### Introduction to the Module

This course module is intended to equip the trained with knowledge, skills and attitudes that will enable him/her to effectively carry out purchasing and supply operations in an Organisation. The graduate of this module is expected to operate at supervisory level in an Organisation.

# Module Objectives

By the end of the module, the trainee should be able to:

- a) discuss the principles that governs public procurement and finance
- b) describe the role of purchasing and supply management operations
- c) apply cost accounting principles in supply chain management activities
- d) apply quantitative techniques in supply chain management
- e) understand the importance of office administration and management in supply chain management

# Entry Requirements

The minimum entry requirement is:

- a) pass in module 1 of supply chain management
- b) pass in craft supply chain management

## Module Units and Time Allocation

Code	Module Units	Hours
14.2.0	Public Procurement and Finance	
15.2.0	Purchasing Management	90
16.2.0	Supplies Management	80
17.2.0	Cost Accounting	90
1 <u>8</u> . 2.0 19. 2.0	Principles and Practice of Marketing	90
20.2.0	Quantitative Techniques	90
21.2.0	Office Administration and Management Business Plan	80
	Total	50
	2014)	660

#### 14.2.0 PUBLIC PROCUREMENT AND FINANCE

#### 14.2.1 Introduction

This module unit is intended to equip the trainee with the knowledge, skills and attitudes that will enable him/her to procure goods, material, works and services for the public sector, and appreciate how public finance is raised and managed.

### 14.2.2 General Objectives

By the end of this module unit, the trainee should be able to:

- a) describe the organisation structure of public procurement
- apply government legislation and policies relating to public procurement
- c) explain ways in which the government raises and spends funds

### 14.2.3 Module Unit Summary and Time Allocation

Code	Sub-Module Units	Content	Time (Hours)
14.2.01	Introduction to Public Procurement	<ul> <li>Definition of public procurement</li> <li>Scope of public procurement</li> <li>Purpose of public procurement</li> <li>Historical development of legal framework of public procurement in Kenya</li> <li>Organisation of public procurement</li> <li>Functional relationship between the public procurement and other units in an organisation</li> </ul>	4
14.2.02	Bodies Involved in the Regulation of Public Procurement	<ul> <li>Bodies involved in regulation of public procurement</li> <li>Functions of the bodies involved in public procurement</li> </ul>	4

Code	Sub-Module Units	Content	Time (Hours)
14 2 03	Public Procurement Functions	<ul> <li>Types of procurement entities</li> <li>Role and responsibilities of procuring entities</li> <li>Role of accounting officers in public procurement</li> <li>Responsibility of users in the public procurement process</li> <li>Responsibility of tender committee</li> </ul>	10
14 2 04	General Procurement Rules	<ul> <li>Meaning of procurement rules</li> <li>General procurement rules</li> <li>Importance of general procurement rules</li> </ul>	15
14.2 05	Procurement Methods	<ul> <li>Open-tendering methods</li> <li>Alternative procurement methods</li> </ul>	15
14 2 06	Application of ICT in Public Procurement	<ul> <li>Importance of ICT public procurement</li> <li>e-procurement process</li> <li>e-procurement tools</li> <li>Distinction between Procurement and e-procurement</li> <li>Security risks and legal issues in e-procurement</li> </ul>	10
14.2.07	Public Finance	<ul> <li>Meaning of public finance</li> <li>Sources of public finance</li> <li>Application of public finance</li> </ul>	15
14.2.08	Administration and Control of Public Expenditure	<ul> <li>Meaning of administration and control</li> <li>Control of public expenditure by parliament</li> <li>Exchequer system of control</li> </ul>	15

Code	Sub-Module Units	Content	Time (Hours)
		<ul> <li>Statutory offices that supervise implementation of public funds</li> <li>Budgeting as a tool in control of public finance</li> </ul>	r-
14.2.09	Emerging Trends and Issues in Public Procurement and Finance	<ul> <li>Emerging trends and issues         Public Procurement and             Finance     </li> <li>Challenges posed by             emerging trends and issues in             Public Procurement and             Finance</li> <li>Coping with emerging trends             and issues in Public             Procurement and Finance</li> </ul>	2
	Total		90

14.2.01	INTRODUCTION TO PUBLIC	
	PROCUREMENT	
	Theory	
14.2 01T	Specific Objectives  By the end of the submodule unit, the trainee	14.2.0171
	should be able to:	14.2.0111
	<ul> <li>a) define the term public procurement</li> </ul>	14.2.01T2
	<ul> <li>explain the scope of public procurement</li> </ul>	14.2.01T3
	<ul> <li>c) outline the purpose of public</li> </ul>	14.2.01T4
	procurement d) explain the	
	historical development of	14.2.01T5
	legal framework of public procurement in Kenya	14.2 01T6
	c) describe the Organisation of public procurement	easyl
	f) discuss the relationship	
	between the public procurement function and other	
	units an organisation.	14.2.01P
14 2.01C	Competence	
	The trainee should	
	have the ability to:	

i) design an

Organisation

structure of a

procurement unit

ii) relate the public procurement department function with other units in an organisation.

