



PROCUREMENT AND MATERIALS MANAGEMENT

Procurement of Professional and Consulting Services

3 day course

Classroom, online or in-house

Course overview

Buying expertise is harder than buying goods because the thing purchased does not exist yet, quality is judged by the person least able to assess it, and the cheapest bid is frequently the most expensive outcome. This course covers doing it well. Delegates work through defining a requirement in terms of the outcome rather than the days, evaluation methods that weigh quality properly against price, and assessing proposed teams including the substitution problem after award. Fee structures are covered: time based, fixed price, retainer and outcome linked, with the incentives each creates. Deliverable definition and acceptance follow. The course closes on managing a consulting engagement, on knowledge transfer and on avoiding permanent dependency.

What you will learn

- Define a services requirement by outcome rather than by days
- Design evaluation that weighs quality properly against price
- Assess proposed teams and prevent substitution after award
- Select a fee structure and understand the incentives it creates
- Define deliverables and acceptance criteria for intangible work
- Manage an engagement and hold it to the agreed scope
- Secure knowledge transfer and avoid permanent dependency

Who should attend

- Procurement staff buying professional services
- Budget holders commissioning consultants
- Public sector procurement practitioners
- Project managers engaging specialist support
- Consultants seeking to understand buyer requirements

Course outline

- 01 Buying something that does not exist yet
- 02 Defining the requirement by outcome
- 03 Evaluation weighting quality against price
- 04 Assessing teams and preventing substitution
- 05 Fee structures and their incentives
- 06 Deliverable definition and acceptance
- 07 Managing the engagement
- 08 Knowledge transfer and avoiding dependency

Upcoming dates

Dates	Venue	Format	Fee per delegate
21 to 23 September 2026	Online	Online	R6,500
5 to 7 October 2026	Durban, South Africa	Classroom	R14,950
13 to 15 January 2027	Harare, Zimbabwe	Classroom	USD 995
1 to 3 February 2027	Gaborone, Botswana	Classroom	R14,950



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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