



LPM 332

EFFECTIVE PURCHASING, Tendering and Supplier Selection

Course Introduction:

A five-day intensive program, for those who want to understand and implement the essential tools of Purchasing, Procurement and Buying. Participants will learn how to evaluate procedures and make needed changes to methods to improve customer service whilst achieving significant reductions in inventories; eliminate wasteful costs; avoid internal system problems that limit performance; obtain added value for money

Course Objectives:

- Purchasing Organizations
- Purchasing Systems
- Alternative Purchasing Methods
- Finding Suppliers
- Defining Specifications
- Basics of e-procurement
- Legal context for Purchasing
- Negotiation
- The Role of Purchasing in the Organization
- Expediting
- Price, Cost and Value

Who Should Attend?

المركز العالمي للتدريب والتطوير
International Centre For Training & Development

This course has been designed to enhance the purchasing skills of buyers in business, government and the military. It is intended for buyers of all types of materials, equipment and services who seek to strengthen their personal abilities as well as the performance of their purchasing department.

Course Outline:

Performance Purchasing

- Course Objectives
- Introduction to Purchasing and its contribution to the organization
- Key Concepts
- Purchasing Organizations
- The Procurement Cycle
- Purchasing Systems

Supplier Selection

- Specifications
- Working with End-users
- Supplier Evaluation Criteria
- Appropriate Supplier Methodologies
- Total Cost Approach

Tendering

- Form of Tendering
- Request for Information
- Request for Quotation/Invitation to Tender
- Tender Evaluation
- Negotiation
- Price Cost and Value

Legal Issues

- From Tender to Contract
- Supplier non-performance
- Expediting
- Terms and Conditions
- E-procurement fundamentals

Purchasing Performance

- Supplier Measurement
- Vendor Rating
- Action Planning
- Course Review and Evaluation

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies

- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per the course location. This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session