Content

Definition of public procurement Scope of public procurement Purpose of public procurement Historical development of legal framework of public procurement in Kenya Organisation of public procurement Relationship between public procurement functions and other

- Finance

units

- Marketing
- Technical
- Human resources
- Warehousing

#### Practice

Specific Objective
By the end of the submodule unit, the trainee
should be able to
illustrate the
Organisational structure
of a procurement
department

14 2 01P1	Content Illustration on the organisation structure for a public procurement department		<ul> <li>b) explain the functions of the various bodies involved in the regulation of public procurement.</li> </ul>
	Suggested Teaching/Learning Activities - Explanation - Note-taking - Observation - Case-study	14.2.02C	Competence The trainee should have the ability to relate the role of the various bodies in the regulation of public procurement
	Suggested Teaching/Learning Resources - Public procurement and disposal Act, 2005 - Text books - Chalk-board	14.2.02T1	Content Bodies involved in the regulation of public procurement - Public Procurement Oversight Authority (PPOA) - Public Procurement
	Suggested Evaluation Methods - Assignments - Oral tests - Examination	e Airloit, co	Oversight Advisory Board (PPOA-B)  - Public Procurement Administration Review Board (PPARB)  - Directorate of Public
14.2.02	BODIES INVOLVED IN THE REGULATION OF PUBLIC PROCUREMENT	14.2.02T2	Procurement Functions of bodies involved in the regulation of Public Procurement
	Theory		Practice
14.2.02T	Specific Objectives By the end of the submodule unit, the trainee should be able to: a) discuss the bodies involved in the regulation of public	14.2.02P	Specific Objective By the end of the sub- module unit, the trainee should be able to identify various bodies involved in the regulation of public
			proguramant

procurement.

procurement

	Content		c) explain the role of
14.2 02P1	Identification of bodies		accounting officer
	involved in the		in public
	regulation of		procurement
	public procurement		d) discuss the
			responsibility of
	Suggested		users in public
	Jeaching/Learning		procurement
	Activities		e) discuss the
	- Discussion		responsibilities of
	- Note-taking		the tender
	- Observation		committee in public
			procurement.
	Suggested		
	Teaching/Learning	14.2.03C	Competence
	Resources		The trainee should
	- Public procurement		have the ability to co-
	and disposal Act, 2005		ordinate public
	- Text books		procurement activities
	- Chalk-board		F
	Chair Good	co,	Contem
	Suggested Evaluation	14.2.03T1	Types of procuring
	Methods	77000	entities
	- Oral tests	14.2.03T2	Role and responsibilities
	- Assignments	)	of procuring entities
	- Sit-m CATs	14.2.03T3	Role of accounting
	Shell CATS	11.2.0212	officer
14.2.03	PUBLIC	14.2.03T4	Responsibility of users
14.2.00	PROCUREMENT	11.2.003	in public procurement
	FUNCTIONS	14.2.03T5	Responsibilities of the
	1 ONC 110N3	1-1-2	tender committee in
	Theory		public procurement
	1 medi j		p.com p. c.
14.2 03T	Specific Objectives		Practice
14.2 0.11	By the end of the sub-		
	module unit, the trainee	14.2.03P	Specific Objective
	should be able to:	14.2.051	By the end of the sub-
			module unit, the trainee
	a) explain different		should be able to come
	types of		17대 전쟁 제상(18. 17 HE HELE) NEW MET NEW NEW MET NEW MET NEW MET NEW MET NEW MET NEW NEW MET NEW MET NEW
	procurement entities		up with tender
	b) explain the role and		committee in their
	responsibilities of		institution/government
	procuring entities in		institutions
	public procurement		

