**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 and  explain the  meaning and scope  of procurement  and Supply | 1**. Introduction to Procurement**  **and Supply**   Definition of terms used in  Procurement and Supply   The scope of Procurement and  Supply   Principles of Procurement  o Accountability  o Competitive Supply  o Consistency  o Effectiveness  o Efficiency  o Fair Dealing  o Integration  o Integrity  o Informed decision Making  o Legality  o Responsiveness  o Transparency |  Individual Class  Assignment   Work-based  Assignment.- the scope  of procurement and  Supply in an  organization.   Continuous Assessment  Test   Final Examination |
| 2. Demonstrate  understanding of  the 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 in  procurement and Supply   Factors contributing to evolution  of procurement and Supply   The future of procurement and  Supply |  Individual Class  Assignment   Work-based Assignment. -  Discussion of evolution  of procurement and  Supply   Continuous Assessment  Test   Final Examination |
| 3. To highlight the  importance of  procurement and  Supply function in  an organization | 3**. Importance of procurement and Supply function**   Role of Procurement and Supply  in an organization   Cost Reduction and efficiency in  procurement and Supply   Impact of procurement and  Supply   The importance of sustainability  of supplies in an organization   The need of Budget professionals   Role of procurement professionals  in the supply chain   Practice  o Discussions of the benefit of  procurement and supply  function in an organization |  Individual Class  Assignment   Work-based  Assignment   Continuous Assessment  Test   Final Examination |
| 4. Demonstrate an  understanding of  the rights of  procurement. | **Objectives of Procurement**   The rights of Procurement   The concept of value for money   Total cost of ownership   Practice  o Discussion of the rights of  procurement |  Individual Class  Assignment   Work-based  Assignment   Continuous Assessment  Test   Final Examination |
| 5. To categorize  different  procurement  requirements | **Categorization of**  **Procurement**   Categorization of Procurement   The importance of categorizing  procurement   Direct and indirect procurement   Stock and non-stock procurement   Capital and operational  expenditure   Segmentation of external  expenditure.   Practice  o Discussion of different  categorization of procurement |  Individual Class  Assignment   Work-based  Assignment   Continuous Assessment  Test   Final Examination |
| 6. Demonstrate  understanding of  the procurement  process. | **Procurement Process**   The need for structured  procurement process   Process of planning for the  procurement requirements –  goods, services and works   Purchase requisitioning   Developing specifications and  contractual terms   Process of supplier’s selection and  contract award   Order placement, blanket orders,  frameworks and call off orders   Delivery of goods, services and  works   Payment of suppliers   Contract/suppliers management   Disposal of surplus, excess or  obsolete stock items.   Practice  o Description of the procurement  process. |  Individual Class  Assignment   Work-based  Assignment   Continuous Assessment  Test   Final Examination |
| 7. To cope with  emerging issues  and trends in  Procurement and  supply | **Emerging Issues and trends in**  **procurement and supply**   Emerging Issues and trends in  procurement and supply   Challenges and opportunities  posed by the emerging trends and  issues in Procurement and Supply   Coping with and adopting to the  emerging issues and trends in  procurement and supply   Practice  o Discussion of challenges and  opportunities posed by the  emerging issues and trends in  Procurement and Supply. |  Individual Class  Assignment   Work-based  Assignment   Continuous Assessment  Test   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.