

PROCUREMENT PLANNING AND BID MANAGEMENT

PIN015

COURSE DESCRIPTION

This course explores ways to conduct the procurement and sales business process to an organisation's advantage. It prepares delegates to manage the bidding, drafting and negotiation of contracts when gaining business from clients or when setting the terms with suppliers. The course also provides delegates with a clear understanding of best practice which will enable businesses to minimise the risks of inefficient and poor commercial relationships.

This is a stimulating and practical course designed for directors, senior executives and decision-makers who want to understand how to maximise the competitive advantage to be gained from successful negotiation and tendering for contracts.

COURSE GOAL

To enhance the participants' knowledge, skills, and abilities necessary to manage the bidding, drafting and negotiation of contracts.

COURSE OBJECTIVES

By the end of this course, participant will be able to:

- Negotiate successfully.
- Develop and write bids.
- Acquire dynamic communication skills.
- Learn effective time management.
- Draft legally binding contracts.
- Develop essential presentation skills.
- Learn successful project planning.
- Prepare and write winning proposals.
- Acquire effective tendering skills.

WHO SHOULD ATTEND

- Contracts, Purchasing, and Procurement personnel.
- Project, Engineering, Operational, and Maintenance, personnel who are involved in the planning, evaluation, preparation, execution, and administration of tenders.

COURSE DURATION

5 Working Days

COURSE OUTLINES

1. Tenders

- The Importance of specifications
- The use and involvement of experts: roles and responsibilities
- The role of procurement

2. Selection of tender and pre-qualification

- Tender evaluation
- Post-tender negotiations
- Contract award and culture fit
- EU procurement differences

3. Bids

- Deciding to bid
- Analyzing the tender specification
- Managing the bid
- Talking to the client, understanding your potential client
- Understanding the work required
- Developing and writing the bid

4. Project resources and pricing

- Stating your price
- Producing and submitting the bid
- Presentations
- Negotiations and knowing your end-point
- Due diligence of potential client
- Post audit

5. Contracts

- Drafting good contracts
- Contract Law
- Which contracts to put effort into

6. Negotiation outcomes: techniques for success

- Developing and maintaining effective business relationships
- The cultural framework
- Time and communications
- The special case for outsourcing