LEGAL & COMMERCIAL

# LC15 Effective Tendering Leading to Contract

An understanding and strategic approach to procurement is increasingly important to all senior and specialist staff.

Global and mission critical supply chains of growing complexity depend on effective procurement. All senior and specialist staff need to understand and support effective procurement to ensure project and operational success.

This course will equip participants with a strong understanding of procurement, best practices in tendering, a strategic approach to suppliers, supplier management and risk management. It will also cover the application of key communication skills to the tendering process and effective contract management.

## Course Information

**Duration:** 5 days

**London (£4950):** 2nd February 2026, 27th April 2026, 22nd June 2026, 10th August 2026, 5th October 2026, 23rd November 2026, 1st February 2027, 19th July 2027, 23rd August 2027, 18th October 2027, 20th December 2027

### Companies nominating 3 or more delegates to attend the same programme will enjoy a special discount on the course fees.

Upon completion of one of our CPD certified courses, delegates will be awarded both an LMC certificate and a CPD certificate. No examination required.

## Who is the course suitable for?

This engaging and practical course is designed for Procurement Professionals, Directors, Senior Executives and decision makers who want to understand how to maximise the competitive advantage to be gained from successful negotiation and tendering for contracts.

# Course profile

## Strategic approaches to procurement

- Adopting a structured approach to procurement: The procurement cycle
- A strategic approach to suppliers: Using the Kraljic matrix
- Maintaining a strategic approach to other stakeholders: Using the Mendelow Matrix
- Understanding your own power of influence: Using French & Raven's model
- Risk management in procurement, cognitive bias and using a 'red team'

## Identifying needs and developing specifications

- Deciding what should be outsourced
- Making the business case: The five dimensions of the business case
- Getting the specification right
- The supplier perspective

## Identifying suppliers, tendering and evaluation of bids

- Selection of tenderers and pre-qualification
- Conducting a tender evaluation
- Emerging best practice: Most Economically Advantageous Tender (MEAT)
- Contract award and debriefing
- 'Conditioning' the supplier
- Ethics in procurement: The Corporate Social Responsibility (CSR) pyramid

## Contract management and effective communication in conflict situations

- Regularly assessing suppliers using Service Level Agreements (SLAs) and other techniques
- Using Key Performance Indicators (KPIs) to measure performance
- Using change orders and contract variations
- Key principles of conflict resolution
- Applying assertiveness effectively
- Communication styles

## Continuous improvement

- Logical Frame Approach (LFA) to evaluation applied to tendering
- Using questions to solve problems
- Giving feedback effectively using a structured approach to feedback

# Competencies

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

- Adopt a strategic approach to procurement
- Select appropriate approaches to tendering
- Ensure specifications are developed effectively
- Evaluate tenders to support the best outcome for the business
- Recognise and manage risk in procurement
- Understand the supplier's perspective
- Effectively present your position in disputes with suppliers and internal stakeholders

# Course Booking

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