

Procurement Management

Course Overview

Procurement is the act of acquiring, buying goods, services or works from an external source. It is favorable that the goods, services or works are appropriate and that they are procured at the best possible cost to meet the needs of the acquirer in terms of quality and quantity, time, and location. Corporations and public bodies often define processes intended to promote fair and open competition for their business while minimizing exposure to fraud and collusion.

Course Outline

- Introduction.
- Importance of PM.
- Why to outsource?
- PM Process.
- Procurement Planning tools & Techniques.
- Supplier relationship management
- Vendor selection and evaluation
- Contract administrations.
- Contract close- out.

Learning Objectives

After completing the training program, participants will be able to:

- Understand the importance of PM.
- Describe the procurement planning process, procurement planning tools & techniques, types of contracts and statement of work (SOW).
- Discuss what is involved in Solicitation planning, and the difference between RFP & RFQ.
- Explain what occurs during the solicitation process.
- Discuss Supplier relationship management
- Understand how to select & evaluate Vendors.
- Describe the source selection process, and different approaches for evaluating proposals or selecting suppliers.
- Discuss the importance of good contract administration.
- Describe the contract close- up process.

Who Should Attend

- Procurement Managers & Subordinates
- Supply Chain & Logistics Managers
- Contract Managers
- Financial & Accounting Managers

Course Duration: Three days from 9:00AM to 4:00PM

Registration Deadline

One week before the course date

Course Venue

Top Business Training Center: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

Registration & Payment:

- Course fees include soft copy of the material, coffee break, light lunch and certificate.
- Payment by cheque in Top Business name, cash to Top Business address or by bank transfer.
- Payment is due within 3 working days from course confirmation. Registration is confirmed only after course payment.
- Payment is non-refundable; however, participant can be substituted or attend next confirmed round of the same course or another course during the same calendar year.
- Payment is non-refundable in the event of a participant no show on the 1st day of the course.

For More Information

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