

Building Supply Chain Capacity in Papua New Guinea



About Expert Procurement (EP)

Expert Procurement (EP) was founded in 2017 and stands as Papua New Guinea's leading privately owned company that build and install end-to-end procurement and supply chain software suites for business enterprises, providing consulting and coaching services, provides supply chain short courses training, provides diploma courses to both public and private sector organizations and Non-Government Organizations (NGOs) around Papua New Guinea and abroad.

Expert Procurement is 100% nationally owned and is approved and recognized private training provider by the National Training Council (NTC). The registration number issued is: REG#:260.

Expert Procurement is also an approved and recognized higher private learning Institute by the Department of Higher Education Research Science & Technology (DHERST) and issued this registration number: HTEREG2022042.

Our Services



Building Software Development

We build on business requirements



Training & Capacity Building

We offer online and tailored courses



Consultancy & Coaching

We review and recommend for improvements



Membership

We bring everyone together

What We Offer

End-to-End Procurement and Supply Chain Software Suite

(Custom build and installation from K140,000, delivering digital transformation for PNG enterprises with rapid ROI through process automation and real-time visibility).

Custom End-to-End Procurement and Supply Chain Software Suite partners with global leaders to deliver cloud-based, PNG-tailored platforms integrating asset management, procurement, supply chain, inventory, fleet management and tracking, fuel management, and centralized digital procurement.

**CUSTOMIZED
SOFTWARE**
PRICE RANGE FROM
K140,000.00 + GST

12-Week 1:1 Consultancy and Coaching

(For comprehensive review of procurement and supply chain processes and recommendations for optimization, re-engineering, and continuous improvement, valued at K50,000).

Embedded Procurement and Supply Chain Transformation, led by certified experts delivers rapid, measurable gains in efficiency and resilience through diagnostic assessments, process redesign, and hands-on performance coaching. Tailored for PNG's dynamic businesses, this intensive engagement bridges expertise gaps for sustainable enterprise success, with premium pricing reflecting high-demand certified consulting rates and proven Return on Investment.

**12 WEEKS CONSULTANCY
& COACHING
PRICE**
K 50,000.00 + GST

PROCUREMENT & SUPPLY CHAIN COURSES

Elevate your supply chain skills to new heights

TRAINING & QUALIFICATION

Face-To-Face & Online Learning



Improving Efficiency and Transparency in Procurement

Higher Learning Institution

2-years (24 Months) Professional Diploma Courses

2-year Professional Diploma Courses. Online fee for one course per person is K14,500 + GST. Classroom based or face-to-face fee for one course per person is K19,500 + GST. If the same organization wants to sponsor 3 students and above but less than 5 students, the group discounted fixed price is K54,500 + GST. Above 5 students, fee is negotiable. After completing the program, the student will graduate with a Diploma Certificate.

- Professional Diploma in Procurement and Contract Management
- Professional Diploma in Warehouse and Inventory Management
- Professional Diploma in Logistics and Supply Chain Management



6-months (24 Weeks) Advanced Level 4 Certificate Courses

6-month Advanced Level-4 Certificate Courses. Online fee for one course per person is K7,500 + GST. Classroom based or face-to-face fee for one course per person is K9,500 + GST. If the same organization wants to sponsor 5 students and above but less than 10 students, the group discounted fixed price is K37,500 + GST. Above 5 students, fee is negotiable. After completing the course, the student will graduate with a Level-4 Certificate.

- Advanced Level-4 Certificate in Procurement and Contract Management
- Advanced Level-4 Certificate in Warehouse and Inventory Management
- Advanced Level-4 Certificate in Logistics and Supply Chain Management
- Advanced Level-4 Certificate in Freight Forwarding and Customs Clearance
- Advanced Level-4 Certificate in Project Management



5-days Short Certificate Courses

5-day Procurement and Supply Chain Short Courses Training. Online fee for one course per person is K3,500 + GST. Classroom based or face-to-face fee for one course per person is K5,500 + GST. If the same organization wants to sponsor 5 participants and above but less than 10 participants, the group discounted fixed price is K27,500 + GST. Above 5 participants, fee is negotiable. If the same organization wants to invite Expert Procurement for running a tailored and customized in-house training based on business needs on a selected course, the group fixed price is K35,500 + GST. After completing the training, the participant will graduate and receive a Completion Certificate.

- Public Procurement and Contract Management Training
- Procurement and Contract Management Training
- Warehouse and Inventory Management Training
- Logistics and Supply Chain Management Training
- Asset Management and Disposal Training
- Project Management Training
- Fleet and Fuel Management Training
- Logistics, Inventory and Expediting Training
- Freight Forwarding Management (Air Freight, Sea Freight & Land Transport) Training
- Healthcare Procurement and Supply Chain Training
- Projects Implementation and Contract Management Training



2-days Training

2-day Procurement and Supply Chain Short Courses Training. Online fee for one course per person is K850 + GST. Classroom based or face-to-face fee for one course per person is K2,500 + GST. If the same organization wants to sponsor 5 participants and above but less than 10 participants, the group discounted fixed price is K9,500 + GST. Above 5 participants, fee is negotiable. If the same organization wants to invite Expert Procurement for running a tailored and customized in-house training based on business needs on a selected course, the group fixed price is K15,500 + GST. After completing the training, the participant will graduate and receive a Completion Certificate.

