

RFX & TENDER MANAGEMENT BEST PRACTICES

22 – 23 July 2019

The Ritz-Carlton Hotel, Kuala Lumpur, Malaysia

1. PRACTICAL COURSE THAT IS WORTH YOUR MONEY!.....

When you attend, you will discover knowledge and strategies that are practical, simple to use and flat out work that are all worth your money.

"Seeing the trainer profile and training agenda, I expected to gain many new knowledge and this course did not disappoint me. It is practical!"

~Chang Geet Yee - Procurement Manager - ESCATEC Mechatronics Sdn Bhd

"It's very important and useful course and it makes changes in our jobs improvement. More strong, confident and ready to challenge the supplier on best and lowest prices."

~Salim Al Busaidi - Purchase Manager - Modern Poultry Farms Co. SAOC

2. WORLD CLASS INSTRUCTOR!



Robi Bendorf – CPSM, MCIPS, Lifetime CPM

This training program is conducted by Robi Bendorf, who's probably one of the best in the world. He has been called "True Guru of Purchasing" by one of our clients.

"Before attending, I personally have limited knowledge on procurement especially on cost analysis as I am from engineering field. With this course it equips me with a knowledge which can help me on the new field I'm involve in with the tools (ABC Analysis, PPI, CER, etc) which will help me to challenge suppliers and justify to our management. Thank you, Robi!"

~ Nurul Haniza Binti Khasmuni - Supply Chain Manager - Spirit AeroSystems Malaysia Sdn Bhd

"The whole content was insightful, complete with practical examples & solutions. Robi really shares his experiences away. Highly satisfied considering I came with minimal knowledge on the topic and come back with so much to offer to the team"

~ Procurement Manager IPC Malaysia B.V.

3. HANDS-ON PROGRAM WITH CASE STUDIES, EXERCISES & CHECKLISTS - see page 2 and 3 for full details

OTHER TRAININGS

Advanced Strategies to Negotiate Lower Prices with Suppliers

Advance Category Management

Purchasing Contracts Terms & Conditions

From Tactical to World Class Procurement

Cost Price Analysis in Procurement & Contracts

Supplier Qualification and Performance Measurement

Supplier Risk Management

Supply Chain Transformation

Technology Contracting Negotiations

Supply Chain Digitalization

Resisting Price Increases and Implementing Cost Improvement Initiatives

Developing Excellence in Indirect Procurement

Strategic Sourcing and Supply Relationship Management

Advancing Inventory Management & Demand Planning

Leadership for Supply Chain and Procurement

Effective Relationships with Third Party Logistics Providers

Mini MBA for Procurement Professionals

Aligning Procurement, Finance Concepts & Organizational Strategies

Purchasing & Procurement Management Leadership

INTRODUCTION

Good endings usually require good beginnings. This is particularly true for procurement activities where best practices in tender/RFQ management, the beginning of the contracting process, are essential for a successful project outcome and minimization of total cost.

This program is designed to take the participant from the time the requirement is defined, and a contract is desired thru the major steps of the tendering process and concluding with successful negotiations. The critical issues of the tendering process, risk mitigation thru contract types, contractor selection, and finally planning for successful negotiations all receive coverage in this valuable program that is certain to reduce costs and add to the organization's objective for improved performance in all activities.

SEMINAR OBJECTIVES:

Upon completion of this seminar, participants will know:

- The Tendering Process and the Major Steps that Should Be Followed
- Mitigation of Risk by Selection of Contract Type
- Best Practices for Qualifying Contractor
- Points on How to obtain price breakdowns from Suppliers
- The Criticality of The Statement of Work
- Issues related to acceptance of the deliverable
- Essential Elements of a Valid Contract
- Payment Types and important considerations for progress payments
- Major Points on Negotiations

CHECKLISTS, TEMPLATES & SAMPLES

- The 2 Phases of Tender Management Checklist/Flowchart
- Total Cost of Ownership (TCO) Sample & Example of TCO Calculation
- Checklist of 20 Tips on Writing An Effective Statement of Work (SOW)
- Checklist for a Capital Equipment Contract
- Software Licensing Checklist
- Example of Terms & Conditions for Inspections, Acceptance & Rejection of Goods
- Cost Estimate Summary Sample
- Sample Instructions to Suppliers for Submitting Cost/Price Proposals When Cost or Pricing Data Are Required
- Checklist of 30 Issues to Be Negotiated Apart from Price

