apply knowledge of the functions of the Bid Specification Committee;
- apply knowledge of the functions of the Bid Evaluation Committee; and
- apply knowledge of the functions of the Bid Adjudication Committee.

### LEARNING UNIT ONE

THE ELEMENTS OF SUPPLY CHAIN MANAGEMENT (SCM), ITS ROLE PLAYERS AND REGULATORY FRAMEWORK APPLICABLE

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- SCM elements in relation to the different bidding committees
- Role players playing a vital role in the activities and functions of the different Bid Committees
- Scope of legislation

### LEARNING UNIT TWO

ETHICAL CONDUCT IN THE BID COMMITTEE PROCESS

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- Codes of conduct relating to the bid committee process

### LEARNING UNIT THREE

THE SPECIFICATION, EVALUATION AND BID ADJUDICATION COMMITTEES, THEIR ROLES AND RESPONSIBILITIES

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- Composition of Bid Specification Committee, its function and important aspects
- Drafting of specifications/Terms of Reference (ToR) for the bid invitation
- Composition of the Bid Evaluation Committee, its functions in relation to checking documentation, capability and capacity
- Recommendation to Bid Adjudication Committee looking at comparative tables
- Composition of Bid Adjudication Committee, its functions, decision making and checking for fairness, correctness and compliance

### DURATION

Four 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.