PROCUREMENT AND SUPPLY CHAIN MANAGEMENT CONFERENCE

“ENHANCING ETHICS AND PERFORMANCE IN PUBLIC AND PRIVATE PROCUREMENT” AND TENDER BOARDS”
In the history of management, the procurement function has never developed more rapidly than the last decade. As the function developed, concepts and approaches such as supply management, strategic sourcing and supply chain management were developed.

In today's complex global business world, organizations whether in public or private sector, their overall success boils down to the efficiency and effectiveness of its supply chain. Competitive strength relies both on an organization's products and the processes that provide products to customers. Effective supply chain management enhances productivity and performance with the strategic combination of people, systems and technology to successfully compete in the global marketplace.

Public procurement officials are confronted with these new developments when doing business with the private sector. Hence there is pressure on public institutions to embrace the new approaches to efficiently manage their finances and tendering procedures in particular their procurement functions.

This programme aims to present the new approaches to the management in the procurement functions - within the public procurement and private sector environment.

We invite you to attend the National Supply Chain and Procurement Conference where local and international speakers will unravel the issues facing modern supply chains and how we can improve our performances and how strong and integrated our supply chains can contribute to the realization of our national vision 2030.

**KEY BENEFITS FOR ATTENDING THE CONFERENCE**

- High profile local, international and African speakers will offer you an exciting array of presentations that will include interactive panel and round table discussions.
- Meet with key decision makers and consolidate relationships.
- The event provides outstanding profile building and networking.
- Opportunity to master the necessary tools to effectively manage global supply chain activities, including suppliers, plans, distributors, and customers around the globe.
- Increase your professional value and secure your future.
- Understand all concepts of Central and Local Governments Tendering Processes and Procedures.
- Discover why your current governance skills might lead you into troubles with Anti Corruption Commission (ACC) and how you can avoid such unfortunate situations.
- Discover important factors needed for your organization to minimize logistics and inventory costs and increase productivity and overall performance.
- Understand importance of Ethical Leadership and Corporate Governance in Purchasing and Supply or Procurement Sector.
- Appreciate prudent methods of preparing Bidding Documents and Bids for Services, Goods and Works.
- Participants shall understand the dos and don'ts in Purchasing and Supply Management.
- Participants shall learn from other professionals how challenges are tackled in contract awards and management.
The National Conference on Procurement and Supply Chain is expected to be opened by Honourable Rapama Kamehozu - Governor for Otjozondjupa Region of Namibia. The conference lined-up speakers include the following:

1) **Mr. Sandile Ngcobo**: MCIPS, MBA, Deputy Head: Supply Chain Operations at eThekwini Municipality, Durban, South Africa, President and Chair of Convocation at UKZN, Chair of Finance Committee at UKZN;

2) **Ms. Helena Kapenda**, Deputy Director of Namibia, Ministry of Finance, Government of the Republic of Namibia

3) **Mr. Andrew Wolff**: BA in Business Science (Finance), MBA, Supply Chain Director at South African Breweries, former Group Senior Vice President: Commercial and Supply Chain at AngloGold Ashanti, held a number of positions within the SABMiller Group over a period 25 years, was redeployed to the Latin American Hub as Vice President Supply Chain and a member of the Latin American Executive Committee to centralise and integrate the Supply Chain, Procurement and Capital Optimization functions of 6 countries in an effort to leverage scale and capture key benefits

4) **Ms. Annascy Mwanyangapo**: The Director, Directorate of International Trade; Ministry of Trade and Industry, Government of the Republic of Namibia

5) **Mr. Andrew Hillman**: is Managing Director of Bespoke Sourcing Solutions, a procurement and supply chain management advisory and knowledge development provider, and the Publishing Editor of Bespoke’s Procurement Bulletin. He has significant experience in Change Management, Contract Management, Project Management, Procurement Management, Supply Chain Management, Opportunity Analysis, Strategic Sourcing, Commodity Management, Supplier Development, Supplier Relationship Management, Tender Management, Project Management, Operations Management, Facilities Management, Contract Management, Business Travel Management, Strategy & Policy Development and Coaching & Training. He is also a Director of an international study centre for the Chartered Institute of Purchasing & Supply in South Africa.

