



SETTEC
THE TRAINING HOUSE!

Procurement Management (Strategic and Operational Level)

Contents:

Day One:

Purchasing Essentials

- Procurement Overview
- The strategic, Tactical and Operational role of procurement
- The Five Rights of Purchasing
- Procurement Cycle
- Procurement and Business Requirements
- Procurement Techniques and Tools of Analysis
- E-Procurement □ Ethics and Procurement

Day Two:

Specifying Requirements

- Product Specification
- Service Specification
- Standardisation
- Value Analysis and Value Engineering

Day Three:

Tendering Process

- Principles of Tendering
- The Tendering Cycle
- Tendering Options
- E-Tendering
- Invitation to Tender Documentation
- Selection and Award Criteria
- Pre-Qualifying Suppliers
- Running the Tendering Process

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Day Four:

Contract Award and Contract Management

- Forming a Contract
- Common Contract terms
- Standard Forms of Contract
- Dispute Resolution Procedures
- Performance Management

Day Five:

Effective Negotiation

- Principles of Negotiation
- Planning a Negotiation
- Negotiation Objectives, Styles and Strategy
- Power in Negotiation
- The Negotiation Meeting
- Follow-up to the Negotiation
- Negotiation Style Self-Assessment

Language:

- The materials for the trainees will be in English.
- The language of instruction should be in Arabic / English.