MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

DEVELOPING & IMPLEMENTING COMPANY'S PROCUREMENT & CONTRACTS PROCEDURES / POLICIES

""Establishing Robust Procurement Frameworks and Governance for Efficiency, Transparency & Compliance""

Schedule

Date	Venue	Fees (Face-to-Face)
15 – 19 Feb	Muscat, Oman	USD 3495 per delegate
02 – 06 Mar	Dubai, UAE	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Procurement and contract management are vital to achieving operational excellence, controlling costs, and minimizing risk in any organization. Without clear policies and procedures, procurement becomes reactive, inconsistent, and vulnerable to inefficiencies or non-compliance.

This intensive five-day course provides participants with a step-by-step framework for designing, documenting, and implementing procurement and contracts procedures that support accountability, regulatory compliance, and strategic sourcing. Through practical workshops, case studies, and templates, participants will develop the tools needed to build procurement and contracting policies aligned with international best practices.

Objectives

By the end of this course, participants will be able to:

- Develop and document procurement and contract procedures tailored to their organization's structure and needs
- Align policies with international standards (e.g., UNCITRAL, FIDIC, ISO 20400) and legal frameworks
- Implement controls for supplier selection, tendering, evaluation, negotiation, and contract award
- Establish governance and approval workflows for procurement activities
- Train and support staff in applying new procurement and contracting policies

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Why Attend

- Build a procurement and contracting framework that ensures transparency and accountability
- Prevent procurement fraud, conflicts of interest, and non-compliant purchasing
- Improve supplier performance and contract lifecycle efficiency
- Reduce legal and operational risks through clear procedural documentation
- Align procurement practices with strategic and sustainability goals

Target Audience

This program is designed for:

- Procurement and sourcing professionals
- Contract managers and legal officers
- Supply chain, logistics, and materials managers
- Finance and audit professionals involved in purchasing oversight
- Policy makers and compliance officers

Individual Benefits

Key competencies that will be developed include:

- Policy drafting, approval workflows, and document control
- Compliance with procurement and contract law principles
- Structuring supplier registration and evaluation procedures
- Audit preparation and internal controls
- Change management and stakeholder training for policy rollout

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Standardized, documented procurement and contracting practices
- Stronger supplier accountability and performance management
- Better compliance with internal policies and external regulations
- Streamlined purchasing, reduced disputes, and improved contract execution
- Greater trust from internal and external stakeholders

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Global frameworks, public and private sector procurement models
- Case Studies – Examples of procurement failures and success stories
- Workshops – Policy drafting, procedural mapping, and implementation planning
- Peer Exchange – Group dialogue on organizational challenges and solutions
- Tools – Templates for procurement policies, contract procedures, and control checklists

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Course Outline

Detailed 5-Day Course Outline

Training Hours: 07:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Procurement Governance and Regulatory Compliance

- Module 1: Procurement Function and Strategic Role (07:30 – 09:30) • Principles of procurement governance and policy hierarchy • Public vs private sector frameworks
- Module 2: Legal and Regulatory Context (09:45 – 11:15) • UNCITRAL, FIDIC, ISO 20400, and local legal frameworks
- Module 3: Structure of Procurement Policies and Manuals (11:30 – 01:00) • Chapters, roles, forms, and authority matrix
- Module 4: Workshop – Policy Structure Drafting (02:00 – 03:30)

Day 2: Core Procurement Procedures

- Module 1: Supplier Registration and Prequalification (07:30 – 09:30) • Criteria, documentation, and verification steps
- Module 2: Tendering and Solicitation (09:45 – 11:15) • RFI, RFQ, RFP, ITT formats and usage
- Module 3: Bid Evaluation and Award Process (11:30 – 01:00) • Evaluation committees, scoring, and transparency measures
- Module 4: Workshop – Build a Procurement Workflow (02:00 – 03:30)

Day 3: Contracting and Lifecycle Management

- Module 1: Types of Contracts and Policy Considerations (07:30 – 09:30) • Fixed-price, cost-reimbursable, framework agreements
- Module 2: Contract Approval and Execution Protocols (09:45 – 11:15) • Delegation of authority and recordkeeping
- Module 3: Contract Monitoring, Modifications, and Closeout (11:30 – 01:00) • KPIs, change orders, amendments, and final payments
- Module 4: Workshop – Contract Procedure Drafting (02:00 – 03:30)

Day 4: Controls, Audits, and Risk Management

- Module 1: Internal Controls and Segregation of Duties (07:30 – 09:30) • Fraud prevention, conflict of interest, ethics enforcement
- Module 2: Procurement Audit Trails and Documentation (09:45 – 11:15) • Checklists, forms, and version control
- Module 3: Risk Identification and Policy Resilience (11:30 – 01:00) • Operational, financial, and legal risk mitigation
- Module 4: Workshop – Internal Compliance Assessment (02:00 – 03:30)

Day 5: Policy Rollout and Change Management

- Module 1: Staff Training and Awareness (07:30 – 09:30) • Rollout strategy and learning programs
- Module 2: Policy Review and Continuous Improvement (09:45 – 11:15) • Versioning, feedback mechanisms, and audit results
- Module 3: Final Policy Presentation and Peer Feedback (11:30 – 01:00) • Present a draft procurement or contract procedure
- Module 4: Certification and Wrap-Up (02:00 – 03:30)

Certification

Participants will receive a Certificate of Completion in Developing & Implementing Company’s Procurement & Contracts Procedures / Policies, validating their ability to design, standardize, and govern procurement and contracting practices that align with legal, operational, and strategic goals.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

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