



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Tender contract and negotiation art

Objectives

- 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?

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

Seminar Outline

DAY 1

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

DAY 2

- Factors affecting the determination of the appropriate quantity of the purchase
- How to determine the economic quantity to buy

DAY 3

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



DAY 4

- 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

DAY 5

- Nature and privatization of negotiation practice in the procurement function
- Implement the negotiation process to meet the needs of the organization
- Negotiation strategies in the procurement function



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