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
- 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: 02nd – 13th March 2020

Duration: 2 Weeks

Course Costs: US$2850

Venue: Windhoek, Namibia