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3 DAY WORKSHOP ON:

SUPPLY CHANGE MANAGEMENT

**Perform Acquisition Management Activities
 For Public Sector Supply Chain Management
 (Focusing on Bid Processes)**

BASED ON: 377898

12-14 November 2025

Next Dates: TBA 2026

Venue: Centurion/Pretoria

INTRODUCTION/OVERVIEW:

According to the Public Financial Management Act, Treasury Regulations and the Framework for Supply Chain Management (SCM) issued by National Treasury your Department/public entity is required to implement best practice procurement initiatives that are fair and transparent. This requires stringent accountability that ensures uniformity in the SCM process. In order for you to successfully achieve an efficient and effective procurement process in your department/public entity, you need to understand the key provisions that govern your areas of responsibility and administrative accountability.

SCM must be seen as a total integration of the public procurement of goods and services from the strategic planning process to the final utilisation or disposal of the goods and assets. All public managers and officials are involved in the process to a greater or lesser extent. It is not just the responsibility and function of the SCM Unit of your department/public entity.

This programme is designed to assist all public financial managers and senior public officials to effectively comply with the legislation regarding SCM.

All managers that are required to serve on any of the three bid committees will definitely benefit from this course as they will have a sound understanding of the SCM process.

This skills development programme has been revised and is fully compliant with the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017. It is also in line with the National Treasury Guidelines on the Implementation of Demand Management and the instruction note on Enhancing Compliance Monitoring and Improving Transparency and Accountability in SCM as well as all the NT reviews of the SCM process.

WHO SHOULD ATTEND:

This programme is intended for all the role-players, identified and their roles and responsibilities understood in the Acquisition Management process.

Role-players include, but are not limited to: National Treasury, Provincial Treasuries, Accounting Officers, Accounting Authorities, Chief Financial Officers, Supply Chain Management Units, Bid Committees (Evaluation and Adjudication), Municipal Manager, and Municipal Entity Boards.

MINIMUM ENTRY REQUIREMENTS:

It is assumed that learners are competent in Communication at NQF Level 4 and Mathematical Literacy at NQF Level 4. Learners attending the course will be required to supply certified copies of their Identity Document and Matric Certificate.

WORKSHOP OUTCOME & ASSESSMENT CRITERIA:❖ **Demonstrate understanding of Acquisition Management in the public sector.**

- o The relationship between Demand Management and Acquisition Management is analysed in relation to the nature of the goods, works or services required.
- o The regulatory framework governing Acquisition Management is discussed to ensure compliance.

The regulatory framework includes all applicable legislation, policies, instructions, circulars, guides and Codes of Conduct. These include the Constitution of the Republic of South Africa, Act 108 of 1996; The Public Finance Management Act, Act 1 of 1999 as amended; The Preferential Procurement Policy Framework, Act 5 of 2000 and its regulations; Municipal Finance Management Act; Supply Chain Management - A Guide for Accounting Officers/Authorities; Supply Chain Management (SCM) Practice Notes; General Procurement Guidelines; The National Treasury's Code of Conduct for SCM Practitioners; Supply Chain Management - A guide to accounting officers of municipalities and municipal entities (the Supply Management Regulations for Municipalities and Municipal Entities).

Demonstrate understanding of general aspects applicable to Acquisition Management.

- ❖ A list of prospective suppliers is prepared for procurement requirements in terms of price quotations.
- ❖ The various threshold values are explained and applied in the context of the working environment.
- ❖ Threshold values relate to petty cash, verbal and written quotations and bids.
- ❖ The pre-qualification of bidders is discussed in terms of procedures.
- ❖ The various methods of procurement are discussed in terms of their differences and applied as and when appropriate within the context.

Methods of Procurement include petty cash, quotations, competitive bids, limited bidding, unsolicited bids/proposals, and procurement through the State Information Technology Agency (SITA).

Implement Acquisition Management processes for bids/quotations.

- ❖ The information required to prepare a proposal is collected and used according to organisation procedure, legislation and supply chain management policies.
- ❖ Documents include bid documents and quotation documents. Bid documents include but are not limited to the Standard Bidding Document, Municipal Bidding Document.
- ❖ The applicable bid documents are prepared and compiled in terms of the relevant prescripts.

Documents Include Bid Documents and Quotation Documents.

Bid documents include but are not limited to the Standard Bidding Document, Municipal Bidding Document.

Prescribed Administrative Processes for the advertisement of the bid/quotation are discussed and adhered to.

- ❖ Prescribed administrative processes include compilation and publication of the advert, closing date and time, place of closure, validity period, cancellation and re-invitation of bids.
- ❖ Closing and opening processes are conducted as per organisation protocol to ensure fairness and transparency.

Protocol Includes Locking the tender box at closing time, recording all bids received and applying mark of authenticity, reading out of names of bidders in public and handling of late bids in terms of the relevant prescripts.

