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| **PM-12-PS01:  Source and secure project suppliers** |

Topic elements to be covered include:

1. Sourcing of suppliers (AK0101)
2. Supplier negotiation (AK0102)
3. Import regulations and requirements (AK0103)
4. Customs and duties (AK0104)
5. Best purchasing practices (AK0105)
6. Ethics (AK0106)
7. Quotations and tendering practices (AK0107)

**Resources:**

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| **Knowledge** | **Information from Project Manager Curriculum** |
| National Curriculum Framework | 121905000-KM-10, Project Procurement Management  KM-10-KT02: Conduct procurement  KT0204 Procurement tools and techniques |

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| **PM-12-PS02:  Control project procurement processes** |

Topic elements to be covered include:

1. Contract change request/control system (AK0201)
2. Supplier performance report (AK0202)
3. Supplier payment system (AK0203)

**Resources:**

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| **Knowledge** | **Information from Project Manager Curriculum** |
| National Curriculum Framework | 121905000-KM-10, Project Procurement Management  KM-10-KT03: Control procurement  KT0304 Procurement control tools and techniques |

1. For the Thompson Towers Rehabilitation Project, you need to source suppliers for materials. Explain how you would do the following, and what the implications would be for each:
2. Sourcing of suppliers
3. Supplier negotiation
4. Import regulations and requirements
5. Customs and duties
6. Best purchasing practices
7. Ethics
8. Quotations and tendering practices

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2. Describe how you would control for the following procurement processes:

a. Contract change request/control system

b. Supplier performance report

c. Supplier payment system

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**Observation Checklist**

**Check that the following is accomplished:**

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| **Item** | | **Checked (Yes=5**  **No=0)** | **Comment: where did you find the evidence?** | |
| IAC0101 Supplier selection complies with purchasing requirements and project objectives | |  |  | |
| IAC0201 Procedures and documents allow for the control of the procurement process and the maintenance of contractual relationships | |  |  | |
| IAC0202 Procedures and documents allow for the assessment of the performance of suppliers, recognition of discrepancies and actions can be taken to rectify suppliers performance | |  |  | |
| **Name of member** |  | | | |
| **Signature** |  | | | |
| **Date** |  | | | |
| **Total** | | | | **/15** |

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| **Facilitator signature** |  | **Date** |  |