ORGANIZATIONAL OUTCOMES:

The organization will benefit by:

- Reduced Cost of Contracts for Materials & Services
- Reduced Risks in Contracting
- Higher Productivity of Contracting Personnel
- Greater Strategic Focus of Those Involved in Contracting

PERSONAL OUTCOMES:

Attendees will gain by participation in this program as a result of:


- Increased Skill Sets in The Tendering Process
- A Greater Sense of Professionalism
- Knowledge of World-Class Tendering Practices
- Greater Ability to Lead Successful Negotiations
- Increased Recognition by the Organization Due to Improved Performance

TRAINING METHODOLOGY

This seminar will combine a variety of instructional methods including lecture by an experienced practitioner and consultant, exercises, and group discussions covering participants' current practices and actual examples of tendering process.


WHO SHOULD ATTEND

- Contracts Officers and Managers, Procurement/Purchasing Managers Engineering Project Managers, Construction Managers, Tender Managers, Buyers, Contract Administrators, Project Coordinators.
- Maintenance Managers and Systems Managers and all others in organizations whose leadership want world-class skills sets in those involved in tender and contract management activities.
- The program is a great way to develop those new to the function, prepare for a major project, or useful as a refresher for veterans.




"A practical knowledge trainer. Related examples to real scenarios and happened and gets them correlate with one's own working. Must attend to sharpen skills."

~Digant Kumar Jhanji -
Deputy Procurement Manager
HPCL Mittal Energy Ltd (HMEL)



"I thought I know all the process to do, but by attending this course, I know that many thing I miss. Hopefully I can enhance my company's process and procedure."

~Zanariah Tumari - Contract Manager -
Glenmarie Properties



"Very detailed, good presenter! A lot of finer points / details that we were ignorant about. Go join the program!"

~Category Manager - Tenaga Nasional

PROGRAM OUTLINE

DAY 1

Segment 1 - The Tendering Process

- Major Steps And Flow Of The Tendering Process
- What Should Be Tendered—The ABC Analysis
- Tender Management Team
- Elements Of A Good Procurement & Competitive Bidding Process
- Principals And Standards Of Ethical Supply Management Conduct

Individual Exercise:

Define the values for the A, B, and C categories.

Segment 2 - Defining the Scope & Total Cost Of Ownership

- Total Cost Of Ownership
- Work Breakdown Structure
- The All Critical Statement Of Work
- Types Of Statement Of Work

Small Group Exercise:

Develop a method of selecting a supplier based on TCO.

Segment 2 introduces the point that all participants in the tendering process must know about what they are buying and the marketplace if the outcome is to meet the organization's objectives.



Segment 3 - Types of Contracts & Risks

- Contract Types
- Mitigating Risk By Contract Type
- Firm Fixed Price
- Cost Plus Fixed Fee
- Economic Price Adjustments

Total Group Exercise:

Options for dealing in a supply market with high-cost volatility.

Segment 3 develops the awareness that there are more than just lump sum contracts in the procurement toolbox and that in many cases other types of contracts types will be to the benefit of the buyer.

DAY 2

Segment 4 - Structuring the Contract

- Commercial Terms & Conditions
- Example Of Contract Check Lists
- International Tenders
- Inspection and Acceptance
- Liquidated Damages
- Methods Of Payment
- Progress Payments

Small Group Exercise:

Defining Acceptance Clause issues.

Segment 4 focuses on the importance of having tendering personnel design the terms and conditions carefully for the contract which must be part of the tender documents.

Segment 5 - Qualifying Suppliers & Price Evaluation

- Best Practices In Supplier Qualification
- Requesting Supplier's Cost Or Pricing Data

Small Group Exercise:

Discussion of what your organizations do to qualify potential bidders.

Segment 5 involves the critical steps of supplier qualification and obtaining price breakdowns from bidders.

Segment 6 - Negotiation Planning and Strategies

- When Does The Negotiation Start
- Types of Negotiations
- Identifying Negotiation Issues And Objectives
- Important Tips for the actual Negotiation

Group Exercise:

Discuss the best strategy for a specific case involving an attendee.

In Segment 6 we acknowledge that the side that prepares the best usually wins the negotiation and therefore the focus should be on negotiation planning strategies.