- ❖ Administrative responsiveness is evaluated for completeness with any deviations being recorded and reported to the relevant authorities.
- ❖ Documents include original and valid tax clearance certificate, duly completed and signed bidding documents and other required documents.
- ❖ The relevant documents for the evaluation committee are prepared in terms of procedure.

Evaluate And Adjudicate Bids Or Quotations.

- ❖ The administrative process for the evaluation and adjudication of bids and quotations is applied to ensure, fairness, competitiveness, transparency and cost effectiveness.
- ❖ Administrative process includes the appointment of Bid Evaluation Committee, Evaluation Panel in respect of professional services, signing of the declaration of interest, confidentiality and impartiality, adherence to and signing of the Code of Conduct, calculation of preference points, calculation of comparative prices, checking the database of the National Treasury for restricted suppliers as well as the Register for Tender Defaulters.
- ❖ Bids are evaluated by the Bid Evaluation Committee in terms of the stipulated criteria and to finalise quotations in terms of the delegated powers from the accounting officer.

Assessment Criterion Notes.

Points are given for:

- a) Price and Specific Contract Participation Goals for goods and services;
- b) Price and Specific Contract Participation Goals for goods and services related to consortiums and joint ventures.

Stipulated criteria include but are not limited to specifications or terms of reference, capacity or capability of bidders, preference points system, and special conditions of contract.

- ❖ The procedure for scrutinising bids for possible improper conduct by bidders is described and applied so that appropriate action can be taken.
- ❖ Improper conduct includes but is not limited to bribery, fraud, corruption, collusion, price fixing and bid rigging.
- ❖ Evaluation report or submission for consideration is prepared and compiled by the Bid Evaluation Committee in respect of the bids received.
- ❖ Report or Submission must include minutes of Bid Evaluation Committee, motivation for bids passed over, availability of funds, recommendation.
- ❖ The Bid Adjudication Committee is discussed in terms of its establishment, composition, functions, Code of Conduct, delegations and meeting procedures.
- ❖ Bids are adjudicated by the Bid Adjudication Committee, using the report or submission of the Bid Evaluation Committee.
- ❖ Decisions of the Bid Adjudication Committee are communicated using appropriate processes.
- ❖ The signing of a contract/service level agreement between the organisation and the contractor is discussed and performed according to procedures.

CRITICAL CROSS-FIELD OUTCOMES (CCFO):

- ❖ **Identify and solve problems in which responses display that responsible decisions using critical and creative thinking have been made when:**
 - ❖ Selecting a procurement method.
 - ❖ Evaluating and adjudicating bids.

- ❖ **Evaluating administrative responsiveness:**
 - ❖ Work effectively with others as a member of a team, group, organisation and community to:
 - ❖ Plan and implement procurement methods.
 - ❖ Prepare for bid evaluation and adjudication committees.
- ❖ **Organise and manage oneself and one's activities responsively and effectively when:**
 - ❖ Implementing Acquisition Management processes for bids/quotations.
 - ❖ Selecting and applying sourcing strategies and techniques.
 - ❖ Applying threshold values.
 - ❖ Selecting and implementing methods of procurement.
 - ❖ Evaluating and adjudicating bids/quotations.
- ❖ **Collect, analyse, organise and critically evaluate information to:**
 - ❖ Evaluate and adjudicate bids/quotations.
- ❖ **Communicate effectively using visual, mathematical and/or language skills in the modes of oral and/or written presentation to:**
 - ❖ Prepare documentation for the bid and adjudication evaluation committees.
- ❖ **Demonstrate an understanding of the world as a set of related systems by recognising that the problem-solving contexts do not exist in isolation when engaging with challenges presented by engaging in acquisition management processes.**

METHODOLOGY

- ❖ Training will be integrative and outcomes-based. The facilitator will apply the techniques such as lectures, group discussions, case studies and activities.
- ❖ ***Experiential learning approach will be applied.***

NOTE: Participants must bring basic calculators in order to complete some of the case studies

PURPOSE OF THE WORKSHOP:

Acquisition Management is the next phase in Supply Chain Management after Demand Management. A learner credited with this standard will understand the theoretical aspects of Acquisition Management and be able to perform all the activities related to it, within the legislative framework outlined in the standard.

A LEARNER WILL BE ABLE TO:

- ❖ Understand Acquisition Management in the public sector.
- ❖ Understand general aspects applicable to Acquisition Management.
- ❖ Implement Acquisition Management processes for bids/quotations.
- ❖ Evaluate and adjudicate bids or quotations.

WORKSHOP ACCREDITATION:

This is a workshop and thus not credit bearing.

CERTIFICATION:

Each learner will receive a **Certificate of Attendance**.

RATE: R7 390.00 per Person (Incl. VAT, Breakfast, lunch, refreshments & Manual & Certification).

VENUE: Centurion / Pretoria.

REFERENCE NUMBER: Please Use Your Invoice Number.

CLOSING DATE FOR REGISTRATION: last Working Day before Programme Commences.

CANCELLATION DATE: 7 Working Days Before Programme Commences.

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Provision of Training & Certification Costs!**