



EFFECTIVE PURCHASING, TENDERING AND SUPPLIER SELECTION



COURSE OVERVIEW

This course equips procurement and supply chain professionals with essential skills in modern purchasing, tendering, and supplier management. Participants will learn how to develop robust procurement strategies, prepare and manage tenders, evaluate suppliers objectively, negotiate effectively, and mitigate procurement risks. Emphasis is placed on ethical practices, legal compliance, performance monitoring, and sustainable sourcing—ensuring procurement adds value across the organization.

DATES, VENUES AND FEES



26 – 30 October 2025 – Doha

(5 Days)

Fees

US\$ 4500

Note: Fee is per participant.

Groups from the same company can enjoy a **discounted** price.

WHO SHOULD ATTEND?

This course is appropriate for a wide range of professionals but not limited to:

- Procurement Officers
- Purchasing Agents
- Tender Evaluators
- Contract Administrators
- Project Engineers
- Supply Chain Staff

CONTACT US NOW

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ACCREDITATION



This training course is certified by CPD.

The CPD Certification Service is the leading independent CPD accreditation institution operating across industry sectors to complement the Continuing Professional Development policies of professional institutes and academic bodies. The CPD Certification Service provides support, advice, and recognised independent CPD accreditation compatible with global CPD principles. CPD is the term used to describe the learning activities professionals engage in to develop and enhance their abilities and keep skills and knowledge up to date. CPD Units are only awarded to programmes after each programme is scrutinised to ensure integrity and quality according to CPD standards and benchmarks.

COURSE CERTIFICATE

MSTC certificate will be issued to all attendees completing a minimum of 80% of the total tuition hours of the course.

CPD internationally recognized certificate will be issued for all participants who will meet the course requirements. CPD certificates will be issued within a month of the successful completion of the course.

TRAINING METHODOLOGY

- Expert instructor lecture, input using numerous visual aids
- Supportive comprehensive course manual enabling practical application and reinforcement
- Participant discussion and involvement regarding their specific projects and challenges
- Real-world case studies and best practices

LEARNING OBJECTIVES

- Learn the principles of purchasing and procurement
- Differentiate between tactical and strategic purchasing
- Understand the procurement cycle and procurement policy framework
- Understand the various tendering methods and legal implications
- Learn how to develop and issue effective tender documents
- Identify key elements of successful tendering
- Understand the criteria for supplier selection and Pre-Qualification
- Use evaluation techniques to ensure fairness and objectivity
- Mitigate supplier risks and build reliable supply chains
- Develop negotiation techniques for value and compliance
- Understand contract types and key terms
- Monitor supplier performance and enforce accountability
- Understand risks and mitigation in procurement
- Uphold ethical and transparent procurement practices
- Promote sustainability and continuous improvement

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COURSE OUTLINE

DAY 1

Fundamentals of Strategic Purchasing and Procurement

- Pre test
- Role of Procurement in Modern Organizations
- Purchasing vs. Procurement vs. Supply Chain
- Procurement Objectives: Cost, Quality, Delivery, Risk
- The Procurement Cycle & Key Stakeholders
- Workshop

DAY 2

Tendering Procedures and Documentation

- Types of Tendering Methods
 - Open, restricted, negotiated, two-stage, e-tendering
- Tender Documentation Essentials
 - RFI, RFQ, RFP, ITT formats
- Specification Writing and Scope Definition
- Managing Tender Timelines and Clarifications
- Workshop

DAY 3

Supplier Selection, Evaluation, and Qualification

- Supplier Identification and Pre-Qualification
 - Due diligence and supplier risk management
- Supplier Evaluation Criteria
 - Technical, commercial, financial, and sustainability
- Weighted Scoring Models and Bid Evaluation
- Site Audits, Background Checks, and Compliance
- Workshop

DAY 4

Negotiation, Contracting and Supplier Performance Management

- Procurement Negotiation Techniques
 - BATNA, value-based negotiation, common traps
- Contracting Basics for Procurement
 - Types: fixed price, cost-plus, time & materials
 - Key clauses: penalties, warranties, SLAs
- Managing Supplier Relationships
 - Collaboration, conflict resolution, and exit strategies
- Supplier Performance Monitoring Tools (KPIs, Scorecards)
- Workshop

DAY 5

Risk, Ethics, Sustainability & Continuous Improvement in Procurement

- Procurement Risks and Mitigation Strategies
 - Fraud, corruption, delivery risk, price volatility
- Ethics and Integrity in the Procurement Process
 - Conflict of interest, transparency, fairness
- Green Procurement & Sustainable Sourcing
- Procurement Process Improvement Tools (LEAN, SRM, e-Procurement)
- Action plan
- Post test
- Certification ceremony

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