



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Procurement and bidding systems

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 expertise in relation to procurement activities and activities.
- Define the basic features of contracts in the field of tenders through the provisions that have been introduced and the controls that have been able to eliminate the gaps resulting from the practical application, in the end ensuring the safety of application and balance between the obligations of the contractor and the administrative body.
- Developing the skills of participants in the preparation, initiation and execution of tenders and their establishment

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

- Concept Purchasing Function:
- Define the procurement function and its objectives.
- Procurement function responsibilities.
- Importance of buying function.
- Recent Intellectual Trends in Purchasing Management: -
- Economic trend.
- Direction of decision making.
- Realistic or career orientation.
- Direction systems.



DAY 2

- Organization of purchase function:
- Dependency and organizational level of the purchase function.
- Organizational size and format of the procurement function.
- Powers purchase function.
- Centralization and decentralization of the procurement function.
- Internal organization of the procurement function.
- Individuals working in the purchasing system have their qualities and ethics

DAY 3

- Procurement Policies:
- Temporary purchase policy or as required.
- Pre-purchase or storage policy.
- Purchase policy for immediate use.
- Purchase policy or manufacture

DAY 4

- Buying cycle:
- Creation and awareness of need.
- Describing the need.
- Quantity Determination.
- Issuing a purchase order.
- Check availability of credits.
- Approve the purchase order.
- Study the price and determine it.
- Examination of application and analysis of records.
- Choose suppliers and issue a purchase order.
- Buying methods and types.
- The essential characteristics of each type of purchase

DAY 5

- Buy in time:
- Importance of timely purchase.
- Factors influencing the determination of time.
- Closing of the program.



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