14 2.03P2	Content Discussion of tender committee in their institution/government		<ul> <li>c) explain the importance of general procurement rules.</li> </ul>
	institutions  Suggested Teaching/Learning Activities - Explanation - Note-taking - Observation  Suggested Teaching/Learning	14.2.04C	Competence The trainee should have the ability to: i) interpret general procurement rules ii) apply general procurement rules iii) prepare tender documents.
	Resources - Public procurement and disposal Act, 2005 - Text books - Chalk-board - Suggested Evaluation Methods - Assignments - Oral tests	14.2.04T1 14.2.04T2 14.2.04T3	Content Meaning of general procurement rules General Procurement rules - PPDA, 2005 - PPDR, 2006 Importance of general procurement rules
14.2.04	GENERAL PROCUREMENT RULES Theory	14.2.04P	Practice  Specific Objective By the end of the submodule unit, the trainee should be able to come
14.2.04T	Specific Objectives By the end of the submodule unit; the trainee should be able to: a) explain the meaning		up with a list of the general public procurement rules applicable to specific procurement
	of procurement rules  b) describe the general procurement rules	14.2.04P1	Content General public procurement rules

	Suggested		( Toperations
	Teaching/Learning	14 2 05 1 1	Comeni
	Activities	14.2.0211	Open tendering method
	- Lecture		<ul> <li>Importance open tender method</li> </ul>
	- Discussion		
	- Explanation		- Procedure of open
	- Note-taking		tendering/Bidding
	1.occ-taking		Process
	Suggested		- Circumstances when
			open tendering method
	Teaching/Learning Resources		is used
			- Advantages and
	- Public Procurement		disadvantages open
	and Disposal Act.	AND AND ADDRESS OF	tender method
	2005	14.2.05T2	Alternative procurement
	- Public Procurement		Methods
	Disposal Regulations,		- The Public
	2006		Procurement
	<ul> <li>Text books</li> </ul>		Threshold Matrix
	- Chalk-board		- Restricted
			procurement
	Suggested Evaluation		- Direct procurement
	Methods		- Request for proposal
	- Assignments	(e).	- Request for quotations
	<ul> <li>Examinations</li> </ul>	127	- Low-value
		67	Procurement
14.2.05	PROCUREMENT		- Specially permitted
	METHODS		procurement
			procedure
	Theory		- Concession /public
			private partnership
14.2 05T	Specific Objectives		- Design composition .
	By the end of the sub-		C
	module unit, the trainee		Practice
	should be able to:		
	<ul> <li>a) discuss the open</li> </ul>	14.2.05P	Specific Objective
	tendering method		By the end of the sub-
	<ul> <li>b) discuss alternative</li> </ul>		module unit, the trainee
	procurement		should be able to
	methods		classify procurement
			methods
14.2.05C	Competence		CONT. TO SECULO MANAGE
	The trainee should		Content
	have the ability to use	14.2.05P1	Procurement methods
	appropriate methods of	1 1.2.001	rocarement methods
	procurement		
	p. seed small		

	C		
	Suggested		dy applein the commit
	Teaching/Learning		d) explain the security
	Activities - Lecture		risks and legal issues in the
	- Discussion		application of e-
	- Explanation		procurement and
	- Note-taking		how to mitigate
	- Observation		them.
	- Case-study	1100/0	C
		14.2.06C	Competence
	Suggested		The trainee should
	Teaching/Learning		have the ability to:
	Resources		<ol> <li>i) make enquiries</li> </ol>
	- Text books		through the
	- Chalk-board		internet
			ii) evaluate
	Suggested Evaluation		quotations through
	Methods		the internet
	- Written Tests		iii) undertake
	- Assignments		negotiations
	0	-01	through the
14.2.06	APPLICATION OF	X.	internet
3 7.2.00	ICT IN PUBLIC	O,	iv) procure through
	PROCUREMENT	3	the internet
			v) use e-procurement
14.2.06T	Specific Objectives		tools
,	By the end of the sub-		
	module unit, the trainee		Content
	should be able to:	14.2.06T1	Importance of
	a) explain the	2 115 TO	ICT in public
	importance of		procurement
	information	14.2.06T2	e-procurement process
	communication	14.2.06T3	Distinction between
	technology in public	11.2.0015	traditional procurement
	procurement		and e-procurement
	b) describe e-	14.2.06T4	Security and legal issues
	procurement	14.2.0014	in e-procurement
			in e-procurement
	process		
	c) distinguish between		
	traditional		
	procurement and e-		
	procurement		

