

**MSS SUCCESS SPACES**

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PROCUREMENT AND PURCHASING TRAINING IN THE PHILIPPINES

Strengthening Requirements Planning, Strategic Sourcing, Supplier Selection,
Negotiation, Purchase Control, and Supplier Performance

A Practical and Customizable Corporate Training Program by Making Strong Success
Corporation

TRAINING OVERVIEW

Procurement and purchasing influence far more than the price an organization pays for materials, products, equipment, and services. They directly affect operating costs, product and service quality, inventory availability, production continuity, project completion, supplier relationships, cash flow, risk exposure, and customer satisfaction.

When procurement processes are poorly managed, organizations may experience:

- Unclear or incomplete purchase requirements
- Repeated emergency purchases
- Limited supplier options
- Inconsistent quotation evaluation
- Decisions based only on the lowest price
- Delayed purchase orders and deliveries
- Supplier quality and service problems
- Weak contract and documentation control
- Unnecessary inventory and carrying costs
- Unethical or noncompliant purchasing practices
- Poor coordination among requesting units, Finance, Operations, and suppliers
- Limited supplier-performance monitoring
- Recurring issues without corrective action

Effective procurement requires a disciplined process that begins before a purchase order is created. It involves understanding the requirement, defining specifications, researching the supply market, identifying qualified suppliers, evaluating total value, negotiating appropriate terms, managing risks, ensuring ethical conduct, monitoring delivery, and evaluating supplier performance.

This **Procurement and Purchasing Training in the Philippines** equips participants with practical tools for managing the complete procure-to-pay and supplier-management process more professionally, strategically, and consistently.

The program clarifies the distinction between procurement and purchasing:

- **Procurement** is the broader strategic process of identifying requirements, sourcing suppliers, evaluating alternatives, negotiating terms, managing contracts, controlling risks, and improving supplier relationships.

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- **Purchasing** focuses more directly on the transactional activities involved in requesting quotations, issuing purchase orders, following up deliveries, receiving goods or services, processing documentation, and coordinating payment.

This program is suitable for organizations searching for:

- **Procurement Training in the Philippines**
- **Purchasing Training in the Philippines**
- **Procurement and Purchasing Training in the Philippines**
- **Training About Procurement in the Philippines**
- **Training About Purchasing in the Philippines**
- **Basic Procurement Training**
- **Corporate Purchasing Training**
- **Strategic Sourcing Training in the Philippines**
- **Supplier Management Training**
- **Procurement Negotiation Training**

Following the MSS **EnterTRAINment** approach, the program combines concise facilitator input with procurement simulations, bid-evaluation exercises, negotiation role plays, supplier-risk cases, ethical decision-making scenarios, purchase-order challenges, and practical workplace action planning.

TRAINING GOAL

To strengthen participants' ability to plan requirements, source and evaluate suppliers, negotiate appropriate terms, manage purchasing transactions, control procurement risks, uphold ethical standards, and improve supplier performance.

TRAINING OBJECTIVES

By the end of the program, participants will be able to:

1. Explain the roles of procurement and purchasing in organizational performance.
2. Distinguish strategic procurement from transactional purchasing.
3. Map the major stages of the procurement and purchasing cycle.
4. clarify the roles of requesting units, Procurement, Finance, Operations, and suppliers.
5. Develop clearer purchase requirements and specifications.
6. distinguish needs from preferences and unnecessary requirements.
7. conduct basic supply-market and supplier research.
8. identify appropriate sourcing approaches.
9. prepare and evaluate supplier quotations and proposals.
10. assess price, quality, delivery, service, risk, and total cost.
11. avoid selecting suppliers solely on the basis of the lowest price.
12. prepare for and conduct supplier negotiations more effectively.

13. manage purchase orders, delivery commitments, and documentation.
14. identify procurement risks and control gaps.
15. recognize ethical concerns and conflicts of interest.
16. strengthen supplier communication and accountability.
17. evaluate supplier performance using practical scorecards.
18. apply the P.R.O.C.U.R.E. Procurement and Purchasing Framework.
19. develop a Procurement and Purchasing Improvement Action Plan.

