

€ TRAINING

Managing Modern Government Procurement
Systems



Managing Modern Government Procurement Systems

Introduction

According to World Trade Organization statistics, government purchases of goods and services make up a relatively large proportion of total government spending and represent an average of 10% to 15% of GDP across all countries. Government procurement policy is an important factor in shaping competition in the market, as the main goal of procurement policy is to increase efficiency, in other words to ensure that suppliers provide their goods at the lowest cost and high quality.

The primary goal of this course is to improve the skills of employees working in the procurement and warehouse departments and raise their efficiency in the field of government procurement, warehousing and warehousing, through the ability of the employees of this program in administration and management. Government procurement, so that at the end of the course participants can identify the legislation governing the procurement and warehousing process, in addition to knowing the relevant legislation applicable to tenders and tenders, and able to identify the need for procurement in an appropriate way, to develop a procurement plan, and to contribute accurately and professionally to the preparation of the procurement budget The practice of purchasing is fundamental and effective, the procurement cycle, and the administrative stages of the purchasing process in terms of planning, organizing and implementing procurement.

Course Objectives

At the end of this course, Participants will be able to :

- Have knowledge of the legislation regulating the purchasing and storage process.
- Determine purchasing needs in a proper manner.
- Developing participants' skills in developing a purchasing plan and preparing the purchasing budget.
- Practicing the purchasing process in a fundamental and effective manner.
- Learn about the best practices of the documentary purchasing cycle.
- Informing participants about modern management in implementing bidding and tendering procedures and the legislation that governs procurement management.
- Informing participants about financial insurance in purchasing management.
- Enabling participants to study bids effectively.
- Introducing participants to the concept, importance, goals, and motivations of negotiation management in purchasing operations.
- Informing participants about local and international purchasing methods.
- Introducing participants to how to select and evaluate the performance of suppliers.
- Providing participants with modern methods of purchasing negotiation in government work

Targeted Audience

- Procurement workers in all types of organizational units
- Heads and members of bidding and tender committees
- Workers in contract departments
- Legal consultants and researchers in legal departments
- Workers in sales and marketing departments
- Project management specialists
- Workers in warehouse and warehouse departments

- Candidates for these positions

Course Outlines

Unit 1: Introduction to Purchasing Management

- The nature, tasks, and activities of the purchasing department
- Procurement skills
- Administrative organization of purchasing management
- Economic quantities in purchase

Unit 2: Procurement analysis matrix

- Purchasing budget
- Choosing the most appropriate purchasing mechanisms that will contribute to the process of issuing purchase orders and providing materials
- Purchasing function: Concept, objectives, and importance
- Legislation regulating the purchasing and storage process
- Advanced systems for competitions and government procurement

Unit 3: Planning purchasing needs

- Preparing the procurement budget
- Government procurement methods and procedures
- Purchasing powers
- Documentary cycle for purchases

Unit 4: Purchasing strategies

- Purchasing strategies with appropriate quality
- Strategies for purchasing the right quantity
- Purchasing strategies at the right price
- Timely purchasing strategy

Unit 5: Procurement strategy based on the source of supply

- Modern management in implementing bidding, tendering, and auction procedures
- The concept of bid and tender management
- Practical aspects of purchasing management
- Legislation governing the management of bids and tenders