



أكاديمية الزمالة  
العربية البريطانية



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Arab British Academy Fellowship  
A.B.A.F





# Excellence in procurement, bidding

## Objectives

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- To provide participants with the basics of excellence in purchasing management in the areas of quality, quantity, price and the appropriate source of supply for procurement
- Developing the skills and abilities of procurement management personnel in the preparation and management of procurement and supply contracts
- Develop the skills and abilities of procurement management personnel in the field of negotiating with suppliers to choose the best

## Who Should Attend?

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- Logistic Managers
- Staff Logistics
- Freight and unloading sector
- Experts in the supply chain and logistics

## Seminar Outline

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### DAY 1

- Quality is appropriate
- Responsible for determining the appropriate quality
- METHODS OF DETERMINING QUALITY

### DAY 2

- What is the right price to buy?
- Considerations affecting the determination of the appropriate price to buy
- Basic sources for price information

### DAY 3

- Factors influencing the timing of the purchase



- Alternative policies in the field of time to buy

#### DAY 4

- The appropriate supply source is intended for purchase
- Responsible for selecting sources of purchase
- Sources of information about suppliers
- Appropriate supply source policies

#### DAY 5

- Basic concepts for the preparation and management of tenders and procurement and supply contracts
- Pre-requisitions for tenders
- How to apply for tenders
- Enclosures of envelopes and technical examination
- Analysis and study of tenders
- Conclusion, execution and termination of the supply contract





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