	Practice		b) explain the sources
14.2.06P	Specific Objective		of public finance
1.1.4.33331	By the end of the sub-		c) explain the
	module unit, the trainee		application of public
	should be able to		finance
	discuss the process of e-	14.4.07C	Competence
	procurement methods	14.4.076	Competence The trainee should have
	procedement memous		
	Content		the ability to relate the
14.2.06P1	Group discussion on		sources and application
17.2.001			of public funds in
	e-procurement process		Kenya
	Suggested		Content
	Teaching/Learning	14.2.07T1	Meaning of Public
	Activities		Finance
	- Explanation	14.2.07T2	Sources of public
	- Note-taking		finance
	- Observation		- Taxes
			- Grants
	Suggested		- Loans
	Teaching/Learning		- Appropriation-in-Aids
	Resources	at.	- Rent
	- Computer/internet	"10	- Fees
	- LCD		- Fines and forfeitures
	- Flipcharts	14.2 07T3	Application of Public
	- whiteboard		Finance
	- Markers' pen		
			Practice
	Suggested Evaluation		
	Methods	14.2.07P	Specific Objective
	- Practical assignments		By the end of the sub-
	- Written tests		module unit, the trainee
			should be able to list
14.2.07	PUBLIC FINANCE		sources of public
			finance in Kenya
	Theory		
			Content
14.2.071	Specific Objectives	14.2.07P1	Sources of public
	By the end of the sub-		finance
	module unit, the trainee		
	should be able to:		
	<ul> <li>a) explain the meaning</li> </ul>		
	of public finance		

	Suggested Teaching/Learning Activities - Explanation - Note-taking - Observation  Suggested		offices which supervise implementation of public funds e) discuss budgeting as a tool in control of public funds.
	Teaching/Learning Resources - Public procurement and disposal Act, 2005 - Text books - Chalk-board  Suggested Evaluation	14.2.08C	Competence The trainee should have the ability to interpret financial regulations in relation to public procurement
	Methods - Assignments - Examination	14.2.08T1	Content Meaning of terms - Administration - Control
14.2.98	ADMINISTRATION AND CONTROL OF PUBLIC EXPENDITURE	14.2.08T2 14.2.08T3	Control Control of public expenditure by parliament The exchequer system of control
	Theory	14.2.08 <b>T</b> 4	Statutory offices that supervise use of public funds
14.2 08T	Specific Objectives By the end of the sub- module unit, the trainee should be able to:		<ul> <li>Efficiency and Monitoring unit</li> <li>Controller and Auditor General</li> </ul>
	<ul> <li>a) explain the meaning of administration and control of public expenditure</li> <li>b) explain control of public expenditure</li> </ul>	14.2.08T5	Budgeting as a tool in the control of public funds - Estimates - Votes
	by parliament c) explain the exchequer system of control		

d) describe statutory

14.2.09

Practice

147.08P

Specific Objective
By the end of the submodule unit, the trainee
should be able to
identify statutory offices
that supervise

implementation of public funds

14.2 09T

142 08P1

Statutory offices that supervise use of public funds

Suggested
Teaching/Learning
Activities

- Lecture
- Discussion
- Explanation
- Note-taking

Suggested
Teaching/Learning
Resources

- Public procurement and disposal Act, 2005
- Text books
- Chalk-board

14.2.09C

Suggested Evaluation Methods

- Quizzes
- Assignments
- Examination

EMERGING TRENDS AND ISSUES IN PUBLIC PROCUREMENT AND FINANCE

Theory

Specific Objectives
By the end of the submodule unit, the trainee
should be able to:

- a) identify emerging trend and issues in public procurement and finance
- b) discuss challenges posed by the emerging trends and issues
- c) discuss the approaches of managing challenges posed by the emerging trends and issues

Competence

The trainee should have the ability to cope with emerging trends and issues in public procurement and finance.

14.2.09丁1

Content
Emerging trends and issues in public procurement and finance

.14.2.09T2	Challenges posed by	
	emerging trends and	Suggested
	issues	Teaching/Learning
14.2.09Т3	Management of	Activities
	challenges posed by	- Lecture
	emerging trends and	- Case studies
	issues	- Class presentations
		- Demonstrations
	Practice	
		Suggested
14.2.09P	Specific Objective	Teaching/Learning
	By the end of the sub-	Resources
	module unit, the trainee	- Text books
	should be able to	- Chalk-board
	identify emerging issues	- Training manual
	and trends in public	- Flip charts
	procurement and	- Felt pens
	finance.	,
		Suggested Evaluation
	Content	Methods
14.2.09P1	Emerging issues and	- Assignments
	trends in public	- Examination
	procurement and	- Term papers
	procurement and	i cini papers

procurement and finance