



# Mastering Procurement and Tendering Management for Mega Projects

09 - 13 Dec 2024  
Tokyo



**AGILE LEADERS**  
Training Center



# Mastering Procurement and Tendering Management for Mega Projects

**Ref.:** 36330\_261901 **Date:** 09 - 13 Dec 2024 **Location:** Tokyo **Fees:** 5500 **Euro**

## 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

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

### Day 2: Procurement Modes and Strategic Planning

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



- **Reflection & Review:** Review of Effective Procurement Planning and Logistics Strategies

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

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

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

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

### **Day 5: Advanced Procurement Strategies and Reporting**

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

# 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.



**AGILE LEADERS**  
Training Center

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## Gamified and Interactive Training

We understand that training delivery can be challenging, both online and offline. To ensure engagement and achieve learning objectives, we have developed our own activities and collaborated with industry-leading solutions to gamify our training sessions. This approach increases interaction levels and guarantees effective learning outcomes.



## Our Training Categories

We cover a wide range of training categories to cater to different needs and interests

- Branding, Marketing, Customer Relations, & Sales Programs
- Political & Public Relations Programs
- Finance and Accounting Programs
- Project Management Programs
- Human Resources Management Programs
- Quality & Process Management
- Management & Leadership Programs
- Self-Development Programs

Join Agile Leaders today and embark on a transformative journey towards becoming a more agile and effective leader. Experience our customer-centric approach, actionable training, and guaranteed return on investment. Let us help you unleash your full potential in the dynamic business landscape.



## Where to Find Us

You can join our training programs at our centers located in



We also offer online training sessions through the Zoom platform.

- Malaysia** Kuala Lumpur
- Morocco** Casablanca
- Spain** Barcelona
- France** Paris
- UK** London
- Italy** Rome
- Egypt** Cairo, Sharm El-Sheikh
- Turkey** Istanbul
- Georgia** Tbilisi
- Azerbaijan** Baku
- UAE** Dubai



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