

# € TRAINING

Effective Tendering Techniques and  
Procurement Strategies



21 - 25 October 2024  
Madrid (Spain)



# Effective Tendering Techniques and Procurement Strategies

REF: L278 DATE: 21 - 25 October 2024 Venue: Madrid (Spain) - Fee: 5850 Euro

## Introduction:

This training program is designed to equip professionals with the essential skills and knowledge required for effective purchasing, tendering, and supplier selection. It empowers them to make informed procurement decisions that drive organizational success.

## Program Objectives:

At the end of this program, participants will be able to:

- Understand the fundamentals of purchasing and procurement processes.
- Develop and implement effective tendering strategies.
- Evaluate and select suppliers using robust methodologies.
- Manage supplier relationships and performance effectively.
- Optimize purchasing processes to enhance efficiency and cost savings.

## Targeted Audience:

- Procurement Managers and Officers.
- Purchasing Professionals.
- Supply Chain Managers.
- Sourcing Specialists.
- Contract Managers.

## Program Outline:

### Unit 1:

#### Fundamentals of Purchasing and Procurement:

- Introduction to purchasing and procurement principles.
- Overview of the procurement lifecycle.
- Legal and ethical considerations in purchasing.

- The strategic role of purchasing in organizations.
- Case studies on effective procurement practices.

## Unit 2:

### Tendering Strategies and Processes:

- Understanding the tendering process.
- Developing effective tender documents and evaluation criteria.
- Bid evaluation techniques and methodologies.
- Managing tendering risks and ensuring compliance.
- Lessons learned from successful tendering projects.

## Unit 3:

### Supplier Selection and Evaluation:

- Supplier qualification and prequalification criteria.
- RFP Request for Proposal and RFQ Request for Quotation processes.
- Supplier risk assessment and management.
- Techniques for evaluating supplier performance.
- Building long-term relationships with suppliers.

## Unit 4:

### Managing Supplier Relationships and Performance:

- Developing strong supplier partnerships.
- Techniques for effective supplier communication.
- Monitoring and improving supplier performance.
- Handling supplier disputes and conflicts.
- Strategies for supplier development and improvement.

## Unit 5:



## Optimizing Purchasing Processes:

- Streamlining purchasing workflows for efficiency.
- Implementing e-procurement solutions.
- Inventory management and demand forecasting.
- Measuring and improving purchasing performance.
- Continuous improvement in purchasing operations.