



Effective Procurement and Contract Management Workshop

January 6 - 10, 2025, 1st Run: Lagos & Abuja

July 7 - 11, 2025, 2nd 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 U\$D for foreign
Participants**

Program overview:

The aim of contract management is to ensure the delivery of a cost effective and reliable service at an agreed price and standard. It must be consistent with legal requirements and financial propriety. Effective monitoring of contracts ensures that compliance is built into the relationship between contractor and the awarding body (the client/customer) at all stages of the contractual relationship. This program is designed to help participants gain practical knowledge in contract management to ensure effective and efficient service delivery.

For whom:

Director of Finance, Director of Administration, Heads of Supplies, Director of Engineering, Supplies Officers, Contract Officers, Project Engineers, Stores Officers, Supply Chain Managers / Purchasing Managers, Accountants, Auditors, and Facilities Maintenance Officers in both public and private sectors of the economy.

Learning objectives:

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

- take advantage of opportunities arising in the marketplace with the rapid expansion of business process outsourcing;
- evaluate contract pricing mechanisms and associated risk; and
- recommend and support opportunities to improve procurement and contracting and the award to tenders in their organizations.

Course outline:

Day 1: Nature and Scope of Procurement and Contract Management: An Overview

- Positioning for strategic procurement
- Strategic sourcing methods

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

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

Website: www.hcaglobalconsult.com: Email: info@hcaglobalconsult.com, hcaglobalconsult@gmail.com

Tel: Office Lines: Mon – Fri | 8am-5pm | +234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

Day 2: Awarding Procurement / Contract: The Due Process

- Operating a successful selective tender list and seeking expressions of interest in the open market
- Ethical issues in procurement

Day 3: Decisions concerning the method of contracting

- length of contract, partnership arrangements, appropriate contract conditions
- Bidding and Evaluations
- Contract management and supplier relationship
- Maximizing benefits through successful association with suppliers

Day 4: Understanding the drivers to Business Process Outsourcing (BPO)

- Principles of effective contract negotiation
- Building into contracts safeguards and sanctions for non-performance
- Legal aspects of the contracts
- Managing supplier relationships

Day 5: An introduction to sustainable procurement and social responsibilities

- Value for money considerations (Service Level Agreement) Price, Quality, Availability, Functionality
- E-Sourcing and program management

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
24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664,
& 234-9112830607**

Training Methodology: Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.

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