

**Training Title**

**EFFECTIVE PURCHASING, TENDERING & SUPPLIER SELECTION**

**Training Duration**

**5 days**

**Training Venue and Dates**

SL015	Effective Purchasing, Tendering & Supplier Selection	5	19-23 Feb. 2024	\$5,500	Dubai, UAE
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In any of the 5 star hotel. Exact venue will be informed once finalized.

**Training Fees**

- \$5,500 per participant for Public Training includes Materials/Handouts, tea/ coffee breaks, refreshments & Buffet Lunch

**Training Certificate**

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

**TRAINING OVERVIEW**

**TRAINING DESCRIPTION:**

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.

**TRAINING 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

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**TRAINING METHODOLOGY:**

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions and motivating everybody to find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of the multiple-choice type will be made available on a daily basis to examine the effectiveness of delivering the course. All presentations are made in excellent colorful power point. Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work& Practical Exercises
- 20% Videos& General Discussions

**WHO SHOULD ATTEND?**

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:**

**Day 1**

**Performance Purchasing**

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

**Day 2**

**Supplier Selection**

- Specifications
- Working with End-users

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- Supplier Evaluation Criteria
- Appropriate Supplier Methodologies
- Total Cost Approach

**Day 3**

**Tendering**

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

**Day 4**

**Legal Issues**

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

**Day 5**

**Purchasing Performance**

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

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**NOTE:**

**Pre & Post Tests will be conducted.**

**Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.**

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