



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Procurement and logistics management

Objectives

- Preparation for tenders and tenders.
- How to prepare the bid requirements and specifications before tendering.
- Legal aspects to be taken into account when preparing the bid.
- Previous pre-trial proceedings on the tendering process.
- Previous restrictions on the completion of the contract SPV.
- Study seven contracting methods for the purchase of movable or contractor Owalkhaddmh.
- Take full account of practical problems and methods of resolving them before and after the completion of the process.
- How to manage purchases from abroad and legal aspects.
- Legal aspects relating to the submission and the withdrawal, modification and inspection and awarded the tender.
- International rules for tenders and tenders in accordance with the provisions of international law

Who Should Attend?

- Purchasing and Contracts Managers
- Heads of Purchasing and Tender Departments
- Directors and members of legal departments
- All administrators who have all or part of their responsibility in the procurement and contract stages
- Candidates or seeking to fill positions in procurement and contracts management
- Cadres or chairmen who are responsible for participating in the procurement process

Seminar Outline

DAY 1

- Tender definition.
- Types of tenders.
- Principles of General Tender.
- Procedural stages of the public tender.
- The legal nature of tender.
- Stage tender governance progress of legal proceedings.
- Controls governing the tender model.



- Legal provisions for bank guarantees associated with the tender.
- Final insurance and provisions.
- Procedural aspects of opening envelopes

DAY 2

- Cases purchase limited tender accidentally.
- Adoption of a purchase decision whereby the authority of the owner.
- Legal provisions governing tender Limited.
- Ask a limited tender procurement process by way of action.
- Local tender and legal concept.
- Cases contracted through local tender.
- Reliance for purchase in this way the authorities.
- Procedural aspects and the legal provisions for local tender.
- Definition of general practice.
- Buying situations in this manner.
- Subordination of the general practice of the principles of public tender.
- Fundamental differences between the public tender and public practice.
- General practice procedures.
- Limited practice buying situations.
- The difference between practice limited and limited tender.

DAY 3

- The purchase method of external supplier or product.
- The legal provisions of the purchase from abroad.
- Documentary credits essential means external to buy.
- Definition of L / C.
- Creditors.
- Fifteen types of documentary credit.
- Letter of credit provides both sides of the safety and credit.
- Importance of documentary credit.
- Conditions of delivery in accordance with ICC rules.
- Define the obligations of the seller and buyer in accordance with the terms of delivery.

DAY 4

- Requirement of financial allocations, prior consultation and approvals such as the introduction of the procurement method.
- The necessary controls in the bid requirements and specifications.
- What is the ruling revenue reservations tenders?
- Is it permissible to negotiate with the bidders?
- What is the rule of the law and the judiciary regarding tenders that are received by facsimile?
- What are the cases in which tenders may be excluded?
- What the rule of law to shorten the progress dates tenders?



- How to act with the tender including accepting a certain percentage for the lowest bids received.

DAY 5

- Regulatory and administrative rules to ensure that the needs of the facility.
- Governing controls when developing regulations for procurement.
- Legal grounds to consider when preparing the budget planning for purchase.
- What are the key elements to be emphasized when developing a procurement schedule.
- What are the relevant departments to be reported annual procurement program?
- How is the implementation of the budget and planning timetable Supplies?
- 22 step to implement the external procurement cycle.
- Local procurement cycle and the main group.
- Local procurement of supplies planned cycle.
- Buying from the local market and urgent procedures for accessories.



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