



# Institute for Capacity Development (ICD)

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## 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: 19<sup>th</sup> – 30<sup>th</sup> March 2018

Duration: 2 Weeks

Course Costs: US\$2850

Venue: Windhoek, Namibia