MAWA EVENTS

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

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SUCCESSFUL PROCUREMENT OF FM SERVICES TRAINING

"Achieving Best Value Through Strategic and Effective Facilities Management Procurement."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

This course is designed to guide buyers and managers of FM services through the process ofdeveloping a procurement strategy to meet business needs and achieve a 'best value' solution.Participants will be shown how to determine the correct procurement strategy through profilingcurrent services, understanding the actual service requirements and establishing the true cost ofservice delivery. The structure and content of service contracts and how to specify services clearlyand concisely will be explained and participants will learn how to set meaningful service levels to aidperformance measurement and control costs. Selection of bidders, the management of a cleartender process specificto services and winning negotiation techniques will also be explained. Theinterrelationship between procurement and service delivery will be explored, as will the criteria forsuccessful mobilisation and day-to-day management.

Objectives

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

- Understand the strategic importance of procurement in FM service delivery.
- Develop a procurement strategy that achieves best value for money.
- Identify and assess the organization's service needs and performance gaps.
- Structure FM service contracts with clear specifications and measurable outcomes.
- Design and implement effective tender and bidding processes.
- Apply strong negotiation skills to achieve optimal contract terms.
- Manage supplier relationships and monitor ongoing performance effectively.
- Ensure smooth service mobilisation and long-term service excellence.

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Why Attend

Procurement is a critical determinant of service quality, cost control, and long-term efficiency in facilities management. Poorly managed procurement processes can lead to overspending, inefficiencies, and service failures. This course equips you with the knowledge, tools, and confidence to develop and manage procurement strategies that optimize both financial performance and operational excellence.

Whether you are directly responsible for contracting FM services or oversee supplier management, this course provides actionable guidance to ensure transparency, accountability, and measurable results.

Target Audience

This course is designed for professionals involved in the procurement or management of FM services, including:

- Facilities Managers and Supervisors
- Procurement and Purchasing Officers
- Contract and Service Managers
- Operations and Project Managers
- Finance and Commercial Officers
- Senior Administrators involved in FM decision-making

Individual Benefits

- Gain expertise in modern FM procurement strategies.
- Learn to evaluate suppliers and bids objectively.
- Develop negotiation and contract management skills.
- Improve your ability to deliver cost-effective and high-quality FM services.
- Strengthen professional confidence in managing procurement projects.

Organizational Benefits

- Achieve best value and efficiency in FM service delivery.
- Reduce procurement risks and ensure regulatory compliance.
- Enhance vendor performance and accountability.
- Improve transparency and decision-making across departments.
- Strengthen organizational control over outsourced services.

Instructional Methodology

This interactive course combines practical learning and industry experience through:

- Instructor-led sessions and presentations
- Group workshops and exercises
- Real-life case studies and scenario analysis
- Templates and toolkits for procurement planning
- Open discussions and experience sharing

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Course Outline

Module 1: Overview of FM Procurement Principles and Best Practices

Module 2: Profiling Current Services and Identifying Business Needs

Module 3: Developing a Procurement Strategy and Cost Analysis

Module 4: Writing Clear Service Specifications and Defining SLAs

Module 5: Tendering Process – Prequalification, Evaluation, and Bidding

Module 6: Supplier Selection and Contract Negotiation Techniques

Module 7: Mobilisation, Transition, and Contract Start-Up

Module 8: Ongoing Contract Management and Performance Review

Module 9: Case Studies and Practical Tools for Successful FM Procurement

Certification

Upon successful completion of the training, participants will receive a Certificate of Completion in Successful Procurement of FM Services, recognizing their ability to plan, negotiate, and manage FM procurement processes that deliver efficiency, compliance, and measurable business value.

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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