



## **ESSENTIAL SKILLS IN TENDERING AND PROCUREMENT**

PIK643-1125 BGK-TH-1



**Place:** Bangkok  
**Venue:** Novotel Hotel (Bangkok in Siam Square, 392 44 Siam Square SOI 6, Pathum Wan, Khet Pathum Wan, Bangkok, 10330, THAILAND) - TBC  
**Start Date:** 24-11-2025  
**End Date:** 28-11-2025  
**PPP:** £4950



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**If you can't train them,  
you can't blame them!**

### **Short Description:**

**COURSE OVERVIEW** This training program explores the key principles and best practices in the initial phases of the contracting process. Participants will gain a comprehensive understanding of essential tendering procedures and the associated procurement skills required to create maximum total value for their organisation. The program content delves into the fundamental aspects of tendering, examining strategies and methodologies that enable organisations to effectively navigate the initial stages of contract establishment. Participants will develop proficiency in implementing the necessary steps to secure optimal outcomes, focusing on techniques that generate maximum overall value. Through a detailed examination of case studies and real-world examples, learners will acquire the knowledge and competencies needed to successfully execute tendering activities and align procurement practices with organisational goals. The course emphasises the importance of aligning tendering processes with broader procurement strategies to ensure a holistic and integrated approach to contract management. By the end of this program, participants will be equipped with the essential skills and frameworks to effectively manage the tendering phase of the contracting lifecycle, contributing to the overall success and value creation within their respective organisations.

### **Course Overview:**

#### **Program Objectives**

At the end of this program, participants will be able to:

- Develop methods for contractor performance measurement.
- Analyse competitive bidding processes and learn tender evaluation methods.
- Produce tender evaluation criteria and select the right procurement strategy.
- Review contract strategies and improve procurement/negotiation skills.
- Understand how new suppliers are selected and apply past supplier performance.

- Evaluate how cost savings transfer to the organisation's bottom line.
- Discuss the key components of an effective procurement process.

## **Targeted Audience**

- Contracts Professionals.
- Purchasing Professionals.
- Project Planning Personnel.
- Procurement professionals responsible for negotiations.
- Personnel involved in planning, evaluation, preparation & management of tenders and specifications for acquiring materials, equipment, and services.
- Personnel in organisations whose leadership want high levels of competency in those involved in procurement activities.
- Professionals responsible for the acquisition of materials, equipment & services.

## **Program Outline:**

### **DAY 1: Integrating Procurement & Strategic Alignment**

1. Influence of the External Environment.
2. Adapting to New Business Models.
3. Critical Supply Strategies.
4. The Procurement Cycle.
5. Key Considerations for Businesses.

### **DAY 2: The Tendering Process**

1. Selecting the Right Contracting Strategy.
2. Stages in the Tendering Process.
3. Developing Tender Evaluation Criteria.
4. Negotiating with Short-listed Suppliers.
5. Determining if a Good Deal was Obtained.

### **DAY 3: Refined Purchasing Proficiencies**



1. Transforming the Supplier Relationship.
2. Defining the Organisation's Mission in Building Supplier Relationships.
3. Becoming a Good Customer - Key Strategies.
4. Understanding the Difference Between Supplier Relationship Management (SRM) & Collaboration.
5. Optimising the Supply Base - Strategies for Shrinking & Streamlining.

#### **DAY 4: The Bargaining Process**

1. Avoiding Confrontational Negotiations.
2. Communication Techniques.
3. New Techniques in Influencing.
4. Understanding the Other Negotiator's Power.
5. Negotiating Pressure Points & Countermeasures.

#### **DAY 5: Implementing Organisational Enhancements**

1. Attract & Retain Procurement Management Talent.
2. Developing a Realistic Personal Action Plan for Improvement.
3. Business Continuity & Contingency Planning for Procurement
4. Understanding Activity-Based Costing.
5. Strategies for Procurement to Improve Organisational Finances.