



Procurement & Supply Chain Operations

## Tendering, Procurement and Negotiation

## Course Introduction

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This training course is designed to provide participants with the essential process of identifying, selecting and negotiating with the suppliers that will help in ensuring procurement transactions to be 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 below 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

## Target Audience

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- 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
- These who wants to start a career in this field

## Learning Objectives

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- 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.

## Course Outline

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- **Day 01**

- HOW TENDERING AND PROCUREMENT ALIGNS 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?

## • 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 to Vendors
- Communicating Internally (Employees and department)

## • 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

## Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 8, 2025	Dec. 12, 2025	5 days	4250.00 \$	UAE - Dubai

