



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Procurement, bidding and contract management systems

Objectives

- 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

- Types (General Tender - Tendering Limited - Practice - Direct Order)
- The intrinsic characteristics of each type
- Preparation and writing of technical specifications
- Inventory of requirements, specifications and specifications of specifications and specifications.
- Guidelines for the preparation of specifications and specifications.
- Announcement of tender

DAY 4

- The bid submitted by the bidder includes two things:
- determining prices.
- Determining the reservations or special conditions that are related to the departure from the general conditions contained in the booklet of conditions and specifications on which the tender was submitted.
- Price setting and writing.

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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