



London TDM

Procurement and Supply Chain Management Training Courses

Course Venue: United Kingdom - London

Course Date: From 03 May 2026 To 07 May 2026

Course Place: London Paddington

Course Fees: 6,000 USD

Introduction

In the competitive world of business, crafting clear and concise specifications and Requests for Quotations (RFQs) is crucial for ensuring the success of procurement processes. This 5-day professional course is designed to provide participants with the skills and knowledge needed to write effective specifications and RFQs, enabling better supplier responses and project outcomes.

- Understand the role and importance of specifications and RFQs in procurement.
- Develop skills to write clear, complete, and concise specifications.
- Learn to structure RFQs to elicit comprehensive and competitive supplier proposals.
- Improve the ability to evaluate supplier responses effectively.
- Gain insights into legal and ethical considerations in procurement.

Course Outlines

Day 1: Introduction to Specifications and RFQs

- Definition and purpose of specifications and RFQs.
- Key differences between specifications, RFQs, and RFPs.
- Importance of specifications in the procurement process.
- Stakeholders involved in creating specifications and RFQs.
- Common challenges and pitfalls in writing specifications.

Day 2: Crafting Effective Specifications

- Components of a strong specification.
- Techniques for writing clear and concise specifications.
- Ensuring complete and unambiguous specifications.
- Case studies of well-written specifications.
- Hands-on exercise: Drafting a specification.

Day 3: Structuring Requests for Quotations (RFQs)

- Essential elements of an RFQ.
- Drafting clear and precise RFQ questions.
- Creating a supplier response framework.
- Using evaluation criteria effectively in RFQs.
- Hands-on exercise: Structuring an RFQ.

Day 4: Evaluating Supplier Responses

- Setting up evaluation criteria and scoring systems.
- Best practices for evaluating supplier responses.
- Identifying red flags in supplier proposals.
- Collaborative evaluation with stakeholders.
- Case study analysis: Effective supplier evaluation.

Day 5: Legal and Ethical Considerations

- An overview of procurement laws and regulations.
- Ethical considerations in the sourcing process.
- Ensuring transparency and fairness in RFQs.
- Managing conflicts of interest.
- Final project: Creating a specification and RFQ for a real-world scenario.