



Procurement, Tendering, and Contract
Management (Certified)



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Introduction:

The Procurement function has developed from a simple administrative function to a fully-fledged strategic business unit. No longer is it sufficient to simply turn requisitions into orders and then await the delivery of the goods or services.

The development and implementation of carefully crafted strategies for the acquisition of all materials, goods, equipment, and services have become a critical issue in all organizations wishing to reduce operating costs while improving quality and productivity.

In this course, we will explore the strategic role of the procurement function and how this department can contribute to the entire organization. Supplier evaluation, negotiation, tendering and contract management will be discussed to maximize the contribution of the procurement department.

Targeted Groups:

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

Course Objectives:

At the end of this course the participants will be able to:

- Discuss the inputs, outputs, and processes of the system
- Ability to evaluate sourcing strategies, and evaluate suppliers
- Learn about the legal and administrative aspects of contracts
- Ability to effectively manage tenders
- Develop meaningful performance measurements
- Increase skill sets in all phases of strategic procurement

Targeted Competencies:

- Efficiency in managing contracts and tenders
- The ability to deliver real value in a shorter time
- Reduce the number of non-value adding activities
- Improved relations between personnel, customers, and suppliers
- Reduction in the total cost of ownership
- Improved supplier performance

Course Content:

Day 1: Introduction to Procurement Management:

1. Welcome and Introduction & Introducing course objectives
2. Purchasing and its position of procurement management
3. The role of Procurement
4. Purchasing functions
5. Procurement functions
6. Team role
7. Procurement Processes
8. Procurement planning - make or buy analysis
9. Q&A & homework

Day 2: Sourcing Analysis and Supplier Evaluation:

1. Quick review of the last session
2. Homework solution
3. Sourcing analysis and strategies
4. Supplier Evaluation
5. Buyer-Seller Negotiation
6. The Win-Win Negotiation
7. Q&A & Homework

Day 3: Effective Negotiation and Procurement Execution:

1. Quick review of the last session
2. Homework solution
3. Communication process
4. Personality Types in negotiation
5. Negotiation practice
6. Procurement Execution
7. INCOTERMS International Commerce Terms
8. Q&A & Homework

Day 4: Tenders and Contracts Management:

1. Quick review of the last session
2. Homework solution
3. Tender: information and process
4. Contract documents
5. Classification of Contracts
6. Security deposit
7. Qualifications of the contractors
8. Q&A & Homework

Day 5: Supplier Management:



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1. Quick review of the last session
2. Homework solution
3. Contract Management Good Practices
4. Procurement Documents
5. Measuring Supplier Performance
6. Procurement Metrics
7. Contract law
8. Purchasing Ethics
9. Applications about the optimal number of orders
10. Q&A & Application