



PROCUREMENT AND MATERIALS MANAGEMENT

Public Procurement Planning and Annual Procurement Plans

3 day course

Classroom, online or in-house

Course overview

Public bodies are required to plan their procurement for the year and then spend much of that year running emergency and single source awards, because the plan was assembled to satisfy a submission deadline rather than to be used. This course covers planning that holds. Delegates work through needs assessment across departments and consolidating requirements that were about to be bought separately, market analysis before a method is chosen, and packaging and lotting decisions that determine who can realistically bid. Method selection against thresholds follows. Scheduling backwards from the date the goods are actually needed is covered, since most emergencies are calendar failures. Budget alignment and cash flow are addressed. The course closes on monitoring the plan and reporting variance honestly.

What you will learn

- Assess needs across departments and consolidate duplicate requirements
- Analyse the market before selecting a procurement method
- Package and lot requirements so real suppliers can bid
- Select methods correctly against the applicable thresholds
- Schedule backwards from when goods and services are actually needed
- Align the plan with budget availability and cash flow
- Monitor delivery of the plan and report variance honestly

Who should attend

- Public sector procurement officers and managers
- Budget holders and departmental heads in government
- Supply chain management practitioners in state entities
- Internal auditors reviewing procurement planning
- Oversight and treasury staff

Course outline

- 01 A plan written for a deadline
- 02 Needs assessment across departments
- 03 Consolidating duplicate requirements
- 04 Market analysis before method choice
- 05 Packaging, lotting and who can bid
- 06 Method selection and thresholds
- 07 Scheduling backwards from need
- 08 Budget alignment, monitoring and variance

Upcoming dates



Dates	Venue	Format	Fee per delegate
30 November to 2 December 2026	Lagos, Nigeria	Classroom	USD 995
30 December 2026 to 1 January 2027	Pretoria, South Africa	Classroom	R14,950
22 to 24 February 2027	Online	Online	R6,500
10 to 12 March 2027	Windhoek, Namibia	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**.

AfriScience Group | +27 61 536 6531 | info@afriScience.co.za | Pretoria, Gauteng, South Africa