

Training Title

TENDER, PROCUREMENT & NEGOTIATION SKILLS

Training Duration

5 days

Training Venue and Dates

Tender, Procurement & Negotiation Skills	5	07th to 11th December 2025	\$5,500	Cairo, Egypt.
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Training will be conducted in any of the 4 or 5 star hotels.

Training Fees

- **5,500 US\$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Lunch.**

Training Certificate

Prolific Consultants FZE Certificate of Course Completion will be issued to all attendees.

COURSE OVERVIEW

COURSE DESCRIPTION

Tendering is a process in which one quotes for the requirement (enquiry) raised by an entity in order to obtain the order from the particular entity for materials/services. Procurement is a process of sending the enquiry and negotiates (broadly) in order to procure (purchase) a particular material/service. Tendering is linked with Procurement Skills, based on that, this programme is designed to explore the best practices in the phases of tendering and procurement. This programme explores many of the best practices in the initial phases of contracting so that participants will be able to implement the steps needed to create maximum total value for their organization. Included in a large number of topics that brings increased professionalism to the important functions of Tendering and Procurement.

In this Tendering, Procurement & Negotiation Skills training course , the Participant will explore the process of identifying, selection and negotiating with the suppliers that will help your organisation to be successful. No organisation can be successful without appointing the best suppliers and ensuring that contractual agreements maximise value for money. By applying the right processes for selecting suppliers, costs will be controlled, quality will improve, and organisational efficiency will increase, Having the right knowledge and skills in tendering, procurement and negotiation is essential for any organisation to be successful and requires appropriate planning and preparation rather than luck and optimism.

COURSE OBJECTIVES:

By the end of this Tendering, Procurement & Negotiation Skills training, participants will be able to:

- *Discuss elements of a good procurement process*
- *Develop methods of contractor performance measurement*
- *Learn methods of tender evaluation*
- *Review contract strategies*
- *Improve procurement and negotiation skills*

SUITABLE FOR:

This Tendering, Procurement & Negotiation Skills course is ideal for:

- *Contracts, Purchasing, and Project Personnel*
- *Procurement Personnel who are responsible for negotiations*
- *All others who are involved in the planning, evaluation, preparation and management of tenders and specifications that cover the acquisition of materials, equipment, and services and who are in organizations whose leadership want high levels of competency in those involved in these activities.*

TRAINING METHODOLOGY:

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions, and motivate everybody find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course. Very useful Course Materials will be given.

COURSE OUTLINE: -

Day 1:

How Tendering and Procurement Aligns with the Organization Strategy

- *Influence of the External Environment*
- *Adapting to New Business Models*
- *Critical Supply Strategies*
- *Transforming the Supplier Relationship*
- *The Procurement Cycle*

Day 2:

The Tendering Process

- *Elements of a good Procurement & Competitive Bidding Process*
- *Selecting the Right Contracting Strategy*
- *Stages in Tendering Process*
- *Developing Tender Evaluation Criteria*
- *Negotiating with Short-listed Suppliers*

- *How do you know you obtained a Good Price?*

Day 3:

Advanced Procurement Skills

- *Transforming the Supplier Relationship*
- *Defining the Organization's Mission in building Supplier Relationship*
- *How to be a Good Customer*
- *The Difference between SRM and Collaboration*
- *Shrinking the Supply Base*

Day 4:

The Negotiation Process

- *Avoiding Confrontational Negotiations*
- *Communication Techniques*
- *New Techniques in Influencing*
- *Understanding the Other Negotiator's Power*
- *Negotiating Pressure Points and Countermeasures*

Day 5:

Implementing Improvements into the Organisation

- *Attract and Retain Procurement Management Talent*
- *Producing a Realistic Personal Action Plan for Improvement*
- *Business Continuity and Contingency Planning for Procurement*
- *What is Activity-Based Costing*
- *Ways that Procurement can Improve Organization's Finances*

Case Studies, Last Day Review, Discussions & Pre & Post Assessments will be carried out.

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