**UNIT TITLE: PRINCIPLES OF PROCUREMENT AND SUPPLY**

**UNIT CODE: CPSM 511**

**Relationship to Occupational Standards:**

**This unit covers the unit of competency:**

**CREDIT HOURS: 3 HRS**

**Duration of Unit: 30 hours**

**Unit Description**

This unit is intended to equip the learner with knowledge and skills and attitudes that will enable

him/her to perform effectively and efficiently in procurement and supply functions.

Summary of Learning Outcomes

By the end of the unit the learner should be able to:

1. Understand the meaning, principles and objectives of procurement and supply

2. Gain an understanding of the evolution procurement and supply

3. Gain an understanding of the categorization of procurement

4. Demonstrate an understanding of the five rights of procurement.

5. Identify and analyze procurement planning and the stakeholders in it.

6. Demonstrate an understanding of procurement management, stakeholder management, and

outsourcing.

Learning Outcomes, Content and Suggested Assessment Methods

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| Learning outcome | content | Suggested assessment methods |
| 1. To define andexplain themeaning and scopeof procurementand Supply | 1**. Introduction to Procurement****and Supply** Definition of terms used inProcurement and Supply The scope of Procurement andSupply Principles of Procuremento Accountabilityo Competitive Supplyo Consistencyo Effectivenesso Efficiencyo Fair Dealingo Integrationo Integrityo Informed decision Makingo Legalityo Responsivenesso Transparency |  Individual ClassAssignment Work-basedAssignment.- the scopeof procurement andSupply in anorganization. Continuous AssessmentTest Final Examination |
| 2. Demonstrateunderstanding ofthe evolution of procurement and supply | 2. **Evolution of Procurement and supply** The evolution of procurement and supply* Globalization of procurement and

Supply Role of information technology inprocurement and Supply Factors contributing to evolutionof procurement and Supply The future of procurement andSupply |  Individual ClassAssignment Work-based Assignment. -Discussion of evolutionof procurement andSupply Continuous AssessmentTest Final Examination |
| 3. To highlight theimportance ofprocurement andSupply function inan organization | 3**. Importance of procurement and Supply function** Role of Procurement and Supplyin an organization Cost Reduction and efficiency inprocurement and Supply Impact of procurement andSupply The importance of sustainabilityof supplies in an organization The need of Budget professionals Role of procurement professionalsin the supply chain Practiceo Discussions of the benefit ofprocurement and supplyfunction in an organization |  Individual ClassAssignment Work-basedAssignment Continuous AssessmentTest Final Examination |
| 4. Demonstrate anunderstanding ofthe rights ofprocurement. | **Objectives of Procurement** The rights of Procurement The concept of value for money Total cost of ownership Practiceo Discussion of the rights ofprocurement |  Individual ClassAssignment Work-basedAssignment Continuous AssessmentTest Final Examination |
| 5. To categorizedifferentprocurementrequirements | **Categorization of****Procurement** Categorization of Procurement The importance of categorizingprocurement Direct and indirect procurement Stock and non-stock procurement Capital and operationalexpenditure Segmentation of externalexpenditure. Practiceo Discussion of differentcategorization of procurement |  Individual ClassAssignment Work-basedAssignment Continuous AssessmentTest Final Examination |
| 6. Demonstrateunderstanding ofthe procurementprocess. | **Procurement Process** The need for structuredprocurement process Process of planning for theprocurement requirements –goods, services and works Purchase requisitioning Developing specifications andcontractual terms Process of supplier’s selection andcontract award Order placement, blanket orders,frameworks and call off orders Delivery of goods, services andworks Payment of suppliers Contract/suppliers management Disposal of surplus, excess orobsolete stock items. Practiceo Description of the procurementprocess. |  Individual ClassAssignment Work-basedAssignment Continuous AssessmentTest Final Examination |
| 7. To cope withemerging issuesand trends inProcurement andsupply | **Emerging Issues and trends in****procurement and supply** Emerging Issues and trends inprocurement and supply Challenges and opportunitiesposed by the emerging trends andissues in Procurement and Supply Coping with and adopting to theemerging issues and trends inprocurement and supply Practiceo Discussion of challenges andopportunities posed by theemerging issues and trends inProcurement and Supply. |  Individual ClassAssignment Work-basedAssignment Continuous AssessmentTest Final Examination |

Suggested Delivery Methods

 Question and Answer

 Demonstration

 Classroom Discussion

 Collaborating

 Lecture

 Debriefing

Recommended Resources

References

1. Baily, P., Farmer, D., Crocker, B., Jessop, D., Jones, D. (2015). Procurement, principles & management (11 th ed.). Harlow, England: Financial Times Press/Pearson Education Ltd.

2. Benton, W.C. (2010). Purchasing and supply chain management (2 nd ed.).New Delhi, India: Tata McGraw-Hill.

3. Crocker, B., Jessop, D., &amp; Morrison, A. (2012). Inbound logistics management: storage and supply of materials for the modern supply chain (7 th ed.). Upper Saddle River, New Jersey: Pearson Education Ltd.

4. Leenders, M., Johnson, P.F., Flynn, A., &amp; Feraon, H. (2015). Purchasing and supply management (15 th ed.). New Delhi, India: Tata McGraw-Hill.

5. Lysons, K. &amp; Farrington, B. (2016). Purchasing and Supply Chain Management (9 th ed.). Upper Saddle River, New Jersey: Pearson Higher Education.