6) **Mr. Paulus Kalomho Noa**: The Director, Anti-Corruption Commission, Government of the Republic of Namibia

7) **Mr. Kevin Andrezejewski**, B.A. in Supply Chain Management, MBA Global Supply Chain Manager at Integrated Development environment (IDE), International Supply Chain Management (including product sourcing, logistics, procurement, and inventory management) Expert.
WHO SHOULD ATTEND?

This Procurement and Supply Chain Management Conference is intended for all Tender Boards Members from the Central Government Agencies, Regional, Municipal, Town, District and Village Councils, Procurement and Supply Chain Practitioners, Procurement Directors, Managers, Officers, Inventory Managers, Officers, Administrators responsible for sourcing, Consultants, International Purchasing or Sourcing Agents, Logistics organizations, Transport companies, and all other professionals involved in a wide range of Sourcing, Procurement and Supply Chain activities. The list of target participants includes the following:

- Purchasing and Supply Directors, Managers, Officers, Assistants or Clerks
- Heads of Purchasing and Supply Units (PSU) and their Deputies,
- Secretaries and Administrators responsible for Purchasing and Supply, Supply Chain, Inventory/Stock Management
- Tender Board Committee Members
- Heads of Departments in Public and Private Sectors,
- Stock/Material Controllers
- Stores and Warehouse Directors, Managers, Supervisors, Officers, Administrators, etc
- Mechanizing Directors, Managers, Supervisors, Officers, Administrators, Assistants
- Transport and Flight Directors, Managers, Supervisors, Officers, Administrators, Assistants
- Customs and Exercise Officers
- Chief Buyers, Buyers, Assistant Buyers
- Freight Forwarding Agents
- Auditors, Accountants, Engineers
- Procurement Officers, Supply Chain Officers, Contracts Officers, Finance Officers
- Logistics Officers, Cost Management Officers
- Process Re-Engineering Officers
- Purchasing and Supply Agents and Outsourcing Officers
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<td>08:00</td>
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| 09:00 | Conference Opening Session  
  National and AU Anthems  
  Director of Ceremonies for opening day proceedings  
  Welcoming remarks: by the Conference Director, Mr. Frederick Chizu Simpungwe |
| 09:30 | Keynote Address: Honourable Rapama Kamehuzu - Governor for Otjozondjupa Region of Namibia  
  Networking and Refreshments for Delegates and Speakers |
| 10:00 | SESSION 1: GLOBAL SUPPLY CHAIN TRENDS & EMERGING MARKETS:- MANAGING THE CHANGING FACE OF PROCUREMENT RISKS IN EMERGING MARKETS  
  SPEAKER: Mr. Andrew Wolff: BA in Business Science (Finance), MBA, Supply Chain Director at South African Breweries, former Group Senior Vice President: Commercial and Supply Chain at AngloGold Ashanti, held a number of positions within the SABMiller Group over a period 25 years, was redeployed to the Latin American Hub as Vice President Supply Chain and a member of the Latin American Executive Committee to centralise and integrate the Supply Chain, Procurement and Capital Optimization functions of 6 countries in an effort to leverage scale and capture key benefits. |
| 11:00 | SESSION 2: PERFORMANCE MANAGEMENT IN PURCHASING AND SUPPLY  
  SPEAKER: Mr. Andrew Hillman: Managing Director of Bespoke Sourcing Solutions, a procurement and supply chain management advisory and knowledge development provider, and the Publishing Editor of Bespoke’s Procurement Bulletin and Director of an international study centre for the Chartered Institute of Purchasing & Supply in South Africa  
  Selection and performance evaluation of suppliers  
  Managing Relationships in the Supply Chain  
  Demand management  
  Supplier involvement in innovation  
  Performance Review: Supply Chain evaluation & performance measurement  
  Quality determination and control in purchasing and supply  
  Price determination and cost analysis  
  Risk management in purchasing and supply  
  Disposal management |
| 12:00 | Panel Discussion |
| 13:00 | Networking and Luncheon for Speakers and Delegates |
### SESSION 3: TENDERING PROCEDURES (TENDER BOARD OF NAMIBIA ACT, 1996)

