



Effective Purchasing, Tendering & Supplier Selection Conference

2 – 6 November 2026
Lisbon (Portugal)



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Introduction

This purchasing, tendering, and supplier selection training aims to develop and strengthen the understanding of the supplier's crucial role in delivering customer satisfaction through an effective supply chain.

Participants in the purchasing, tendering, and supplier selection conference will learn how to evaluate the performance of potential and current suppliers, assess the factors that comprise an effective tender, and conduct effective negotiations that bring long-term value to the organization.

In this purchasing, tendering, and supplier selection conference, participants will gain an intricate understanding of the tendering process, which is a cornerstone of the purchasing and procurement function. Through a comprehensive tendering workshop, attendees will explore the various tendering processes and how these contribute to sound supplier selection and procurement strategies.

Enhancing Supplier Selection

A critical aspect of procurement is the supplier selection process. Through discussions and practical exercises, conference participants will delve into this process, evaluating the criteria for choosing the most suitable suppliers and considering the full breadth of factors that influence supply selection decisions. This purchasing, tendering, and supplier selection training component ensures a holistic approach to securing and maintaining productive supplier relationships.

Targeted Groups

- Purchasing Professionals.
- Those involved in defining the specification and evaluating supplier performance.
- Those involved in preparing and analyzing bids.
- Those with an involvement in supplier relationships.
- Those whose role involves negotiation with outside agencies.

Conference Objectives

At the end of this purchasing, tendering, and supplier selection conference, the participants will be able to:

- Identify and reduce procurement risk through the development of a plan of action.
- Enable improved performance from existing suppliers through evaluation and performance measurement.
- Understand and strengthen the supply chain.
- Improve operating relationships within the organization.
- Honor contracts based on measured performance/criteria.
- Provide a working understanding of the negotiation process.
- Understand the fundamental tools of effective purchasing.
- Operate with increased confidence when dealing with suppliers.
- Manage internal relationships more effectively.
- Deliver improved negotiated outcomes.
- Use measurement as a critical tool in driving supplier improvement.
- Understand the critical elements of a well-structured tender.

Targeted Competencies

At the end of this purchasing, tendering, and supplier selection conference, the target competencies will be able to:

- Planning.
- Tendering.
- Negotiation.
- Supplier Management.
- Measuring Performance.
- Communication.

Conference Content

Unit 1: The Role of Purchasing in the Company

- Purchasing and its contribution to the organization.
- What is the purpose of a business?
- Dealing with the problem of being a "go-between."
- The purchasing process and the cycle of procurement.
- Positioning purchasing within the company.
- Vision, Mission, and Value of Purchasing.
- Purchasing structure.
- Where to find performance improvement?

Unit 2: Developing the Purchasing Strategy

- How to reach the internal customer.
- Developing Purchase agreements.
- Importance of being involved in creating the specification.
- Supplier selection methodology.
- Criteria for pre-qualifying suppliers.
- Integrating the supplier selection process.
- Positioning your need and your value against the market.
- The role of ISO 9000.

Unit 3: Selecting The Right Supplier and Evaluating Performance

- Conditioning the supplier to meet your requirements.
- The total cost approach to purchasing.
- Analyzing cost.
- Analyzing value.
- Hidden costs.
- Life cycle costing.
- Using price indices.
- Performance evaluation.

Unit 4: Tendering and Analysing The Bid

- Process needs.
- Types of tender.
- Electronic commerce / E-auctions.
- Evaluating a bid objectively.
- Terms and Conditions of the contract.
- Standard contract clauses.
- Methods of Payment.
- Expediting the agreement.
- What if the contractor fails to deliver? What are the legal issues?

Unit 5: Negotiating the Contract and Preparing a Plan of Improvement Action for Purchasing

- Defining negotiation.
- Obstacles to effective negotiation.
- Different styles of negotiation.
- The tools of the process.
- Phases of a negotiation.
- What to do and what not to do?
- Focus on four critical areas of world-class performance.
- Evaluating performance gaps.