MAWA EVENTS

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

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

PURCHASING MANAGEMENT, TENDERING & SUPPLIER SELECTION

"Master best practices for effective purchasing, tendering, and supplier evaluation"

Schedule

Date	Venue	Fees (Face-to-Face)
24 – 28 Aug 2026	Dubai, UAE	USD 3495 per delegate

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

Introduction

Efficient purchasing and supplier selection are critical to the success of any organization. This 5-day course equips participants with essential skills in procurement management, tendering procedures, and evaluating suppliers to ensure cost-effective and reliable purchasing decisions.

Objectives

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

- Understand the fundamentals of purchasing management
- Design and manage effective tendering processes
- Evaluate supplier proposals and select the right partners
- Apply negotiation techniques to achieve optimal procurement outcomes
- Develop supplier performance measurement frameworks

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Why Attend

- Improve your organization’s procurement efficiency
- Learn how to prepare and manage tender documents
- Master supplier selection and evaluation tools
- Gain practical negotiation skills
- Reduce procurement risks and improve supply chain reliability

Target Audience

This program is designed for:

- Purchasing and procurement managers
- Supply chain professionals
- Contract managers and officers
- Vendor managers
- Anyone involved in tendering and supplier evaluation

Individual Benefits

Participants will:

- Strengthen procurement and purchasing expertise
- Improve their ability to conduct tenders and supplier assessments
- Enhance negotiation and contract management skills
- Boost career development in procurement roles

Organizational Benefits

Organizations will gain:

- Streamlined purchasing processes
- Better supplier relationships and performance
- Cost savings through improved procurement practices
- Reduced procurement risks and contract disputes

Instructional Methodology

The course includes:

- Interactive lectures with real-world examples
- Group exercises and case studies
- Tender document reviews and supplier assessment simulations
- Negotiation role-plays
- Final action planning for workplace application

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Course Outline

Detailed 5-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Purchasing Management Essentials

- Module 1: Introduction to Modern Purchasing Practices
- Module 2: Strategic Sourcing and Procurement Planning
- Module 3: Legal and Ethical Aspects of Purchasing

Day 2: Tendering Procedures

- Module 4: Tender Planning and Documentation
- Module 5: Managing the Tendering Process
- Module 6: Evaluating Tender Submissions

Day 3: Supplier Selection and Evaluation

- Module 7: Supplier Prequalification and Shortlisting
- Module 8: Developing Supplier Evaluation Criteria
- Module 9: Supplier Audits and Risk Assessments

Day 4: Negotiation and Contracting

- Module 10: Negotiation Strategies and Techniques
- Module 11: Contract Drafting and Management
- Module 12: Managing Supplier Relationships and Performance

Day 5: Best Practices and Action Planning

- Module 13: Case Studies in Successful Purchasing and Tendering
- Module 14: Group Exercise: Designing a Supplier Selection Framework
- Module 15: Developing an Action Plan for Procurement Excellence

Certification

Participants will receive a Certificate of Completion for the Purchasing Management, Tendering & Supplier Selection course, recognizing their mastery of procurement best practices.

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.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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