**SPEAKER:** The Deputy Director of Namibia, Ministry of Finance, Republic of Namibia  
Ms. Helena Kapenda

- Tender Board – Legal Framework
- Composition of the Tender Board
- Disclosure of interest
- Meetings Tender Board
- Decisions of the Board
- The procurement process – step by step.
- Planning of procurement
- Types or categories of tenders
- Exceptions to The Tendering Process
- Choice of tender procedure
- Terms of Reference or technical specification
- Submission and receipt of tenders
- Opening of tenders.
- Disqualification of tenders
- Evaluation of tenders.
- Notification and award of contract
- How to determine the ‘best and cheapest’ bid.
- Price preference
- Professional and ethical issues in procurement
- Dispute Resolution And Challenges
- Blacklisting of errant suppliers and service providers
- Namibianisation’ or indigenization:- Implementation of Affirmative Action in Namibia (Employment Act 29 of 1998) in tendering procedures

### SESSION 4: A BALANCED APPROACH TO SUSTAINABLE PURCHASING

**SPEAKER:** Mr. Andrew Wolff: BA in Business Science (Finance), MBA, Supply Chain Director at South African Breweries, former Group Senior Vice President: Commercial and Supply Chain at AngloGold Ashanti, held a number of positions within the SABMiller Group over a period 25 years, was redeployed to the Latin American Hub as Vice President Supply Chain and a member of the Latin American Executive Committee to centralise and integrate the Supply Chain, Procurement and Capital Optimization functions of 6 countries in an effort to leverage scale and capture key benefits.

- Discovering the Blind Spots in Your Value Stream (and eliminating them!)
- Reducing Global Logistics Costs: Definition, Scope, Opportunities and Implementation
- Transforming a Crisis into Supply Chain Opportunities
- Preparation of convincing Bidding documents and Bids for Goods, Works, and Services
- Evaluation of Bids for Goods, Works, and Consultancy Services
- Discovering the Blind Spots in Your Value Stream (and eliminating them!)
- Reducing Global Logistics Costs: Definition, Scope, Opportunities and Implementation
- Transforming a Crisis into Supply Chain Opportunities
- Preparation of convincing Bidding documents and Bids for Goods, Works, and Services

### CLOSE OF CONFERENCE DAY ONE
### SESSION 5: PUBLIC FINANCIAL MANAGEMENT: A PROCUREMENT AND SUPPLY PERSPECTIVE

**SPEAKER:** Mr. Andrew Hillman: Managing Director of Bespoke Sourcing Solutions, a procurement and supply chain management advisory and knowledge development provider, and the Publishing Editor of Bespoke’s Procurement Bulletin and Director of an international study centre for the Chartered Institute of Purchasing & Supply in South Africa.

- The roles of the legislative, executive and judicial branches of government
- Public financial management (including budgeting, cash flow, risk management, working capital)
- Goals of public procurement
- Legal framework of public procurement and supply in Namibia
- State Finance Act 1991
- Broad-Based Black Economic Empowerment Framework

### SESSION 6: STORAGE (STORES) AND INVENTORY MANAGEMENT

**SPEAKER:** Mr. Sandile Ngcobo, MCIPS, MBA, Deputy Head: Supply Chain Operations at eThekwini Municipality, Durban, South Africa, President and Chair of Convocation at UKZN, Chair of Finance Committee at UKZN.

