Course Title	Procurement Planning and Bid Management	
Credit Hours	Venue	Date
As Scheduled	As Scheduled	As Scheduled

Objectives

- **This Course aims to enable participants to achieve the following objectives:**
  - Understand the role of Professional Purchasers.
  - Learn about and practice the key skills Purchasers need to have.
  - The essential requirements for Purchasing Management.
  - Team structures and roles.
  - The benefits of improved purchasing.
  - Implementing changes within the team and with other departments.
  - Strategies and tactics for improved buying.
  - The uses of tendering, negotiation and other approaches.
  - Measuring and Improving Purchasing Performance.
  - Examine how to become more strategic in Purchasing Activities.
  - Determine a best approach to Global Sourcing.
  - Analyze ways of managing suppliers more effectively.
  - Enhance the skills of Tendering and Analysing The Bid.
  - Learn ways to deal with economic uncertainties.

The Delegates

- Purchasing professionals .
- Those involved in defining the specification and evaluating supplier performance .
- Those involved in preparing and analysing bids .
- Those with an involvement in supplier relationships .
- Those whose role involves negotiation with outside agencies .

Contents

- **What is the Role of Purchasing in the Company:**
  - Introduction to Purchasing and its contribution to the organisation
  - What is the purpose of a business
  - Dealing with the problem of being a " go between "
  - Purchasing process and cycle of procurement
  - Positioning purchasing within the company
  - Vision, Mission and Value of Purchasing
  - Purchasing Structure
  - Where to find performance improvement
- **Developing the Purchasing Strategy:**
  - How to reach the internal customer
  - Developing Purchase agreements
  - Importance of being involved in creating the specification
  - Supplier selection methodology
  - Criteria for pre qualifying suppliers
  - Integrating the supplier selection process
  - Positioning your need and you value against the market
  - The role of ISO 9000
- **Selecting the Right Supplier & Evaluating Performance :**

- Conditioning the supplier to meet your requirement
- The total cost approach to purchasing
- Analysing Cost
- Analysing Value
- Hidden costs
- Life cycle costing
- Using Price indices
- Performance evaluation

- **Tendering and Analysing The Bid:**
  - Process needs
  - Types of tender
  - Electronic commerce / E Auctions
  - Evaluating a bid objectively
  - Terms and Conditions of contract
  - Standard contract clauses
  - Methods of Payment
  - Expediting the agreement
  - What if the contract fails to deliver – legal issues
- **Negotiating the Contract and Preparing a Plan of Improvement Action for Purchasing:**
  - Defining negotiation
  - Obstacles to effective negotiation
  - Different styles of negotiation
  - The tools of the process
  - Phases of a negotiation
  - What to do and what not to do
  - Focus on four key areas of world class performance
  - Evaluating performance gaps
- **Course summary.**

Notes:

- Great Discount for companies and governmental Organizations .
- All programs are held in five star hotels .
- All lecturers have sufficient knowledge and experience to implement the programs at an optimal level .
- Large package of services is offered to the participants .

Discount	Language	Fees
10% in case of Three P. (or more)	English & Arabic	As Scheduled

Timetable	How to Register ?	Other Dates
9 Am : 11 Am 11.30 Am : 1 Pm 1.30 Pm : 3 Pm	www.titlehr.com Info@titlehr.com Tell | 00971559687070	As Scheduled