

NEGOTIATION SKILLS AND BIDDING MANAGEMENT

“Mastering Strategic Negotiation and Competitive Bidding in Supply Chain and Procurement”

Schedule

Date	Venue	Fees (Face-to-Face)
19 - 23 Apr 2026	Doha, Qatar	USD 3495 per delegate

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

Introduction

In the dynamic world of supply chain and procurement, the ability to negotiate effectively and manage competitive bidding processes is essential for maximizing value, reducing risk, and building sustainable supplier relationships. Organizations that master negotiation and bidding management achieve cost savings, efficiency, and strategic advantage.

This 5-day course equips professionals with the tools, frameworks, and confidence to lead complex negotiations and structured bidding processes. Through real-world simulations and best practices, participants will learn how to plan, execute, and evaluate negotiations and tenders across a variety of supplier contexts.

Objectives

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

- Understand the principles and stages of professional negotiation and bidding
- Develop negotiation strategies aligned with procurement objectives
- Prepare and manage competitive bidding and tendering processes
- Handle supplier objections, price discussions, and contract terms effectively
- Apply ethical, legal, and governance principles in procurement negotiations

Why Attend

- Gain structured approaches to strategic negotiation and bid management
- Reduce procurement risk and enhance supplier value
- Improve your confidence in high-stakes commercial discussions
- Learn how to lead both tactical and complex sourcing events
- Benchmark your practices against global procurement standards

Target Audience

This program is designed for:

- Procurement and supply chain professionals
- Tendering and contracts officers
- Category managers and sourcing specialists
- Project managers and finance professionals involved in vendor selection
- Government and corporate buyers involved in public/private bidding

Individual Benefits

Key competencies that will be developed include:

- Strategic and tactical negotiation techniques
- Bid preparation, evaluation, and compliance control
- Communication and persuasion in procurement settings
- Supplier performance assessment and negotiation closure
- Contractual and ethical procurement management

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Enhanced procurement efficiency and supplier outcomes
- Better alignment between sourcing and business strategy
- Reduced supply chain risk and improved value-for-money
- Increased transparency and compliance in procurement processes
- Stronger vendor relationships and negotiation consistency

Instructional Methodology

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

- Strategy Briefings - Negotiation frameworks, tender laws, and sourcing strategies
- Case Studies - Successful and failed bidding scenarios from different sectors
- Workshops - Role-plays, bid analysis, and negotiation planning simulations
- Peer Exchange - Discussion of negotiation experiences and local procurement dynamics
- Tools - RFP templates, negotiation planning checklists, bid scoring models

Course Outline

Training Hours: 07:30 AM - 03:30 PM Daily Format: 3-4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Break: 01:00 - 02:00

Day 1: Foundations of Procurement Negotiation

- Module 1: Strategic Role of Negotiation in Procurement (07:30 - 09:30) • Defining objectives, scope, and negotiation types • Traits of successful negotiators and typical challenges
- Module 2: Preparing for Negotiation (09:45 - 11:15) • BATNA, ZOPA, interests vs. positions • Supplier profiling and data analysis
- Module 3: Workshop - Building a Negotiation Strategy (11:30 - 01:00) • Develop a negotiation plan for a supplier scenario

Day 2: Bidding and Tendering Processes

- Module 4: Principles of Competitive Bidding (07:30 - 09:30) • Tender types: open, restricted, single-source • Procurement planning and RFP design
- Module 5: Bid Evaluation and Selection Criteria (09:45 - 11:15) • Technical, financial, and compliance scoring • Ensuring fairness and transparency
- Module 6: Workshop - Tender Scoring Exercise (11:30 - 01:00) • Analyze and score sample vendor proposals

Day 3: Conducting and Closing Negotiations

- Module 7: Negotiation Execution Techniques (07:30 - 09:30) • Communication tactics, questioning, and active listening • Managing concessions and maintaining leverage
- Module 8: Closing Deals and Drafting Agreements (09:45 - 11:15) • Reaching agreement, summarizing, and confirming terms • Documenting negotiation outcomes
- Module 9: Workshop - Negotiation Role-Play (11:30 - 01:00) • Live practice in a buyer-supplier setting

Day 4: Legal, Ethical, and Risk Considerations

- Module 10: Procurement Law and Governance (07:30 - 09:30) • Regulatory frameworks and common legal pitfalls • Contract terms, IP, and dispute resolution
- Module 11: Ethics and Conflict of Interest in Negotiation (09:45 - 11:15) • Bribery, bias, and fair process principles • Confidentiality and integrity controls
- Module 12: Workshop - Risk and Ethics Scenario Planning (11:30 - 01:00) • Evaluate a case of ethical breach in procurement

Day 5: Strategic Sourcing and Continuous Improvement

- Module 13: Integrating Negotiation into Sourcing Strategy (07:30 - 09:30) • Category management, supplier development, and SRM • Long-term value vs. short-term savings
- Module 14: Measuring Negotiation Performance (09:45 - 11:15) • KPIs, supplier scorecards, and continuous improvement • Lessons learned and feedback mechanisms
- Module 15: Final Workshop - Bid & Negotiation Management Plan (11:30 - 01:00) • Create an integrated bid and negotiation plan

Certification

Participants will receive a Certificate of Completion in Negotiation Skills and Bidding Management, affirming their ability to manage complex negotiations and lead competitive procurement events aligned with organizational goals.

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