- Public Procurement Training
- Contract Management Training
- Procurement Essentials Training
- Bid and Tender (Tendering Training)
- Developing Contractual Agreements Training
- Handling Disputes and Conflict Resolution with Contractors Training
- Contract Management and Dispute Resolution Training
- Contract Arbitration and Dispute Resolution Training
- PNG National Procurement Act 2018 & Amended 2021 Training
- Supply Chain Management Training
- Inventory Management Training

- Category Management Training
- Procurement Leadership Training
- Strategic Sourcing Training
- Disposal of State Assets Training
- Sustainable Procurement Training
- Outsourcing Training
- Ports and Shipping Management Training
- Fleet Management Training
- Fuel Management Training
- Cataloguing and Classification of Inventory Management Training
- Contract Law Basics of Procurement Training
- Ethical and Responsible Sourcing Training
- Commercial Contracting Training
- Bid Writing Training
- Business Contracts and Service Level Agreement Training
- Advanced Contract and Financial Management Training
- Negotiation and Mediation Training
- Commercial Negotiation Training
- Legal and Contractual Basics Training
- Managing Ethical Procurement and Supply Training
- Transportation and Distribution Training
- Warehouse Management Training
- Accounts Payable and Receivable Training
- Logistics Management Training
- Managing Contractual Risk Training
- Customs Administration Training
- CDB Customs Compliance Training
- Customs Brokers Training
- Import and Export Training
- Managing Supply Chain Risk Training
- Warehouse Yard Management Training
- Container Management Training
- Forecasting and Replenishment Training
- Operations Management Training
- Cycle Counting and Stock Taking Training
- Material Handling Management Training
- Supplier Relationships Training
- Mining Shut Down Materials Ordering Training
- Supplier and End-User Conflict Resolution Training
- Stakeholder Relationships Training
- Effective Communication Training
- Digital Procurement in Public Sector Training



Partners

GLOBAL PARTNERSHIP NETWORK: COLLABORATING WITH WORLD-LEADING SOFTWARE FIRMS, TRAINING PROVIDERS, AND CONSULTANCY EXPERTS TO DELIVER END-TO-END SUPPLY CHAIN TRANSFORMATION, CUSTOM PLATFORMS AND ACCREDITED PROGRAMS.

HARDCAT

in-tend
e-procurement solutions

 **CIPS**
Chartered Institute of
Procurement & Supply

 **sns** tech.

propello
procurement

TRAINING & QUALIFICATION REGISTRATION FORM

MEMBERSHIP NUMBER (IF KNOWN): _____

MEMBERS GET 10% DISCOUNT

PERSONAL INFORMATION

CHECK ONE ☐ Mr. ☐ Mrs. ☐ Ms.	FIRST NAME	MIDDLE NAME OR INITIAL	LAST NAME	
DATE OF BIRTH/...../..... DD/MM/ Y Y Y Y				
HOME & POSTAL ADDRESS:		TOWN	PROVINCE	DISTRICT
TELEPHONE / MOBILE NUMBER:		EMAIL ADDRESS:		
GUIDIAN TELEPHONE / MOBILE NUMBER:				

EMPLOYMENT INFORMATION

CURRENT EMPLOYER	POSITION	MIDDLE NAME OR INITIAL	LAST NAME	
EMPLOYER ADDRESS(# and street Name)		TOWN	PROVINCE	DISTRICT
BUSINESS TELEPHONE		BUSINESS E-MAIL		

HOW DID YOU HEAR ABOUT EXPERT PROCUREMENT

☐ INTERNET	☐ MEMBER (SPECIFY): _____	☐ ADVERTISEMENT (SPECIFY): _____
☐ EMPLOYE	☐ UNIVERSITY/COLLEGE (SPECIFY): _____	☐ OTHERS (SPECIFY): _____

TYPE OF TRAINING COURSE OR QUALIFICATION YOU WISH TO STUDY?

Please write down in full the course name that you would like to undertake.:

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WHO WILL BE PAYING FOR YOUR TRAINING OR QUALIFICATION FEE?

- ☐ SELF SPONSORED
 ☐ COMPANY SPONSORED
 ☐ GOVERNMENT SPONSORED
 ☐ LOCAL MEMBER SPONSORED
 ☐ NGO SPONSORED

WHAT LEARNING MODE WOULD YOU BE PREFERRING

- ☐ FACE-TO-FACE OR CAMPUS
 ☐ ONLINE

Registration & Payment Terms & Conditions

COURSE FEES

1. All fees must be paid in full before the start of the course. Failure to make full payment may result in refusal of entry in to the class.
2. The course fee covers tuition, course contents, course materials, meals, and any relevant assessments. It does not include accommodation, airfare, transportation, or any associated costs.

CANCELLATION BY PARTICIPANT

1. Expert Procurement has a strict **NO-REFUND** policy.
2. Any cancellations must be communicated in writing and must be made at least 7 days before the training.
3. Substitutes are welcome at no additional cost. Substitute names must be provided to the college prior to the training date.
4. Non-attendance does not constitute cancellation; you may still attend the same program or a different program on another scheduled date.

CANCELLATION OR POSTPONEMENT BY EXPERT PROCUREMENT

1. Expert Procurement reserves the right to cancel or postpone the course due to unforeseen circumstances. In such cases, the college will not be responsible for covering airfare, accommodation, transportation, or other associated costs incurred by the client.

Please email your application to: info@expertprocurement.com.pg

I HEREBY DECLARE ALL INFORMATION IS CORRECT AND I ACCEPT ALL CONDITIONS AND DECISIONS WITH REGARDS TO THE APPLICATION FOR ADMISSION.

SIGNATURE

DATE



Join us in revolutionizing Papua New Guinea's Procurement and Supply Chain solutions through innovative software development, expert training and capacity building, and tailored consultancy and coaching

Contact Us

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National Capital District | PNG



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NTC Reg#:
260

**Improving Efficiency &
Transparency in Procurement**

