



Course Name

VENDOR SELECTION AND TENDER PROCESS MANAGEMENT

The training course is designed to be interactive and participatory, and includes various learning tools to enable the participants to operate effectively and efficiently in a multifunctional environment. The course will use lectures and presentations, group discussions and experiential learning.



Reach New Heights | Training & Consulting
An ISO 14001:2015 ISO 9001:2015 Certified Company



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info@boostuae.com



Duration:
Five Days



Location:
TBD



Date:
TBD





Few Words About Boost

Our solutions are fully customized and designed based on the needs of our clients

BASED IN ABU DHABI
SINCE 2001
WE HAVE A PROVEN TRACK



VISION

"The only thing worse than being blind is having sight but no vision".

To be recognized as the partners' first choice in the field of Learning and Development locally and globally



MISSION

Enable our partners achieving their objectives

by designing innovative learning and development solutions which will boost people performance and business results as well.



VALUES

Driven by five core values which will form the basis for every decision...

- ✓ Result Orientation
- ✓ Partners' Success
- ✓ Passion
- ✓ Commitment
- ✓ Innovation

Why Us?

- 01 Interactive Engaging Courses
- 02 Recognized Certificates
- 03 Wide Range Of Training Subjects
- 04 Global Training Centers
- 05 In-House & Customized Courses
- 06 Internationally Certified Instructors
- 07 Advanced Reporting System



10,000 People Trained a Year, with 98% Satisfaction Rating

Our talented team of international instructors have exceptional credentials complemented by practical, real-world experience.

SUSTAINABLE SUCCESS

Ever since the firm was founded, Excellence, in one form or another, was part of its credo. The prospect of doing a good job might help a company climb the success ladder but it won't keep the company 'up there'.



American Welding Society
EDUCATIONAL INSTITUTION MEMBER





COURSE INTRODUCTION

VENDOR SELECTION AND TENDER PROCESS MANAGEMENT



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The vendor selection and tender process management is one of the most vital tasks that a business will undertake. Without good vendors who provide quality stock, business services and company supply at competitive prices, with good terms and delivery schedules, the company's bottom line and profits will be sorely compromised. However, vendor and tender management isn't well understood or widely implemented in the business world. This 5-day boost training course is designed to provide procurement professionals with relevant concepts and applications on the effective and efficient vendor selection and tender process management that will surely enhance the company's procurement system.

OBJECTIVES

BY THE END OF THE COURSE DELEGATES WILL BE ABLE TO:

- ✓ Describe the procurement cycle and contract management lifecycle
- ✓ Design and manage specifications and scope
- ✓ Define criteria and select the right supplier/contractor
- ✓ Manage the complete tendering process
- ✓ Define evaluation and award criteria
- ✓ Manage the tender negotiation phase
- ✓ Document the contract award procedures

TRAINING METHODOLOGY

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THE PROCUREMENT CYCLE

- ✓ Procurement key principles
- ✓ Understand the various stages and key steps of procurement
- ✓ Formulating the procurement strategy
- ✓ Alignment of strategic goals with procurement goals
- ✓ Identification of key stakeholders in the procurement process



ANALYSING THE BUSINESS NEEDS AND REQUIREMENTS

- ✓ Needs recognition
- ✓ Gathering requirements
- ✓ Identification of specific needs
- ✓ Developing the specific statement of requirements
- ✓ Essential elements of the scope of work

DEFINING THE SOURCING OPTIONS

- ✓ Developing the Approved Supplier List
- ✓ Implementing a robust and viable supplier assessment
- ✓ Setting the assessment criteria
- ✓ Supplier qualification screening process
- ✓ Determining the selection and award criteria





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THE TENDERING AND SOLICITATION PROCESS

- ✓ The various stages of the tender procurement process from notice to award
- ✓ The tendering documents and their specific meanings – PIN, EOI, PQQ, RFI, ITT/ RFP/RFQ
- ✓ Developing tender and evaluation criteria
- ✓ Developing the award criteria
- ✓ Managing the complete process



SELECTION, NEGOTIATION AND CONTRACT AWARD

- ✓ Tender opening and the legal process
- ✓ Managing the evaluation
- ✓ Presentations, interviews and visits
- ✓ Tender Negotiations
- ✓ Contract award procedures





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T H A N K Y O U

For any clarification or information. Please do not hesitate to contact us

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