MERCURY

Procurement, Tendering, and Contract Management (Certified)

5 – 9 September 2027
Online



Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

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Ref: 15165_299043 **Date:** 5 – 9 September 2027 **Location:** Online **Fees:** 1900 Euro

Introduction:

The procurement function has transcended its traditional administrative role to become a key strategic component of business operations. In the modern business landscape, it is not enough to convert requisitions into orders: the development and implementation of comprehensive strategies for acquiring materials, goods, equipment, and services are crucial for organizations looking to minimize operating costs while enhancing quality and productivity.

This procurement, tendering, and contract management course delves into the strategic importance of the procurement function and its substantial impact on an organization's success. We will scrutinize supplier evaluation, negotiation, procurement tendering, and contract management to optimize the procurement department's performance and contribution.

Certificate of Procurement, Tendering, and Contract Management:

A procurement, tendering, and contract management certificate signifies a comprehensive understanding of the two interconnected fields. Participants in this course will be equipped with the knowledge and skills needed to effectively manage tendering in procurement and ensure that contract management in procurement serves the business's strategic and operational objectives.

Targeted Groups:

- Procurement Managers.
- Purchasing Supervisors.
- Contracts Personnel.
- Tender Officials and Committees.
- Negotiation and Purchasing Committees.
- Procurement/Purchasing Personnel.
- Senior Buyers.

Course Objectives:

By the conclusion of this procurement, tendering, and contract management course, participants will be able to:

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- Comprehend the integral elements and processes of procurement systems.
- Assess sourcing strategies and conduct thorough supplier evaluations.
- Understand the legal nuances and administrative aspects of contracts.
- Exercise proficient management over tendering processes.
- Formulate meaningful procurement and tendering performance measurements.
- Enhance their abilities in all facets of strategic procurement.

Targeted Competencies:

Upon the conclusion of this procurement, tendering, and contract management training, the target competencies will:

- Master managing tenders and contracts.
- Swift delivery of tangible value.
- Decrease in non-value-adding activities.
- Advance relationships among staff, customers, and suppliers.
- Lower the total cost of ownership.
- Elevate supplier performance and procurement contract management.

Course Content:

Unit 1: Introduction to Procurement Management:

- Welcome, Introduction, and Introducing Course Objectives.
- Purchasing and its position in procurement management.
- The role of procurement.
- Purchase functions.
- Procurement functions.
- Team role.
- Procurement Processes.
- Procurement planning - make or buy analysis.
- Q&A & Homework.

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Unit 2: Sourcing Analysis and Supplier Evaluation:

- Review of the previous session.
- Homework solutions.
- Explore sourcing analysis and strategies.
- Comprehensive Supplier Evaluation.
- The Dynamics of Buyer-Seller Negotiation.
- Embracing the Win-Win Negotiation concept.
- Q&A & Homework.

Unit 3: Effective Negotiation and Procurement Execution:

- Review of the previous session.
- Homework solutions.
- The intricate Communication process.
- Identify Personality Types in Negotiation.
- Engage in Negotiation practice.
- Delve into Procurement Execution.
- Understand INCOTERMS International Commerce Terms.
- Q&A & Homework.

Unit 4: Tenders and Contract Management:

- Review of the previous session.
- Homework solutions.
- Tender information and process.
- Examine Contract documents.
- Classification of Contracts.
- Significance of the Security deposit.
- Criteria for Contractor Qualifications.
- Q&A & Homework.

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Unit 5: Supplier Management and Best Practices:

- Review of the previous session.
- Homework solutions.
- Explore Contract Management Good Practices.
- Evaluate Procurement Documents.
- Measure Supplier Performance.
- Analyze Procurement Metrics.
- Fundamentals of Contract Law.
- Adhere to Purchasing Ethics.
- Exercises in determining the optimal number of orders.
- Q&A & Applications.

Conclusion:

Throughout this procurement, tendering, and contract management course, participants will gain insight into the best practice guide for tendering and contract management and understand the benefits of contract management in procurement. They will learn what tendering and contracting entail and enhance their tendering management skills. Overall, the course embodies the essence of procurement and contract management, preparing attendees for successful careers in this field.