

Procurement &
Contract
Management
Course Brochure

Procurement & Contract Management

Course Overview

The Procurement and Contract Management course provides participants with a systematic and interactive approach to procurement management primarily achieved through analysis of the Procurement Life Cycle (Pre-Award Phase, Award Phase, Post-Award Phase) from the perspective of both Buyers and Sellers. The Procurement and Contract Management course also looks into the principles, development and management of contracts, paying attention to various types of contracts and when best to use the various contract types during procurement activities within an organization.

Delivery Option

Weekday | Weekend

Course Location

Lagos

Duration

Weekday

3 days



Course Content

Outline

- ✓ Aspects of Procurement and Supply
- ✓ The roles of Procurement and Supply
- ✓ The 5 rights of Procurement and Supply
- ✓ The Sourcing Process
- ✓ Tender & Bid Management
- ✓ Contractual Agreement for Supply
- ✓ Foundations of Contract Performance
- ✓ Managing non-performance
- ✓ Assessing Contractual Risks
- ✓ Contract Management



Course Benefits

For Whom

- ✓ Procurement Executives
- ✓ Business owners
- ✓ Students
- ✓ Accountants
- ✓ Business developers

Benefits

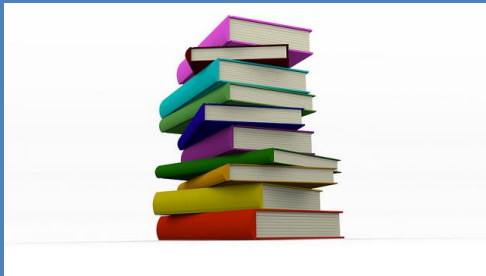
- ✓ Procurement and contract professionals are highly sought after in every organization.
- ✓ There is no prerequisite to this course
- ✓ Obtain certification and recognition
- ✓ Increase earning potentials, get a job in any industry or sector.
- ✓ Obtain International certification



Course Fit For

Industry/Sector Discipline

- | | |
|----------------------|------------------|
| ✓ Oil and Gas | ✓ Engineering |
| ✓ Aviation | ✓ Science |
| ✓ Construction | ✓ Social Science |
| ✓ Development | ✓ Business |
| Sector | Management |
| ✓ Public Sector | ✓ Information |
| ✓ Financial Services | Technology |
| ✓ Agriculture | ✓ Finance |



Course Pack

What you get

- Certificate
- Training books
- Tea & lunch
- Qualified Instructor

Support Materials

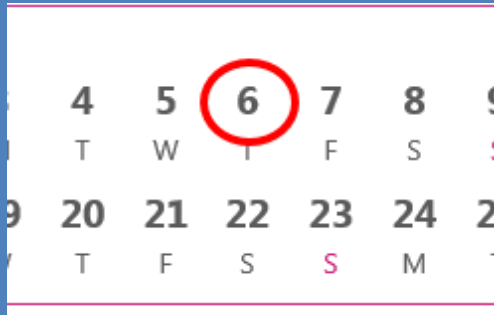
- Refreshment (Tea & Lunch)
- Placement support (*Optional*)



Course Approach

How We Deliver The Course

1. Facilitator will lead the sessions
2. Participant will work in groups to solve problems
3. Participants will complete various tasks
4. Examination will be conducted at the end of the training on the same day



Course Calendar

Locations	Dates for Upcoming Classes	
	Weekday	Weekend
Lagos	23rd Jul - 25th Jul	18th May - 26th May
Abuja	Contact Us	Contact Us
Port Harcourt	Contact Us	Contact Us

Options	Days & Time for Classes	
	Training Days	Training Time
Weekday	Mon - Wed	9 am - 5 pm
For training dates for subsequent months kindly contact our course coordinator.		



Course Fees

Locations	Fees	
	Registration	Tuition
Lagos	₦5,000	₦64,000
Abuja	₦5,000	₦64,000
PH	₦5,000	₦64,000



Payment Policy

Registration Policy

- ✓ Reg. closes 2 weeks before lectures
- ✓ Late reg. will attract N3000 additional admin fee
- ✓ Reg. fee should be paid to P&F Accounts
- ✓ Reg. fee is non-refundable
- ✓ After reg. payment complete reg. form on our website

Tuition Policy

- ✓ Tuition can be paid one off or in instalment
- ✓ Installment payment will be paid in 2 equal instalment
- ✓ To commence lectures full/half tuition must have been paid
- ✓ Tuition is non-refundable, but can be transferred to other courses
- ✓ Tuition for classes attended is non-refundable

Account Name: Piston & Fusion Ltd
Account Number: 2015242578
Bank: First Bank of Nigeria



Steps To Enroll

Steps

1. Pay the registration fee 2 weeks before training kick off
2. Send your payment details to fees@pistonandfusion.org
3. Visit www.pistonandfusion.org click on register now tab and complete Registration form.
4. Upon confirmation of your registration an electronic receipt will be sent to your mail.
5. Pay the tuition on or before lecture kick off

Account Name: Piston & Fusion Ltd

Account Number: 2015242578

Bank: First Bank



Contact Us

Location	Addresses
Lagos	122A Obadina street, Omole Phase 1, Ikeja Lagos
Abuja	Savvy Instant Offices, No 22 Kumasi Crescent Wuse 2, Abuja.
Port Harcourt	Randolph Hotel, 101, Old Aba Road, Rumuogba, Port- Harcourt
<p>Mobile: +234 (0) 8185744692, +234 (0) 8086615585</p>	
<p>Email Address: info@pistonandfusion.org Website Address: www.pistonandfusion.org</p>	