

€ TRAINING

Procurement of Goods Works and Service



8 - 12 September 2024
Online



Procurement of Goods Works and Service

REF: L2336 DATE: 8 - 12 September 2024 Venue: Online - Fee: 2250 Euro

Introduction:

This training program is designed to equip participants with a deep understanding of procurement processes and best practices. It will provide valuable insights to navigate the complexities of procuring goods, works, and services efficiently and effectively.

Program Objectives:

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

- Understand the fundamentals of procurement and its importance in achieving organizational goals.
- Identify different procurement methods and select the appropriate approach for various needs.
- Comprehend the legal and ethical considerations in procurement processes.
- Implement effective supplier management strategies for successful procurement outcomes.
- Navigate potential challenges and risks in procurement and apply mitigation strategies.

Targeted Audience:

- Procurement professionals at all levels
- Project managers and team members involved in procurement activities
- Supply chain managers and administrators
- Contract managers and administrators
- Anyone interested in gaining a comprehensive understanding of procurement processes

Program Outlines:

Unit 1:

Fundamentals of Procurement:

- Introduction to procurement: Definitions and key concepts.
- Procurement's role in organizational success.

- Types of procurement: Goods, works, and services.
- Procurement life cycle: Steps from identification to contract management.
- Importance of alignment between procurement and organizational goals.

Unit 2:

Procurement Methods and Approaches:

- Competitive bidding vs. direct negotiations.
- Request for Quotation RFQ, Request for Proposal RFP, and Request for Tender RFT.
- Two-stage bidding process: Prequalification and final selection.
- Framework agreements: Benefits and applications.
- Best value vs. lowest cost considerations.

Unit 3:

Legal and Ethical Aspects of Procurement:

- Procurement regulations and legal frameworks.
- Anti-corruption measures and compliance.
- Intellectual property rights and data protection.
- Contractual agreements and terms.
- Handling conflicts of interest and ensuring transparency.

Unit 4:

Supplier Selection and Management:

- Supplier qualification and evaluation.
- Criteria for supplier selection: Technical, financial, and operational.
- Developing effective supplier relationships.
- Key performance indicators KPIs in supplier management.
- Supplier development and continuous improvement.

Unit 5:

Managing Procurement Risks:

- Identifying procurement risks and challenges.
- Risk assessment and prioritization.
- Risk mitigation strategies and contingency planning.
- Supply chain disruptions and their impact.
- Technology solutions for risk management in procurement.