



Accredited Africa Training Institute for Capacity Development

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

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Procurement Procedures

Custom Courses / Procurement and Supply Chain Management

Unit Standard AATICD-0128 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips participants with the knowledge and skills to manage procurement processes effectively within a South African corporate context. It covers the full procurement cycle from need identification to supplier management and contract administration, ensuring compliance with organizational policies and relevant legislation.

Category	Custom Courses
Subfield	Procurement and Supply Chain Management
Unit Standard	AATICD-0128
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

- Apply the principles of the procurement cycle to identify needs, source suppliers, and manage orders.
- Analyze procurement documentation including requests for quotations, purchase orders, and contracts.
- Evaluate supplier proposals using predetermined criteria to ensure value for money and compliance.
- Implement procurement procedures in accordance with organizational policies and relevant legislation.
- Demonstrate ethical conduct and transparency in all procurement activities.

WHO SHOULD ATTEND

- Procurement officers, supply chain managers, buyers, and any professionals involved in the acquisition of goods and services for their organization.

COURSE OUTLINE

Day 1: Introduction to Procurement and Legislative Framework

- Overview of procurement: definition, importance, and scope
- The procurement cycle: from need identification to contract management
- Legal framework: PFMA, PPPFA, Treasury Regulations, and BBBEE
- Key stakeholders: procurement officials, end-users, suppliers, and finance
- Ethical considerations and conflict of interest
- Introduction to supply chain management (SCM) concepts

Day 2: Procurement Planning and Specifications

- Procurement planning process: linking to strategic objectives
- Demand management: forecasting and consolidation
- Writing specifications: functional, performance, and technical
- Terms of reference (TOR) for services
- Market research techniques: RFI, industry analysis
- Budgeting and cost estimation for procurement

Day 3: Sourcing and Tendering Processes

- Procurement methods: threshold values and appropriate use
- Competitive bidding process: advertising, briefing sessions, submission
- Bid evaluation: compliance, functionality, and price
- Preferential procurement: BBBEE scoring and goals
- Handling deviations, unsolicited bids, and emergency procurement
- Documentation: bid documents, evaluation reports, and registers

Day 4: Contract Management and Supplier Performance

- Contract types: fixed-price, cost-reimbursable, and framework agreements
- Contract administration: payments, deliverables, and record-keeping
- Performance management: KPIs, service level agreements (SLAs)
- Managing variations, extensions, and disputes
- Risk identification and mitigation in procurement
- Contract close-out: final deliverables, retention, and lessons learned

Day 5: Ethics, Auditing, and Continuous Improvement

- Ethics in procurement: codes of conduct, whistleblowing
- Fraud prevention: red flags, internal controls
- Audit readiness: documentation, compliance checklists
- Reporting and performance measurement: dashboards and KPIs
- Continuous improvement: feedback loops, benchmarking
- Strategic procurement: category management and supplier partnerships

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-0128) 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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