



# Institute for Capacity Development (ICD)

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## Evaluating, Rating and Selecting Suppliers

### Course objectives

On completion of the course, participants should be able to:

- Apply relevant alternatives criteria into account when making purchasing (management) decisions
- Identify the principle of world-class procurement
- Identify reliable suppliers and evaluate them for eventual selection.
- Analyze supplier performance using appropriate rating systems.
- Develop and use an approved supplier list or bid list.
- Design scientific surveys to measure the performance of suppliers.

### Target Groups

- Procurement officers,
- 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
- Methods for Obtaining Information about Suppliers
- Existing versus New Suppliers
- Large versus Small Suppliers
- Local versus International Suppliers
- Having Backup Suppliers
- Framework for Supplier Appraisal
- The supplier appraisal process
- The supply positioning model
- Determining appraisal criteria
- Potential supplier performance
- Criteria to Appraise a Potential Supplier
- An ideal “wish list”
- Identifying, Screening & Researching Suppliers Weighting and Rating

- Procurement Variables for Measuring Suppliers
- Non-Price Variables to Watch For
- Conducting Comprehensive Supplier Plant Visits
- The Frequency of Visiting Key Suppliers
- Dealing with Monopolistic Suppliers
- Techniques for Rating and Ranking Suppliers
- Qualitative Methods for Rating Suppliers
- Quantitative Methods for Rating Suppliers
- Mixing Qualitative and Quantitative Methods to Rate Suppliers
- The supplier perception model
- Supplier capability ratings
- Supplier ratings: Capability & motivation
- Assessing Financial Health
- SWOT Analysis
- Supplier Data System
- Reassessing Supply Risk on the Supply Positioning Model
- Action planning

Dates: 13<sup>th</sup> – 24<sup>th</sup> November 2023

Duration: 2 Weeks

Course Costs: US\$2850/delegate

Venue: Kigali, Rwanda