



# دورة تدريبية في إتقان إدارة المشتريات والمناقصات للمشاريع الضخمة



**AGILE LEADERS**  
Training Center

27 Apr - 01 May 2027  
كوالامبور



## دورة تدريبية في إتقان إدارة المشتريات وال مناقصات للمشاريع الضخمة

المرجع: 36330\_24619 التاريخ: 27 Apr - 01 May 2027 الموقع: كوالالمبور الرسوم: Euro 5200

### Course Overview:

The program provides professionals with the knowledge to manage large-scale procurement projects and tendering processes. It covers procurement management, tendering for mega projects, procurement policy overview, electronic tendering services, procurement planning strategies, bid solicitation and evaluation methods, risk management in tendering, inventory management, supplier selection, contract negotiation, financial control, quality assurance, and procurement logistics.

### Target Audience:

- Procurement Managers
- Tendering Officers
- Supply Chain Managers
- Contract Managers
- Project Managers in Mega Projects
- Government Procurement Officers

### Targeted Organizational Departments:

- Procurement & Sourcing Departments
- Supply Chain and Logistics Teams
- Finance and Risk Management Units
- Government Tendering and Contracts Teams

### Targeted Industries:

- Construction and Infrastructure
- Energy and Utilities
- Public Sector and Government Agencies
- Defense and Aerospace
- Oil & Gas

## Course Offerings:

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

- Develop advanced procurement planning strategies for mega projects.
- Master bid solicitation and evaluation processes to ensure compliance and efficiency.
- Implement financial security measures and mitigate risks in tendering.
- Lead contract negotiation and management for large-scale projects.
- Execute effective inventory management and project goods handover procedures.

## Training Methodology:

This course combines interactive lectures, case studies, group activities, and feedback sessions. Participants engage in hands-on exercises to address real-world procurement challenges like tendering for mega projects, procurement planning, and contract negotiation. The course uses procurement-specific methods to simulate sourcing and supplier selection processes, bid evaluations, and financial control scenarios. Group discussions, peer collaboration, and feedback sessions reinforce learning and provide practical insights into government procurement authority and competitive contracts.

## Course Toolbox:

- Course ebook
- Tendering process templates
- Bid evaluation and supplier selection checklists
- Financial control in procurement resources
- Case studies on Mega project procurement

## Course Agenda:

### Day 1: Introduction to Procurement and Tendering for Mega Projects

- Purpose and Objectives of Procurement in Mega Projects Topic 1:
- Key Mandatory Requirements and Policy Statements Topic 2:
- Procurement Policy Overview for Large-Scale Projects Topic 3:
- Overview of Electronic Tendering Services Topic 4:
- Roles and Responsibilities in Procurement Management Topic 5:
- Key Aspects of Project Management in Procurement Topic 6:
- Reflection on Policy Frameworks and Initial Steps in Procurement Reflection & Review:

## Day 2: Procurement Modes and Strategic Planning

- Procurement Modes and Their Relevance to Mega Projects Topic 1: •
- Understanding Different Procurement Authorities and Their Roles Topic 2: •
- Strategic Planning in Procurement for Mega Projects Topic 3: •
- Effective Procurement Methodology for Complex Projects Topic 4: •
- Logistics and On-Site Work in Inventory Management Topic 5: •
- Handover and Acceptance of Project Goods Topic 6: •
- Review of Effective Procurement Planning and Logistics Strategies Reflection & Review: •

## Day 3: Financial Security and Risk Management in Mega Projects

- Financial Security in Large-Scale Procurement Operations Topic 1: •
- Implementing Risk Management Techniques in Tendering Topic 2: •
- Securing Advance and Progress Payments in Projects Topic 3: •
- Warranty Management and Risk Mitigation Topic 4: •
- Insurance Considerations in Procurement Topic 5: •
- Creating Detailed Specifications and Managing Changes Topic 6: •
- Key Lessons in Financial Security and Risk Control in Procurement Reflection & Review: •

