



*Training Course:  
Effective Purchasing, Tendering & Supplier  
Selection*

*30 November - 4 December 2026  
London (UK)*

## Training Course: Effective Purchasing, Tendering & Supplier Selection

Training Course code: PC4036 From: 30 November - 4 December 2026 Venue: London (UK) - Training Course Fees: 5775 € Euro

### Introduction

This intensive five-day program develops and strengthens participants' understanding of the critical role suppliers play in achieving customer satisfaction through an effective supply chain. Delegates will learn how to evaluate potential and existing suppliers, assess factors for an effective tender, and conduct negotiations that deliver long-term value to their organization.

#### Key Focus Areas:

- Planning
- Tendering
- Negotiation
- Supplier Management
- Measuring Performance
- Communication

### Objectives

By the end of the program, participants will be able to:

- Identify and reduce procurement risk through a structured plan of action.
- Enhance performance of existing suppliers via evaluation and measurement.
- Strengthen the overall supply chain.
- Improve internal operating relationships.
- Award contracts based on measured performance criteria.
- Apply effective negotiation techniques.

### Target Audience

This program is ideal for:

- Procurement and purchasing professionals
- Contract managers and project managers involved in supplier selection
- Supply chain officers seeking to improve supplier performance
- Professionals responsible for tendering, negotiation, and supplier relationship management

### Course Outlines

#### Day 1: Role of Purchasing in the Organization

- Introduction to Purchasing and its contribution
- Understanding business purpose and objectives
- Managing the “go-between” problem
- Overview of the purchasing process and procurement cycle
- Positioning purchasing within the organization
- Vision, mission, and value of purchasing
- Purchasing structure and opportunities for performance improvement

#### Day 2: Developing the Purchasing Strategy

- Engaging with internal customers effectively
- Developing purchase agreements
- Involvement in creating specifications
- Supplier selection methodology
- Criteria for pre-qualifying suppliers
- Integrating supplier selection into business strategy
- Role of ISO 9000 in supplier management

#### Day 3: Supplier Selection & Performance Evaluation

- Conditioning suppliers to meet requirements
- Total cost approach to purchasing
- Cost analysis, value analysis, and hidden costs
- Life-cycle costing and use of price indices
- Evaluating supplier performance systematically

#### Day 4: Tendering and Bid Analysis

- Understanding process requirements for tenders
- Types of tenders and e-commerce / e-auctions
- Objective evaluation of bids
- Reviewing terms, conditions, and standard contract clauses
- Payment methods and expediting agreements
- Legal considerations if contractors fail to deliver

#### Day 5: Negotiation & Improvement Planning

- Fundamentals of negotiation
- Obstacles and different negotiation styles
- Tools and phases of the negotiation process
- Do's and don'ts in contract negotiation
- Focus on four key areas of world-class performance
- Evaluating performance gaps and creating an action plan for improvement

## Registration form on the Training Course: Effective Purchasing, Tendering & Supplier Selection

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
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to: Global Horizon  
3 Oudai street, Aldouki,  
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