



**Asia Masters Center**

# Effective Purchasing, Tendering & Supplier Selection



## Effective Purchasing, Tendering & Supplier Selection

### Course Objective

- Identify and reduce procurement risk through development of a plan of action
- Enable improved performance from your existing suppliers through evaluation and performance measurement
- Understand and strengthen your supply chain
- Improve operating relationships within your organization
- Award contracts on the basis of measured performance/criteria
- Provide a working understanding of the Negotiation process

### Target Audience

- This course will mainly benefit to purchasing managers, senior buyers, project managers, civil engineers, construction managers, contractors, sub-contractors, site engineers, senior management, and government agencies, architects, construction professionals, and anyone responsible for purchasing at a senior level who seeks to enhance their skills further.



**Course Outline**

➤ **Day 1**

- Role of the Procurement Function
- Key Responsibilities
- Supporting Operational Requirements
- Managing Supplier Relationships
- Supporting Strategic Goals
- Detecting & Preventing Fraud

➤ **Day 2**

- Managing the Purchasing Process
- Making the case to purchase
- Deciding the procurement strategy
- Advertising the contract
- Generating interest
- Running the competitive cycle
- From ITT to contract award and beyond

➤ **Day 3**

- Managing Tender Request and Responses
- Capturing user requirements
- Documenting the scope of work
- Output based specifications
- Evaluating tender responses
- Further competitive activity

➤ **Day 4**

- The Supplier Perspective on Bidding
- Researching the client
- Understanding client requirements
- Identifying competitive advantage
- Qualification of opportunities
- Ethical supplier behavior

➤ **Day 5**

- Creating Appropriate Contract Documentation
- Principles of contract law
- Drafting your terms and conditions
- Using contract templates
- Managing risk through the contract
- Contract case studies

## ➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

## ➔ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.



## Asia Masters Center

### Price (USD)

Communicate with the training department  
to know the participation fees

➤ **There are offers and discounts for groups**

### The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

Swift code: CIBBMYKL

IBAN: Null