



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Procurement Planning and Bid Management

Custom Courses / Procurement and Supply Chain Management

Unit Standard AATICD-0127 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to effectively plan procurement activities and manage the bid process in accordance with organisational policies and legislative requirements. Participants will learn to develop procurement plans, evaluate bids, and ensure compliance with supply chain management principles. The course is designed to enhance strategic sourcing and contract management capabilities within a South African corporate context.

Category	Custom Courses
Subfield	Procurement and Supply Chain Management
Unit Standard	AATICD-0127
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Develop a procurement plan that aligns with organisational objectives and legislative frameworks
- Apply bid evaluation criteria to assess supplier proposals objectively
- Analyze tender documentation to ensure compliance with procurement policies
- Manage the bid process from advertisement to award, ensuring transparency and fairness
- Evaluate supplier performance and contract terms to mitigate risks
- Implement corrective actions to address deviations from procurement plans

WHO SHOULD ATTEND

- This course is ideal for procurement officers, supply chain practitioners, project managers, and anyone involved in the acquisition of goods and services who needs to manage the bidding process effectively.

COURSE OUTLINE

Day 1: Foundations of Procurement Planning

- Overview of the procurement lifecycle
- Legal and regulatory environment (PPPFA, PFMA, MFMA)
- Procurement planning principles and processes
- Stakeholder identification and engagement
- Spend analysis basics
- Supply market analysis introduction

Day 2: Procurement Planning Techniques

- Demand management and forecasting
- Specification development and standardisation
- Procurement risk assessment and management
- Budgeting and cost estimation
- Procurement planning templates and tools
- Case study: developing a procurement plan

Day 3: Bid Management Fundamentals

- Introduction to bid management
- Bid documentation: RFQ, RFP, RFI
- Terms of reference and scope of work
- Evaluation criteria development
- Weighting and scoring methods
- Bid advertising and pre-bid meetings

Day 4: Bid Evaluation and Award

- Bid evaluation panels and procedures
- Managing clarifications and site visits
- Preferential procurement and B-BBEE scoring
- Contract award recommendations
- Handling objections and disputes
- Ethics and transparency in bid management

Day 5: Integration, Monitoring, and Continuous Improvement

- Contract management basics
- Supplier performance monitoring
- Procurement records and audit trails
- Continuous improvement and lessons learned
- Change management in procurement
- Final assessment and course wrap-up

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

- 1. Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard AATICD-0127) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
- 2. Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
- 3. Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
- 4. Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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