



ASSOCIATION OF PROCUREMENT PROFESSIONALS RWANDA

Kigali City Center, Plot No.2, KN 3 Av
11th Floor, Grand Pension Plaza
P.O. Box: 4276 Kigali-Rwanda
Phone:0783516411
E-mail: secretariat@appr.rw
Website: www.appr.rw
TIN: 108722467

Kigali, August 21, 2024

Ref No: 137/CPD/08/2024

Mine Manager
Rutongo Mines Limited
Kigali, Rwanda.

Dear Sir/Madam,

RE: INVITATION TO THE TRAINING ON PROCUREMENT TACTICS DIGEST TO BE HELD AT LEMIGO HOTEL (SEPTEMBER 18-19, 2024)

The Association Procurement Professionals (APP) was established in Rwanda through an Act of Parliament (Law No.011/2016 of 02/05/2016) with a broad mandate to grow and regulate the Procurement Profession. In pursuit of executing its Mandate, APP is delighted to inform you and invite your Staff to attend the *“Training on Procurement Tactics Digest”* that will take place *September 18-19, 2024 at Lemigo Hotel, Kigali.*

This Training is organized in line with APP Specific Mission of facilitating transfer of procurement knowledge to Procurement Professionals and to other Stakeholders. It has been designed therefore to respond to the needs of **Private Sector Procurement Practitioners from Commercial Companies and Non-Governmental Organizations.** The Association is eager to promote Best Procurement Practices among Private Sector Procurement Professionals ensuring they are equipped with Technical Know-How of Conducting Effective Procurement in Private Organizations. The Training will cover components of Procurement Tactics Digest including but not limited to:

1. **Strategic Procurement and Sustainable Procurement**
2. **Negotiation Techniques and Supplier Relationship Management**
3. **Contract Management**

Your Investment: Frw 300,000 for a Member and Frw 350,000 for a Non - Member (VAT Inclusive).

All payments are done at **Association of Procurement Professionals Bank of Kigali A/C No: 00049-07736270-27 Frw.** ***Training Fee covers Lunch, Tea breaks, Certificate and Materials only. Send us payment proof through solange.uwimana@appr.rw for Your EBM Receipt Provision.***

Twelve (12) CPD Hours will be awarded to Participants. For more details about the Program or booking for your Team’s attendance contact: Mr. Emile Kalinda, Assistant Member Services Officer via emile.kalinda@appr.rw or 0786199791. Participation Confirmations will be received by or before **Wednesday, September 11, 2024.** Attached is the Training Content for your reference and we look forward to your participation.

Yours Faithfully,



Fred BAZATSINDA
Chairperson

OUR PARTNERS
RPPA and MINECOFIN



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ASSOCIATION OF PROCUREMENT PROFESSIONALS
TRAINING ON PROCUREMENT TACTICS DIGEST
TO BE HOSTED ON SEPTEMBER 18-19, 2024 AT LEMIGO HOTEL

Overview

Would you like to learn more about Strategic Procurement? Are you looking to put together knowledge and skills related to Negotiation Techniques, Supplier Relationship Management and Contract Management? Do you master Sustainable Procurement Concepts?

The Association of Procurement Professionals of Rwanda established by the Law N° 011/2016 of 02/05/2016 mandated to facilitate transfer of procurement knowledge to Procurement Professionals and to other Stakeholders among other duties has organized this Training therefore to respond to the Training Needs of Private Sector Procurement Practitioners both from Commercial Companies and Non-Governmental Organizations.

The Association is eager to promote Best Procurement Practices among Private Sector Procurement Professionals ensuring they are equipped with Technical Know-How of Conducting Effective Procurement in their respective organizations.

Why Should You Attend?

APP decided to conduct a two days Event as part of the implementation of its 2024 Continuous Professional Development (CPD) Calendar to ensure its Members and Private Sector Procurement Professionals are up-to-date with pertinent skills required to executing their day-to-day duties. A Procurement Tactics Digest should be a Comprehensive Resource that offers Valuable Insights, Strategies, and Best Practices for Procurement Professionals. The following areas that will be covered in a form of Highly Interactive Sessions with Experts in the Profession:

- 1. Strategic Procurement:** Procurement Basics and Principles, Supplier Identification and Selection, Category Management and Supplier Risk Management
- 2. Negotiation Techniques:** Preparation for Negotiations, Win-Win Negotiation Strategies and Contractual Negotiations
- 3. Supplier Relationship Management:** Building Strong Supplier Relationships, Performance Monitoring, and Supplier Collaboration
- 4. Contract Management:** Contract Lifecycle Management, Compliance Management and Dispute Resolution
- 5. Sustainable Procurement:** Environmental and Social Responsibility, Green Procurement Strategies and Ethical Procurement

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Who should attend?

