Effective Purchasing, Tendering and Supplier Selection

Course objectives
On completion of the course, participants should be able to:
- Understand best practices in effective purchasing
- Outline the full process of tendering for private and public sector tenders
- Know best practices in qualifying suppliers and improving relations,
- Understand the procurement process, and supplier performance
- Develop a purchasing strategic plan that will lead to world class performance
- Describe the main approaches to apply when obtaining and selecting offers
- Describe the methods of obtaining offers from suppliers
- Identify some of the main issues to consider when determining which suppliers to invite

Target Groups
- Procurement or Purchasing managers,
- Contracts and Purchasing professionals
- Materials Managers
- Supply Chain managers
- Plant managers
- Sales managers and
t- Supply Chain consultants
- Buyers

Course Outline
- General Management skills practices and principles
- The Procurement Processes
- The Framework for Obtaining and Selecting Offers
- Winning and Purchasing as a core competency
- How Do Other Functions View Purchasing
- Purchasing Impact On The Bottom Line
- How Does Senior Management Measure Purchasing
- Purchasing Accountability
- Measuring Purchasing Performance
- Strategic Sourcing
- ABC Analysis
- Purchasing Personnel Required Skill Sets
- Standards Of Ethics In Purchasing And Contracting Conduct
- Pre-bidding procedures in tendering
- RFQs /RFPs/ Tenders
- Understanding the tendering and bidding cycle
• Understanding the tender pre-qualification stages
• Purchasing And Supplier Involvement In Early Stages
• Developing An Effective Electronic Procurement Strategy
• Tools For Understanding Commodity Markets
• The Global Sourcing Process
• Supplier Categories and Strategic Alliances
• Supplier Performance Measurement
• Supplier Qualification And Supplier Recognition
• Model For Selecting Analysis Methods
• Methods of Price Analysis and Cost Analysis
• Long-Term Agreements
• Supplier Reduction Programs
• Inventory Reduction Programs
• Value Analysis
• Activity Based Costing
• Negotiations
• Supply Chain Management
• Database Management
• Action planning

Dates: 14th – 25th September 2020

Duration: 2 Weeks

Course Costs: US$2850

Venue: Windhoek, Namibia