



Consulting and Training | Reach New Heights

**Course Name**

# Tendering, Procurement and Negotiation

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**Sector Name**

Procurement & Supply Chain Operations

**Document Type**

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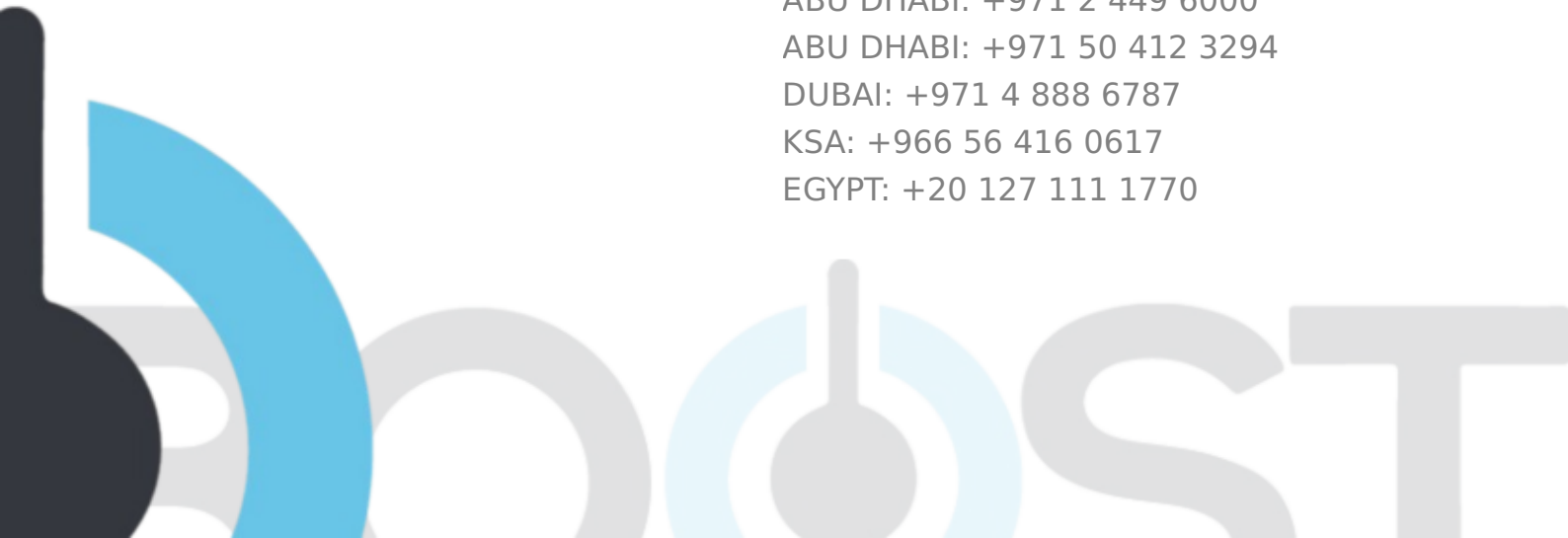
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## Tendering, Procurement and Negotiation

### Course Introduction

This training course is designed to provide participants with the essential process of identifying, selecting, and negotiating with the suppliers that will help ensure procurement transactions are successful. No organization can be successful without appointing the best suppliers and ensuring that contractual agreements maximize value for money.

By applying the right processes for selecting suppliers, costs will be controlled, quality will improve, and organizational efficiency will increase. Suppliers will seek to optimize their return and need to be engaged in a way that ensures an appropriate relationship for the short and long term. Having the right knowledge and skills in tendering, procurement, and negotiation is essential for any organization to be successful, and requires appropriate planning and preparation rather than luck and optimism.

### **This course will highlight the following topics:**

- ✓ Selecting the right procurement strategy
- ✓ Developing tenders and producing tender evaluation criteria
- ✓ Analysing competitive bidding processes
- ✓ Practicing negotiation skills
- ✓ Administration of the procurement and tender process

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## Tendering, Procurement and Negotiation

### Target Audience

- ✓ Procurement Manager/Supervisor
- ✓ Procurement officer/assistant
- ✓ Purchase officer
- ✓ Vendor manager
- ✓ Supplier relationship officer
- ✓ Purchase coordinator
- ✓ International Buyer
- ✓ Category purchasing manager
- ✓ Supply chain officer- Procurements
- ✓ Logistics Professionals
- ✓ Distribution Managers
- ✓ Working in this field
- ✓ Those who want to start a career in this field

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## Tendering, Procurement and Negotiation

### Learning Objectives

- ✓ Gain a comprehensive understanding of the elements of a good procurement process
- ✓ Develop methods of contractor performance measurement
- ✓ Learn methods of tender evaluation and identify evaluation criteria.
- ✓ Review contract strategies in the organization.
- ✓ Improve procurement and negotiation skills and become an asset in your department and organization.
- ✓ Obtain and enhance necessary procurement skills such as communication, negotiation, and time management skills.

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## Tendering, Procurement and Negotiation

### Course Outline

#### ✓ Day 01

##### **How Tendering And Procurement Align With The Organisation Strategy**

- ✓ Influence of the external environment
- ✓ Adapting to new business models
- ✓ Critical supply strategies
- ✓ Transforming the Supplier relationship
- ✓ The Procurement cycle

##### **The Tendering Process**

- ✓ Elements of a good procurement process
- ✓ Selecting the right contracting strategy
- ✓ Stages in the tendering process
- ✓ Developing tender evaluation criteria
- ✓ Negotiating with short-listed suppliers
- ✓ How can we be sure we are obtaining a good price?

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## Tendering, Procurement and Negotiation

### Course Outline

#### ✓ Day 02

##### **Advanced Procurement Skills**

- ✓ Transforming the supplier relationship
- ✓ Defining the organization's mission in supplier relationships
- ✓ How to be a good customer
- ✓ Differentiating between SRM and collaboration
- ✓ Optimising the supply base
- ✓ Time Management Skills
- ✓ Understanding the process
- ✓ Prioritizing and the importance of planning for effective procurement and tendering
- ✓ Communicating effectively
- ✓ Communicating with Vendors
- ✓ Communicating Internally (Employees and department)

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### Course Outline

#### ✓ Day 03

##### **The Negotiation Process**

- ✓ Avoiding confrontational negotiations
- ✓ Communication techniques
- ✓ New techniques in influencing
- ✓ Understanding the other negotiator's power
- ✓ Negotiating pressure points and countermeasures

##### **Implementing Improvements In The Organisation**

- ✓ Attract and retain procurement management talent
- ✓ Producing a realistic personal action plan for improvement
- ✓ Business continuity and contingency planning for procurement
- ✓ What is Activity-Based Costing
- ✓ Ways that procurement can improve finances

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## Tendering, Procurement and Negotiation

### Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Jan. 11, 2027	Jan. 13, 2027	3 days	3250.00 \$	UAE , Dubai
June 8, 2026	June 10, 2026	3 days	3250.00 \$	UAE , Abu Dhabi
Aug. 3, 2026	Aug. 5, 2026	3 days	3950.00 \$	England , London
Dec. 14, 2026	Dec. 16, 2026	3 days	3250.00 \$	UAE , Dubai

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