World Class Instructor Profile



ROBI BENDORF CPSM, MCIPS, Lifetime C.P.M., M.ED

Robi has over 35 years of purchasing and sales experience, involving domestic and international activities, for a broad range of manufacturing and service businesses. He has extensive experience in consulting & training in purchasing, contracts, reengineering the supply management process, the management of procurement functions, global sourcing of materials and components, reducing cost of purchased materials and services, and negotiation of complex transactions and contracts.

He has held purchasing and contracts management positions in high volume manufacturing, subcontract, job shop, and service operations, involving gas turbine manufacturing, power generation, nuclear and fossil power plants, electrical distribution and control, air conditioning equipment and global sourcing services.

Prior to becoming a full-time consultant in 1994, he served as Manager of Customer and Supplier Development for the Westinghouse Trading Company. He has given presentations on numerous purchasing and contract management topics to the Institute for Supply Management (ISM/NAPM), major universities, and numerous in-house seminars for industrial & services clients in the US and over 170 public seminars internationally.

He was selected to present seminars at the last 17 Institute for Supply Management International Conferences and is the contributor of numerous articles published in Purchasing Today and Inside Supply Management. Robi was selected as ISM's National Person of the Year in both Global Resources and in Education/Learning.

Some of Robi's numerous clients are:

Clients include Ethicon Endo Surgery (Division of J&J), Knoll Furniture, Florida State University, Duquesne University, American Air Filter, Tippins Steel, Dormont Manufacturing, Medrad Medical, Westinghouse Electric Corporation, The Elliot Company, IDEX, Blue Cross Blue Shield of Minnesota, SAE International, Bettis Atomic Power, Industrial Scientific, C-COR Electronics, Allegheny Teledyne, Duquesne Power & Light, Ferno-Washington, Johnson & Johnson Medical, Human-I-Tees, Sony, American Video Glass, Stanley Furniture, Mannesmann Rexroth, Atlantic Packaging Company, The Walt Disney Company, Total Safety Inc, Calgon Carbon, Argo-Tech, Piper Aircraft, Vistakon (Div of J&J), NCS Pearson, Ohio Wholesale Company, Schering - Plough, Curtiss-Wright Electro Mechanical Corp., DePuy Orthopaedics, Alcon Labs, Graco, Cordis (Div of J&J), Chevron Texaco, the Institute for Supply Management, U.S. Fuel Division of Westinghouse Electric Company, the Russell Corporation, JC Penney Company, Centocor (Div. of J & J), GKN Aerospace, IDL Merchandising Solutions, Creative Technology, Allegheny Energy, Bre Properties the American Society of Materials, Animal Rescue League, Petronas.

Robi is a lifetime C.P.M., and has received ISM's new certification, the CPSM, and also holds the MCIPS Certification as awarded by CIPS. He has an undergraduate degree from the University of Texas, and a Masters Degree from Penn State University.

His energetic and enthusiastic style, combined with extensive functional experience, makes him an excellent consultant, trainer, and facilitator of change.

HERE'S WHAT OTHERS SAY ABOUT ROBI:



"Robi had delivered the training in a very effective manner and opened my eyes... about how important cost analysis is."

~ Cheok long Jer - Procurement Engineer
- Hanwah Q-Cells



"Trainer is very knowledgeable & experienced."

~Janice Wong - AVP Procurement - HSBC Bank



"[I liked] the examples given and the comprehensive handouts. Detailed explanation. Very useful for future reference. Just go and attend."

~Tamilarasan Anjan - Senior Procurement Engineer Xyratex (Seagate)

Robi has covered my concerned areas. Doing the exercises makes learning more easy to absorb."

~Juraida Abd Jalil - Expense Reduction Analys



"He [Robi] is very knowledgeable and enlightened me with the right fundamentals of cost analysis."

~Amberina Gee Shwu Chyn - Procurement Specialist Prudential Services Asia



"Very Practical training course that providing more insight on carrying out an effective procurement price/cost analysis."

~Leong Shiao Mei - Procurement Project Specialist - Xyratex (Seagate)



"I feel so refreshed knowing I've learned new tools that could be applied in my work."

~Fadzillah Md.Fadzil - Lead Procurement Analyst
- Tenaga Nasional



"I attended the course with the fear that this would be a math session where all we did was do math exercises. I was extremely happy with the material and the delivery and for the first time in a decade or so of attending trainings in the region - I am greatly satisfied!"

~Mohammed Khaled Al Gussyer
- Logistics Manager