

# informattech



PROCUREMENT AND SUPPLY CHAIN MANAGEMENT | COURSE

# Tendering, Procurement & Negotiation Skills

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# Course content

## Why Attend

### Course Introduction

No organisation can succeed without good procurement.

To achieve the best value for money, it is crucial to appoint top-tier suppliers and ensure that contracts are well-structured. Employing the right processes for supplier selection will help control costs, enhance quality, and boost organizational efficiency.

Suppliers aim to maximize their returns, so establishing a productive relationship is key for both short-term gains and long-term success.

Mastery of tendering, procurement, and negotiation is essential for organizational success, demanding thorough planning and preparation rather than relying on chance and optimism.

This Tendering, Procurement & Negotiation Skills training course explores the process of identifying, selecting and negotiating with the suppliers that will help your organisation.

## Course Objectives

By attending this training course, delegates will be able to:

- Select the Right Procurement Strategy
- Develop Competitive Bidding Processes
- Evaluate Tenders
- Negotiate with Suppliers
- Run and Administer Tender Processes

### Who should Attend?

This training course is suitable to a wide range of professionals, but will greatly benefit:

- Contracts, Purchasing, and Project Personnel
- Procurement Personnel Who are Responsible for Negotiations



# Course content

## Course Objectives

- Other Managers Involved in the Planning, Evaluation, Preparation and Management of Tenders and Specifications that Cover the Acquisition of Materials, Equipment, and Services

## Course outline

### Day One: How Tendering and Procurement Aligns with the Organisation Strategy

- Influence of the external environment
- Adapting to new business models in the light of the recent pandemic
- Critical supply strategies
- Transforming the Supplier relationship
- The Procurement cycle

### Day Two: The Tendering Process

- Elements of a good procurement process
- Selecting the right contracting strategy
- Stages in the tendering process
- Developing tender evaluation criteria
- Negotiating with short-listed suppliers
- Is a good price the only factor in the process?

### Day Three: Advanced Procurement Skills

- Transforming the supplier relationship
- Defining the organization's mission in supplier relationships
- Understanding how to be a good customer



# Course content

## Course outline

- Differentiating between SRM and collaboration
- Is the optimisation of the supply base the only way of working?

## Day Four: The Negotiation Process

- Communication techniques
- Avoiding confrontational negotiations
- New techniques in influencing
- Understanding the other negotiator's power
- Negotiating pressure points and countermeasures

## Day Five: Implementing Improvements in the Organisation

- Attract and retain procurement management talent
- Producing a realistic personal action plan for improvement
- Business continuity and contingency planning for procurement
- What is Activity-Based Costing
- Ways that procurement can improve finances
- Putting an action plan together

# Seminar dates

## Available seminar dates

Live dates and pricing for Tendering, Procurement & Negotiation Skills generated from the course details page.

| Date                   | Location                | Format    | Fee      |
|------------------------|-------------------------|-----------|----------|
| 22 - 26 June 2026      | Paris - France          | Classroom | €4,500.- |
| 13 - 17 July 2026      | Rome - Italy            | Classroom | €4,250.- |
| 17 - 21 August 2026    | Kuala Lumpur - Malaysia | Classroom | €2,250.- |
| 21 - 25 September 2026 | Rome - Italy            | Classroom | €4,250.- |
| 19 - 23 October 2026   | Munich - Germany        | Classroom | €3,450.- |
| 2 - 6 November 2026    | Amsterdam - Netherlands | Classroom | €4,250.- |
| 21 - 25 December 2026  | London - U.K            | Classroom | €4,200.- |

**Live online option** Online delivery is available at €1,850.-.