

Introduction:

The role of procurement has evolved beyond its traditional administrative functions to become a vital strategic element within business operations. In today's competitive business environment, simply converting purchase requests into orders is no longer sufficient. Organizations must develop and implement comprehensive strategies for acquiring materials, goods, equipment, and services to reduce operating costs while improving quality and productivity.

This course on procurement, tendering, and contract management explores the strategic significance of the procurement function and its major influence on the overall success of an organization. The program examines key areas such as supplier evaluation, negotiation techniques, tendering procedures, and contract management, aiming to optimize the performance and contribution of the procurement department.

Certificate in Procurement, Tendering, and Contract Management:

Earning this certificate demonstrates a thorough understanding of the closely related fields of procurement and contract management. Participants will gain the necessary knowledge and skills to effectively handle procurement tendering and ensure contract management aligns with the strategic and operational goals of the business.

Intended Participants:

- Procurement Managers
- Purchasing Supervisors
- Contracts Staff
- Tender Officials and Committee Members
- Negotiation and Purchasing Committees
- Procurement and Purchasing Personnel
- Senior Buyers

Course Goals:

By the end of this course, participants will be able to:

- Understand the essential elements and workflows within procurement systems.
- Evaluate sourcing strategies and conduct detailed supplier assessments.
- Grasp the legal and administrative aspects involved in contracts.

- Manage tendering processes with confidence and efficiency.
- Develop meaningful performance measurements related to procurement and tendering.
- Enhance overall strategic procurement capabilities.

Targeted Competencies:

Upon completion of this training, participants will be skilled in:

- Managing tenders and contracts effectively.
- Delivering quick and measurable value to the organization.
- Reducing activities that do not add value.
- Strengthening relationships among staff, customers, and suppliers.
- Lowering the total cost of ownership for procured goods and services.
- Improving supplier performance and contract management in procurement.

Course Outline:

Unit 1: Introduction to Procurement Management:

- Welcome and course overview
- Understanding purchasing and its role within procurement management
- The role and functions of procurement teams
- Overview of procurement processes and planning, including make-or-buy decisions
- Question and answer session and assigned homework

Unit 2: Sourcing Analysis and Supplier Evaluation:

- Review of previous session and homework
- Exploration of sourcing strategies and analysis methods
- Comprehensive evaluation of suppliers
- Dynamics of buyer and seller negotiation
- Emphasis on win-win negotiation approaches
- Question and answer session and assigned homework

Unit 3: Effective Negotiation and Procurement Execution:

- Review of prior session and homework
- Communication processes in negotiation
- Identifying personality types in negotiation settings
- Practical negotiation exercises

- Detailed look at procurement execution and understanding International Commercial Terms
- Question and answer session and assigned homework

Unit 4: Tendering and Contract Management:

- Review of previous session and homework
- Overview of tendering information and processes
- Examination of contract documentation and classifications
- Importance of security deposits and contractor qualification criteria
- Question and answer session and assigned homework

Unit 5: Supplier Management and Best Practices:

- Review of previous session and homework
- Exploring good practices in contract management
- Evaluation of procurement documents
- Measurement of supplier performance and procurement metrics
- Basics of contract law and adherence to ethical purchasing standards
- Exercises to determine optimal ordering quantities
- Question and answer session and practical applications

Conclusion:

Throughout this course, participants will gain valuable insights into best practices for tendering and contract management, understanding their crucial role in procurement. They will develop advanced tendering management skills and deepen their knowledge of contract administration, preparing them for successful careers in procurement and contract management.