MERCURY

Procurement, Tender Management Strategies, and Contract Management

30 May – 10 June 2027
Doha (Qatar)



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Ref: 15879_1067077 **Date:** 30 May – 10 June 2027 **Location:** Doha (Qatar) **Fees:** 9900 Euro

Introduction:

Procurement responsibility goes beyond merely executing the purchasing process. This Procurement, Tender Management Strategies, and Contract Management course encompasses planning, policy formation, decision-making, research, and analysis to select materials and sources for procurement. It includes tracking purchase orders to ensure timely delivery and finalizing a supply contract.

This Procurement, Tender Management Strategies, and Contract Management training influences the future of the contract. Supply contracts differ from other types due to their unique features, which will be explained in the program. Following this, the contract implementation and management phase begins. Procurement typically involves either direct contracting or tendering to select the best contractor.

The Procurement, Tender Management Strategies, and Contract Management course provides procurement and contract management strategies, offering insights into the procurement tender process and tender contract methodologies. Participants will understand procurement tender definitions, tender management tools, and the roles of procurement and contract specialists in modern organizations.

Participants in the Procurement, Tender Management Strategies, and Contract Management course explore tender management definitions, such as "What is tender management?" and "What is a tender contract?" with practical examples. The course delves into procurement management strategies and contract procurement solutions to streamline operations, reduce costs, and improve.

This training focuses on contract procurement methods, the meaning of contract procurement, and the roles of procurement contract specialists. Attendees will learn about procurement contract definitions and how to develop effective procurement and contract strategies to meet organizational goals. They will have expertise in contract and procurement and aim to refine their approach to tender management.

Targeted Groups:

- Procurement department employees.
- Contract management department employees.
- Administrative affairs department specialists.
- Legal advisors and researchers in legal departments.
- Sales and marketing department employees.
- Project management department specialists.
- Anyone interested in developing their procurement and contract management skills.

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Targeted Competencies:

At the end of this Procurement, Tender Management Strategies, and Contract Management training, participants competencies will:

- Advanced procurement management.
- Purchasing policies based on international standards.
- Procurement Management Systems PMS.
- Strategic procurement planning.
- Procurement operations management.
- Contracts and procurement documentation.
- Tendering methods and procedures.
- Claims, disputes, and negotiation techniques.
- Commitment to quality in contracts and tenders.
- Legal aspects of contracts.
- Claim management techniques.

Course Objectives:

By the end of this Procurement, Tender Management Strategies, and Contract Management course, participants will be able to:

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- Improve the efficiency of procurement personnel by introducing them to modern purchasing methods and supplier relationship management.
- Gain an in-depth understanding of contract negotiations and the related documentation.
- Understand supply contracts and how to manage them and conclude them effectively.
- Acquire modern procurement skills and recognize the importance of the procurement function in an organization.
- Understand the legal foundations for selecting suppliers and procurement sources and how to obtain information on potential suppliers.
- Learn how to determine the optimal purchase quantities and prices.
- Master bidding management skills and the ability to execute tenders effectively to select the most suitable contractors for supply contracts.
- Learn how to prepare tender documents and evaluate offers for tender awarding.
- Gain practical insights into procurement and contract management best practices.
- Understand the principles of procurement planning and evaluation, buying methods, and negotiation techniques.
- Recognize the challenges faced by procurement management.
- Learn strategies for improving procurement operations.
- Understand the use of modern technology and IT in procurement processes.
- Learn the role of human resources in procurement and how to train, qualify, and develop personnel in line with evolving industry trends.

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Course Content:

Unit 1: Advanced Procurement Management:

- The global new concept and its impact on procurement activities.
- The procurement function, economic dimensions, and administrative divisions between procurement and other departments.
- Different procurement methods.
- Appropriate quality and international standards and the role of procurement management in defining quality levels.
- Economic demand and how to calculate it.
- How do you make purchasing decisions? How do we select suppliers, negotiate, and evaluate them?
- Procurement and its alignment with quality systems and international standards.
- Procurement performance evaluation methods.
- Procurement functions in supply chain and production environments.
- Centralized vs. decentralized purchasing policies.

Unit 2: Procurement Practices and Policies According to International Standards:

- Linking procurement, contracts, supply, and execution to the organization's strategic, tactical, and operational plans.
- Achieving international inventory benchmark levels through effectively applying international and local procurement policies.
- Managing procurement according to inventory balances and consumption rates.
- Legal prohibitions and restrictions in procurement and needs management.
- Selection criteria, procurement methods, and legal penalties for non-compliance.
- Common procurement terminology and its usage in contracts and procurement processes.

Unit 3: Procurement Management Information Systems PMS:

- Nature and structure of procurement information systems.
- Requirements and benefits of procurement management systems.
- Methods of implementing procurement information systems.

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Unit 4: Strategic Procurement Planning:

- Procurement planning procedures.
- The nature and importance of procurement planning.
- The role of procurement is to develop and execute overall company planning.
- Procurement strategies.
- Strategic sourcing.
- Timing procurement strategies.
- Price negotiation strategies.
- Quantity-based procurement strategies.
- Procurement and product lifecycle management.
- Cost and risk strategies.

Unit 5: Procurement Management Practices:

- Sourcing identifying and selecting, evaluating, and negotiating with suppliers.
- Analyzing purchased materials value analysis, cost analysis, and economic methods.
- Procurement negotiations competitive negotiation procedures, ethics, and negotiation tactics.
- Practical challenges faced by procurement management, especially with suppliers.
- Modern strategies for supplier relationship management.
- The Japanese school of thought in procurement and inventory management.
- The American school of thought in procurement and inventory management.
- Practical exercises.

Unit 6: Contracts and Procurement Documents:

- Types of contracts.
- Contract essentials and common legal clauses.
- Contract document content.
- International contract templates.
- Contract drafting.
- Guarantees, insurance, and payments.
- Supplier selection.
- Contract systems.
- Factors affecting procurement strategy.

Unit 7: Tendering Methods and Procedures:

- Organizational objectives in tendering.
- Tender documentation.
- Awarding contracts.
- Communication and meetings during tendering.

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Unit 8: Quality Commitment in Contracts and Tenders:

- Quality systems in tenders and contracts.
- Methods to ensure quality from the first time and every time.
- Legal obligations in contracts.
- Key characteristics of effective contract monitoring.
- Disseminating procurement and contract preparation guidelines.

Unit 9: Handling Claim Management Techniques:

- Contract termination.
- Dispute resolution mechanisms.
- Compensation cost and duration calculation methods.
- Arbitration steps.

Unit 10: Practical Issues:

- The impact of violating tender procedures on the contract process and validity.
- Handling errors by the bidder in written documents.
- Legal prohibitions and reasons for excluding bidders.
- Withdrawing bids and its consequences.
- The issue of amending tender prices before the deadline.