## Day 4: Bid Solicitation, Evaluation, and Contracts

- Bid Solicitation Overview and Key Processes Topic 1: •
- Instructions to Bidders and Bid Submission Requirements Topic 2: •
- Bid Evaluation Techniques for Mega Projects Topic 3: •
- Negotiation Strategies for Contracts and Agreements Topic 4: •
- Managing Purchase Orders and Supplier Contracts Topic 5: •
- Handling Bidding Anomalies and Ensuring Compliance Topic 6: •
- Review on Bid Evaluation and Contract Negotiation for Large-Scale Projects Reflection & Review: •

## Day 5: Advanced Procurement Strategies and Reporting

- Sourcing and Supplier Selection Best Practices Topic 1: •
- Payment Methods and Maintaining Financial Control Topic 2: •
- Effective Reporting and Documentation in Procurement Topic 3: •
- Inventory Management and Stocktaking for Mega Projects Topic 4: •
- Implementing Handover Procedures and Managing Warranties Topic 5: •
- Efficient Disposal of Project Goods and Inventory Management Topic 6: •
- Advanced Strategies in Procurement Reporting Review Reflection & Review: •

## How This Course is Different from Other Courses:

This course focuses on practical procurement management strategies for mega projects. It covers financial security, risk management, and contract negotiation, preparing participants to lead procurement operations. With a special emphasis on government procurement, competitive contracts, and public sector procurement management, the course ensures participants are ready to handle large-scale projects and gain expertise in their roles.



## فئات الدورات التدريبية



HR TRAINING & DEVELOPMENT

دورات إدارة و تطوير الموارد البشرية



دورات إدارة و تحليل البيانات ودورات علم البيانات



دورات إدارة الجودة وتطوير العمليات



الدورات التدريبية في مجال البيئة والاستدامة



دورات التسويق وإدارة علاقات العملاء وإدارة المبيعات



دورات التدريب القانوني والمشتريات والتعاقدات



دورات الاتصال الجماهيري و السياسات والعلاقات العامة



دورات النظم السبراني ودورات تقنية المعلومات



دورات الصيانة ودورات المجالات الهندسية المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



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## فئات الدورات التدريبية



دورات معتمدة من قبل هيئات دولية



دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
المالية



دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقية

## مدن التدريب



أمستردام - هولندا



أكرا - غانا



أثينا - اليونان



أبوظبي - الإمارات العربية المتحدة



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



استنبول - تركيا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



الرياض - المملكة العربية السعودية



بانكوك - تايلند



بالي - جمهورية اندونيسيا



بأكو - أذربيجان



باريس - فرنسا

## مدن التدريب



بورنو - البرتغال



برلين - ألمانيا



برشلونة - إسبانيا



براغ - جمهورية التشيك



جنيف - سويسرا



جاكرتا - جمهورية إندونيسيا



تيليسي - جورجيا



بوكيت - تايلاند



زنجبار - تنزانيا



روما - إيطاليا



دبي - الإمارات العربية المتحدة



جوهانسبرغ - جنوب إفريقيا



شهر الشيخ - مصر



سيول - كوريا الجنوبية



سنغافورة - سنغافورة



سان دييغو - الولايات المتحدة الأمريكية

## مدن التدريب



طوكيو - اليابان



طشقند - أوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة  
الأمريكية



فيينا - النمسا



فرانكفورت - ألمانيا



عن بعد - منصة زووم



عمان - المملكة الأردنية الهاشمية



لشبونة - البرتغال



لانكاوي - ماليزيا



كاب تاون - جنوب إفريقيا



كوالالمبور - ماليزيا



مسقط - سلطنة عمان



مدريد - إسبانيا



ماربيا - إسبانيا



لندن - المملكة المتحدة

## مدن التدريب



نيروبي - كينيا



ميونخ - ألمانيا



ميلان - إيطاليا



مونترنو - سويسرا



نيس - فرنسا

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



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