



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Contract Management

Objectives

- Developing the knowledge of the trainees regarding the modern role of procurement and tender management and its importance and objectives.
- Developing the participants' skills and experience with procurement activities and activities such as:
 - Procurement procedures
 - Different buying methods and controls use each method.
 - Analysis and evaluation of purchase offers.

Who Should Attend?

- Contract staff
- Managers
- Counselors
- Professionals responsible for contract execution and contractual claims

Seminar Outline

DAY 1

- Define the purchase function
- Objectives of the procurement function
- Procurement function responsibilities
- Importance of buying function Modern intellectual trends in procurement management
- Economic trend.
- Direction of decision making.
- Realistic or career orientation.
- Direction systems.

DAY 2

- Dependence and organizational level of procurement function.
- Organizational size and format of the procurement function.
- Powers purchase function.
- Centralization and decentralization of procurement.



- Internal organization of the procurement function.
- Individuals working in the purchasing device have their qualities and ethics. Procurement Policies:
- Temporary purchase policy or as required.
- Pre-purchase or storage policy.
- Purchase policy for immediate use
- Purchase policy or manufacture

DAY 3

- Creation and realization of need.
- Describing the need.
- quantification.
- Issuing the purchase order
- Check availability of credits
- Approve the purchase order
- Price study and identification:
- Examination of application and analysis of records
- Selection of suppliers and issuance of a supply order
- Issuing the supply order
- Follow-up supply
- Delivery of materials

DAY 4

- Primary insurance
- Previous work
- Contract of establishment and law of the company
- Second, the financial envelope contains:
- Price lists
- Method of Payment
- Maintenance value, spare parts and operating requirements
- All elements that affect the financial value of the offer as required by the terms of the offering

DAY 5

- The effect of the breach of the tender procedures on the contracting procedures and the validity of the contract
- Acting on the effect of the bidder for the written mistakes contained in his gifts
- Prohibitions and causes that offer tender for exclusion.
- Withdrawal of offers and the consequent effect.
- The question of the extent to which the bid prices are adjusted before the opening date of the envelopes
- The failure of any member of the committee to decide on attendance and its impact on the safety of the work of the committee



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