



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@aatikd.co.za · Website: www.aatikd.co.za

COURSE BROCHURE

Purchasing and Procurement

Custom Courses / Procurement and Supply Chain Management

Unit Standard AATICD-0130 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course provides learners with the foundational knowledge and skills required to effectively manage purchasing and procurement processes within an organisation. It covers the entire procurement cycle from identifying needs to supplier management and contract administration, ensuring cost-effective and ethical acquisition of goods and services.

Category	Custom Courses
Subfield	Procurement and Supply Chain Management
Unit Standard	AATICD-0130
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.
- Evaluate supplier proposals using criteria such as cost, quality, and delivery to make informed purchasing decisions.
- Implement contract management procedures to ensure compliance with terms and conditions.
- Analyse procurement data to identify cost-saving opportunities and improve supply chain efficiency.
- Demonstrate ethical and transparent procurement practices in accordance with relevant legislation and organisational policies.
- Design a basic procurement plan that aligns with organisational objectives and budget constraints.

WHO SHOULD ATTEND

- This course is designed for procurement officers, buyers, supply chain coordinators, and managers who are involved in or responsible for purchasing and procurement activities in their organisation.

COURSE OUTLINE

Day 1: Introduction to Purchasing and Procurement

- Definition and scope of purchasing and procurement
- The procurement process overview
- Ethical considerations in procurement
- Legal framework: PPPFA, PFMA, and B-BBEE
- Key stakeholders in procurement
- Introduction to the procurement cycle

Day 2: Procurement Planning and Specifications

- Procurement planning process
- Writing specifications and scope of work
- Demand forecasting methods
- Budgeting and total cost of ownership
- Risk identification in procurement
- Market research and supplier identification

Day 3: Supplier Selection and Evaluation

- Supplier evaluation criteria
- Pre-qualification and due diligence
- Tendering methods: RFQ, RFP, RFI
- Bid evaluation and scoring
- Negotiation principles and techniques
- Contract award and documentation

Day 4: Contract Management and Performance Monitoring

- Contract types and clauses
- Service level agreements (SLAs)
- Key performance indicators (KPIs) for suppliers
- Performance monitoring and reporting
- Managing contract changes and disputes
- Record keeping and audit trails

Day 5: Strategic Procurement and Continuous Improvement

- Strategic sourcing and category management
- Spend analysis and cost reduction strategies
- Sustainable and green procurement
- E-procurement and digital tools
- Continuous improvement methodologies
- Procurement performance measurement and reporting

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
03 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
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

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-0130) 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.

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 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za