All APP Members; Procurement Directors, Managers, Specialists and Officers; Tender Committee Members; Contract Managers; Lawyers; Legal Directors, Managers, Specialists and Officers, Director Finance and Administration, Managers, Specialists and Officers, Accountants and Auditors, Supply Chain Directors, Managers, Specialists and Officers, Logistics Directors, Managers, Specialists and Officers, Operations Directors, Managers, Specialists and Officers and Procurement Consultants

Continuous Professional Development (CPD) Hours

Twelve (12) CPD hours

Your Investment:

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Send your payment proof to Ms. Solange Uwimana, Assistant Finance and Administration Officer through solange.uwimana@appr.rw or call her on +250780802166 for Your EBM Receipt Provision. Our TIN is mentioned in the letter head in case of generating Purchase Code to us.

For more details about the Program and booking for your Team's attendance contact: Mr. Emile Kalinda, Assistant Member Services Officer via emile.kalinda@appr.rw or 0786199791. **Would you like to Apply for Membership with the Procurement Professional Body?** Do not hesitate to contact Mr. Emile for more details and assistance.

Follow us online:

Website: www.appr.rw

X: @APP_Rwanda

Facebook: Association of Procurement Professionals - APP

LinkedIn: Association of Procurement Professionals (APP)

Next CPD Event on Calendar:

Training on Mastering Essential Procurement Tips in Bidding slated September 25-26, 2024, Program and Venue to be communicated.

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PROGRAM CONTENT

DAY 1 _SEPTEMBER 18, 2024

Time	Duration	Topic/Activity	Speaker
0800-0900	60 Min	Registration	Secretariat
0900-0930	10 Min	Welcoming and Opening Remarks	Mr. Fred BAZATSINDA President APP
0930-1030		Strategic Procurement - Procurement Basics and Principles: <ul style="list-style-type: none">• Introduction to Procurement• Procurement Cycle and Process Overview• Strategic vs Operational Procurement	To Be Confirmed (TBC)
1030-1045	15 Min	Question & Answer Session	
1045-1115	30 Min	Tea Break	Hotel
1115-1245	90 Min	Strategic Procurement - Supplier Sourcing: <ul style="list-style-type: none">• Supplier Identification and• Selection and Category Management• Supplier Risk Management	TBC
1245-1300	15 Min	Question & Answer Session	
1300-1400	60 Min	Lunch Break	Hotel
1400-1530	90 Min	Sustainable Procurement: <ul style="list-style-type: none">• Environmental and Social Responsibility: Integrating sustainability into procurement processes.• Green Procurement Strategies: Sourcing practices that minimize environmental impact.• Ethical Procurement: Ensuring ethical considerations in supplier selection and management	TBC
1530-1600	30 Min	Questions & Answer Session	
1600-1630	30 Min	Tea Break and Networking	Hotel

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DAY 2_SEPTEMBER 19, 2024

Time	Duration	Topic/Activity	Speaker
0900-1030	90 Min	Negotiation Techniques: <ul style="list-style-type: none">• Preparation for Negotiations: Steps to prepare effectively• Win-Win Negotiation Strategies: Tactics to achieve mutually beneficial outcomes• Contractual Negotiations: Best practices for negotiating terms and conditions	TBC
1030-1045	15 Min	Question & Answer Session	
1045-1100	15 Min	Tea Break	Hotel
1100-1230	90 Min	Supplier Relationship Management: <ul style="list-style-type: none">• Building Strong Supplier Relationships: Key elements of successful supplier partnerships• Performance Monitoring: Tools and techniques to monitor and evaluate supplier performance• Supplier Collaboration: Strategies for collaborative innovation and continuous improvement	TBC
1230-1300	30 Min	Question & Answer Session	
1300-1400	60 Min	Lunch Break	Hotel
1400-1530	90 Min	Contract Management: <ul style="list-style-type: none">• Contract Lifecycle Management: Best practices for managing contracts from initiation to closure• Compliance Management: Ensuring adherence to contractual terms and legal requirements• Dispute Resolution: Methods for resolving conflicts and disputes	TBC
1530-1600	30 Min	Questions & Answer Session	
1600-1630	30 Min	Tea Break and Networking	Hotel

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