- Inventory, stores and activities management
- Types of inventory, inventory management techniques and systems
- Physical stock management, maintaining inventory accuracy
- Codification and identification of stock
- Receiving and inspection of stock
- Stores location, design and storage and materials handling
- Information systems for inventories and stores
- Local Government Framework, Legislation & Policy, Ethics and Probity
- Key players, key concepts in inventory and stores management
- Costs of inventory
- Distribution resource planning, Just in Time systems
- Independent/dependent demand, order quantities, re-order point, safety stock
- Inventory or stock valuation, Stocktaking Stock control methods, classification and coding and stock transaction recording
- Receipts, outbound inventory, receipts, picking, packing, loading and shipping
- Inventory, stores and activities management
- Types of inventory, inventory management techniques and systems

### Networking and Refreshments

- **07:30** Networking and Refreshments for Delegates and Speakers
- **08:00** Session 5
- **09:00** Panel Discussion Session
- **09:45** Networking and Refreshments for Delegates and Speakers
- **10:00** Session 6
- **13:00** Networking and Luncheon for Speakers and Delegates
### SESSION 7: “LOW COST COUNTRY SOURCING-BUSINESS & SUPPLY CHAIN CHALLENGES IN SOURCING FROM (EMERGING MARKET) ASIA”

**SPEAKER:** The Director, Directorate of International Trade; Ministry of Trade and Industry: Ms. Annascy Mwanyangapo

a) Supply chain challenges that are encountered when sourcing from (an emerging market) Asia including:

- using an unknown and untested supplier base
- finding significant variations in material availability and quality
- encountering language barriers and cultural differences,
- facing trade restrictions

b) Supply chain keys to success and benefits of sourcing from (an emerging market) Asia

### Networking and Refreshments for Delegates and Speakers

### SESSION 8: LOCAL GOVERNMENT (REGIONAL, TOWN & VILLAGE COUNCILS) PROCUREMENT

**SPEAKER:** Mr. Sandile Ngcobo, MCIPS, MBA, Deputy Head: Supply Chain Operations at eThekwini Municipality, Durban, South Africa, President and Chair of Convocation at UKZN, Chair of Finance Committee at UKZN

(a) **Contract management**

- Local Government Act 1993, Probity and Ethics, ICAC
- Introduction to contracts and Contract Law
- The contract management plan and contract risk management
- Monitor and maintain the performance of a contract

(b) **Specifications Writing**

- What is a specification?
- What is not included in a specification?
- Scoping the requirement
- Feedback from NSW government suppliers on tender specifications

(c) **Understanding of the council’s tendering requirements under the Local Government Act**

- Local Government Framework
- Legislation and policy
- Ethics and probity (detailed examples of tendering specific issues)
- Key players
- When to tender
- Specifications and tender documentation
- Conditions of tender
- Conditions of contract
- Advertising and issuing tenders
- Tender receipt and opening procedures
- Tender evaluation
- Notifying tenderers
- Contract formation
- Documentation and record keeping.

### Panel Discussion Session

### CLOSE OF CONFERENCE DAY TWO
18:00 GALA DINNER AND NETWORKING FOR DELEGATES AND SPEAKERS

SESSION 9: EFFECTIVE STRATEGIES: BUILDING PURCHASING VALUE FOR YOUR ORGANIZATION

CHAIRPERSON: Mr. Sandile Ngcobo, MCIPS, MBA, Deputy Head: Supply Chain Operations at eThekwini Municipality, Durban, South Africa, President and Chair of Convocation at UKZN, Chair of Finance Committee at UKZN

- Castigating purchasing and supply management strategies and targets for meeting your organizational goals and objectives
- How to build a strategic purchasing and supply management plan that adds value to your organization
- Establishing and measuring supplier performance: Reactive versus proactive purchasing management; Establishing supplier performance objectives and measurement criteria; Tools and techniques to monitor supplier quality and performance; How measuring quality of services differs from measuring hard goods
- Measuring total cost reduction results with specific ideas for alliances and process improvements
- Shaping your purchasing and supply organization for leadership
- Managing change and selling your plans throughout your organization

