



PROCUREMENT AND MATERIALS MANAGEMENT

Specification Writing for Procurement

3 day course

Classroom, online or in-house

Course overview

A specification is the only place where an organisation says what it actually wants, and a poor one produces compliant bids for the wrong thing, disputes during delivery and a supplier who is technically right. This course covers writing good ones. Delegates work through the difference between a conformance specification and a performance specification and when each is appropriate, defining requirements without inadvertently naming a single supplier, and the standards and testing that make a requirement verifiable. Acceptance criteria and the evidence of compliance are covered. Over specification and its cost are addressed directly. Involving technical users without letting them design a solution follows. The course closes on reviewing a specification before it goes to market.

What you will learn

- Choose between conformance and performance specification
- Define requirements without inadvertently naming one supplier
- Reference standards and testing so requirements are verifiable
- Set acceptance criteria and the evidence of compliance
- Recognise and remove over specification and its cost
- Involve technical users without letting them design the solution
- Review a specification before it goes to market

Who should attend

- Buyers and procurement officers
- Technical and engineering staff writing requirements
- Contract and tender administrators
- Public sector procurement practitioners
- Quality staff verifying delivered goods

Course outline

- 01 Compliant bids for the wrong thing
- 02 Conformance against performance specification
- 03 Defining requirements neutrally
- 04 Standards, testing and verifiability
- 05 Acceptance criteria and evidence
- 06 Over specification and its cost
- 07 Working with technical users
- 08 Review before going to market

Upcoming dates

Dates	Venue	Format	Fee per delegate
28 to 30 September 2026	Mbabane, Eswatini	Classroom	R14,950
25 to 27 November 2026	Online	Online	R6,500
14 to 16 December 2026	Pretoria, South Africa	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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