



*Conference:  
Effective Purchasing, Tendering & Supplier  
Selection*

*20 - 24 December 2026  
Dubai (UAE)*

## Conference: Effective Purchasing, Tendering & Supplier Selection

Conference code: CO8080 From: 20 - 24 December 2026 Venue: Dubai (UAE) - Conference Fees: 5390 € Euro

### Introduction

A five-day intensive conference aimed at developing/strengthening the understanding of the crucial role played by the supplier in delivering customer satisfaction through an effective supply chain.

Participants will learn how to evaluate the performance of both potential and current suppliers. Assess the factors that comprise an effective tender and conduct effective negotiations that bring long-term value to the organization.

The Key Highlights of the Course are:

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

### Objectives

- Identify and reduce procurement risk through the development of a plan of action
- Enable improved performance from your existing suppliers through evaluation and performance measurement
- Understand and strengthen your supply chain
- Improve operating relationships within your organization
- Award contracts based on measured performance/criteria
- Provide a working understanding of the Negotiation process

### Target Audience

- Procurement and Purchasing Managers
- Supply Chain and Logistics Professionals
- Category and Sourcing Managers
- Contract and Supplier Relationship Managers
- Procurement Officers and Buyers
- Operations and Supply Chain Analysts
- Project and Commercial Managers involved in procurement activities
- Professionals responsible for tendering and contract negotiation
- Quality and Vendor Performance Specialists
- Organizations aiming to improve supplier performance and procurement efficiency

### Outlines

Day 1: What is the Role of Purchasing in the Company

- Introduction to Purchasing and its contribution to the organization
- What is the purpose of a business
- Dealing with the problem of being a "go-between"
- The purchasing process and a cycle of procurement
- Positioning purchasing within the company
- Vision, Mission, and Value of Purchasing
- Purchasing Structure
- Where to find performance improvement

#### Day 2: Selecting the Right Supplier & Evaluating Performance

- Conditioning the supplier to meet your requirement
- The total cost approach to purchasing
- Analyzing Cost
- Analyzing Value
- Hidden costs
- Life cycle costing
- Using Price indices
- Performance evaluation

#### Day 3: Developing the Purchasing Strategy

- How to reach the internal customer
- Developing Purchase agreements
- Importance of being involved in creating the specification
- Supplier selection methodology
- Criteria for pre-qualifying suppliers
- Integrating the supplier selection process
- Positioning your need and your value against the market
- The role of ISO 9000

#### Day 4: Negotiating the Contract and Preparing a Plan of Improvement Action for Purchasing

- Defining negotiation
- Obstacles to effective negotiation
- Different styles of negotiation
- The tools of the process
- Phases of a negotiation
- What to do and what not to do
- Focus on four key areas of world-class performance
- Evaluating performance gaps

#### Day 5: Tendering and Analysing The Bid

- Process needs
- Types of tender
- Electronic commerce / E Auctions
- Evaluating a bid objectively
- Terms and Conditions of the contract
- Standard contract clauses



- Methods of Payment
- Expediting the agreement
- What if the contractor fails to deliver - legal issues

## Registration form on the Conference: 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: .....  
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### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
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### Easy Ways To Register

Telephone:  
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