20:00 Dinner Meals served
DAY 3: FRIDAY, 31 AUGUST 2012

07:30 Networking and Refreshments for Delegates and Speakers

08:00 SECTION 10: CORRUPTION CONTROL IN NAMIBIAN PUBLIC PROCUREMENT: “HOW TO FIT THE ANTI-CORRUPTION ACT 2003 PROVISIONS INTO YOUR ORGANIZATIONAL PROCUREMENT POLICIES”

SPEAKER: Anti-Corruption Commission of Namibia: Mr. Paulus Kalomho Noa

(a) Detection and Prevention of red flags in Public Sector Procurement
(b) Bribery and Corruption risks in public procurement and challenges for reform
   ▪ Challenges and risk areas for corruption in public procurement
   ▪ Fighting bribery in public procurement: The work of the ACC
   ▪ Progress and challenges in procurement reform in Namibia
(c) Preventing bribery and corruption through criminal law: international and national examples of bribery offences
   ▪ Deterring companies from bribing to win government contracts:
   ▪ Corporate criminal responsibility in Namibia
   ▪ Bribery patterns in Namibia: An analysis of cases
(d) Role and responsibility of suppliers in preventing bribery and corruption in public procurement
   ▪ The role of suppliers in preventing bribery in procurement in Namibia
   ▪ Corruption risk management by companies and the role of civil society

09:15 Networking and Refreshments for Delegates and Speakers

09:30 SECTION 11: INTEGRITY IN PUBLIC PROCUREMENT: GOOD PRACTICE FROM A TO Z

SPEAKER: Mr. Kevin Andrezejewski, B.A. in Supply Chain Management, MBA Global Supply Chain Manager at Integrated Development environment (IDE), International Supply Chain Management (including product sourcing, logistics, procurement, and inventory management) Expert.

(a) Risks to integrity at each stage of the public procurement process
   ▪ Pre-bidding: Starting from needs assessment, Bidding and Post bidding: Taking in contract management and payment
(b) Enhancing professionalism to prevent risks to integrity in public procurement
   ▪ Using public funds according to the purposes intended
   ▪ A changing environment: Enabling procurement officials to adapt
   ▪ Preventing conflict of interest and corruption
(c) Ensuring accountability and control in public procurement
   ▪ Accurate records: A pre-condition for accountability and control
   ▪ Internal control: A management instrument for improvement
   ▪ External audit: An independent review, Taking a risk-based approach
   ▪ Challenging procurement decisions: Complaint and recourse mechanisms
   ▪ Ensuring public scrutiny

10:30 Panel Discussion Session
10:45 Group Discussions and Drafting Conference Report
13:00 Networking and Luncheon for Speakers and Delegates
14:00 CONFERENCE CLOSURE

Conferring of Certificates of Attendance

16:20 Conference Closing Speech by Her Worship Hilda Makano Jesaja, The Mayor of Otjiwarongo, Otjozondjupa Region of the Republic of Namibia

17:00 AU and National Anthems
CONFERENCE INFORMATION
Long Lasting Learning and Sharing Opportunities!

CONFERENCE HOSTING INSTITUTION
The Centre for Training and Projects Development (Pty) Ltd- CTPD
www.ctpd-namibia.com

CONFERENCE VENUE
Out of Africa, Otjiwarongo, Namibia

CONFERENCE ORGANIZING COMMITTEE
Frederick C. Simpungwe: Committee Chairperson and Conference Director
Ms.Vekamburira Tjiuorokisa: Meals & Refreshments
Wilika Kapanda: Participants and Speakers’ Welfare Specialist
Mr. Kabatana Moonga – Finance and Accounts
Ms. B. Kwala: Participants’ Welfare Specialist
Tomas Amakali: Accommodation
Fiina Iitembu: VIP Specialist and Conference Administrator
Manfred Siyemo: Financial Specialist Assistant
Theopolina kayofa: Conference Secretary
Misheck Chizu: Technical Specialist
Simataa Twabushalila: Logistics

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CONFERENCE VENUE & GALA DINNER
Out of Africa, Otjiwarongo, Namibia
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