



### **Workshop on Procurement Planning and Bid Management**

May 26 – 30, 2025, 1<sup>st</sup> Run: Lagos & Abuja

November 17 – 21, 2025, 2<sup>nd</sup> Run: Lagos & Port Harcourt

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee:** N300, 000 per Participant

**For online:** Delivery via Zoom

**Online course fee:** N250, 000 per Participant

**Available for In-plant Training**

**700 USD for foreign  
Participants**

### **Program overview:**

Procurement planning is the process of deciding what to buy, when and from what source. During the procurement planning process the procurement method is assigned and the expectations for fulfillment of procurement requirements determined.

The Procurement Plan is the product of the procurement planning process. It can be developed for a particular requirement, a specific project, or for a number of requirements for one or many entities in the public or private sectors. This program will provide thorough explanation on how to approach the planning of procurement objectives and initiatives. It will delve into the different qualitative and quantitative forecasting techniques as they relate to inventory planning and demonstrate how different vendors will be integrated and applied to help sustain operations and projects.

### **For whom:**

This program is designed for purchasing and supply chain professionals at all levels of the organization who are involved in planning, sourcing, buying and bid selection activities, as well as personnel who are involved in the purchasing process.

### **Learning objectives:**

At the end of the course, participants will be able to:

- \* develop strategic procurement objectives and initiatives to support long term directions;
- \* arrange 'spend items' into categories that support planning of go-to-market strategies;
- \* apply demand forecasting techniques to improve planning of procurement activities;
- \* develop vendor integration strategies to ensure supply security; and
- \* evaluate vendor bids in a scientific manner to support selection decision making.

### **Course outline:**

#### **Day 1: Strategic procurement planning**

- Setting procurement mission and objectives
- Selection of improvement initiatives
- Structure-related initiatives,
- Systems-related initiatives
- Work streams-related initiatives,
- Culture-related initiatives

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

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- Performance measures and targets
- Communication of procurement plan
- Stakeholder engagement

#### Day 2: Spend category planning

- Spend category profiling
- Spend impact analysis, financial impact
- Vendor segmentation, Market risk analysis
- Value chain analysis, SWOT analysis
- Porter's five forces, Risk heat maps
- Vendor risk scores, Category report consolidation

#### Day 3: Forecasting and demand planning

- The soft side of forecasting
- Principles of demand planning
- Quantitative forecasting techniques
- Qualitative forecasting techniques

#### Day 4: Vendor integration

- Vendor pre-qualification process
- Vendor pre-qualification criteria
- Legal criteria, financial criteria
- Technical criteria, Staff criteria, HSE criteria
- Service Level Agreements (SLAs)
- Strategic partnering
- Supplier diversity programs

#### Day 5: Bid evaluation and selection

- Bid management process
- Bid evaluation criteria
- Scoring systems and protocols
- Selection and award
- Total Cost of Ownership (TCO) for complex purchases

#### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 - Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N300, 000**

In-plant Fee Negotiable

#### WORKSHOP FEE:

**N300, 000 per participant, VAT –N22, 500**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814  
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## Training Methodology

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods.

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