FROM POINT A TO POINT B

Point A: Common Procurement Challenges	Point B: Desired Performance
Purchases begin with incomplete requests	Requirements and specifications are clarified before sourcing
Most purchases are reactive or urgent	Requirements are planned and prioritized earlier
Supplier choices are limited to familiar vendors	Qualified supplier options are developed strategically
The lowest price automatically wins	Decisions consider total value, quality, delivery, service, and risk
Quotations are compared inconsistently	Suppliers are evaluated using clear and documented criteria
Negotiation focuses only on price	Negotiation covers total cost, service, risk, delivery, and terms
Purchase orders are treated as administrative paperwork	Purchase orders clearly communicate requirements and commitments
Deliveries are followed up only when already late	Milestones and exceptions are monitored proactively
Supplier problems are repeatedly tolerated	Performance gaps lead to corrective and improvement actions
Procurement decisions are vulnerable to bias	Ethics, transparency, and accountability guide decisions
Procurement and requesting departments blame one another	Roles, information, and decision responsibilities are clarified
Supplier performance is evaluated informally	Suppliers are reviewed using consistent performance measures

ORGANIZATIONAL BENEFITS

This **Purchasing Training in the Philippines** can help organizations:

- Improve procurement planning and requirement definition
- Reduce emergency and unplanned purchases
- Strengthen supplier sourcing and selection
- Improve quotation and proposal evaluation
- Reduce avoidable purchasing costs
- Improve value-for-money decisions
- Strengthen supplier negotiation capability
- Improve purchase-order accuracy and control
- Reduce delivery delays and documentation errors
- Improve supplier quality, responsiveness, and accountability
- Strengthen ethical and policy-compliant procurement
- Improve coordination among Procurement, Finance, Operations, and requesting units
- Reduce operational and supplier risks
- Develop more reliable supplier relationships
- Support continuous procurement improvement

ONE-DAY TRAINING PROGRAM OUTLINE

Recommended Schedule: 8:00 AM–5:00 PM

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
8:00–10:00 AM	<p>MODULE 1: PROCUREMENT FUNDAMENTALS AND REQUIREMENTS PLANNING</p> <ul style="list-style-type: none"> • Understanding Procurement and Purchasing <ul style="list-style-type: none"> ○ Strategic versus transactional responsibilities ○ Impact on cost, quality, delivery, and continuity • Mapping the Procurement Cycle <ul style="list-style-type: none"> ○ Request to sourcing, ordering, receiving, and payment ○ Roles and cross-functional handoffs 	<p>Procurement Process Mapping Challenge</p> <p>Teams map a sample procurement process and identify delays, duplicated work, unclear responsibilities, and control gaps.</p> <p>Specification Makeover</p> <p>Participants improve an incomplete purchase request to make it clear, measurable, and supplier-ready.</p> <p>Output: Procurement Process and Requirement Planning Map</p>

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	<ul style="list-style-type: none"> • Clarifying Purchase Requirements <ul style="list-style-type: none"> ○ Business need and intended outcome ○ Specifications, quantity, quality, and delivery requirements • Planning Procurement Requirements <ul style="list-style-type: none"> ○ Priorities, lead times, and urgency ○ Planned versus emergency purchases 	
10:00–10:15 AM	Morning Break	
10:15 AM–12:00 NN	<p>MODULE 2: STRATEGIC SOURCING AND SUPPLIER EVALUATION</p> <ul style="list-style-type: none"> • Understanding the Supply Market <ul style="list-style-type: none"> ○ Supplier availability and market conditions ○ Competition, capacity, and supply risk • Developing Supplier Options <ul style="list-style-type: none"> ○ Supplier search and prequalification ○ Capability, credibility, and capacity • Requesting Quotations and Proposals <ul style="list-style-type: none"> ○ Clear scope and commercial requirements ○ Comparable supplier submissions • Evaluating Total Value <ul style="list-style-type: none"> ○ Price, quality, delivery, and service ○ Total cost, risk, and long-term value 	<p>Supplier Shortlisting Challenge</p> <p>Teams review supplier profiles and identify which vendors should proceed to quotation or proposal evaluation.</p> <p>Bid Evaluation Simulation</p> <p>Participants compare supplier offers using weighted criteria rather than price alone.</p> <p>Output: Supplier Evaluation and Recommendation Matrix</p>
12:00–1:00 PM	Lunch Break	
1:00–3:00 PM	<p>MODULE 3: PROCUREMENT NEGOTIATION, ETHICS, AND RISK MANAGEMENT</p> <ul style="list-style-type: none"> • Preparing for Supplier Negotiation <ul style="list-style-type: none"> ○ Objectives, priorities, and limits ○ Alternatives and negotiation leverage • Negotiating Total Commercial Value <ul style="list-style-type: none"> ○ Price, payment, delivery, and warranty 	<p>Supplier Negotiation Role Play</p> <p>Teams negotiate a supplier agreement involving price pressure, delivery requirements, quality concerns, payment terms, and service expectations.</p> <p>Ethical Procurement Dilemmas</p> <p>Participants decide how to handle gifts,</p>

Time	Modules, Topics, and Subtopics	Supporting Activities and Outputs
	<ul style="list-style-type: none"> ○ Service, flexibility, and risk allocation • Managing Procurement Risks <ul style="list-style-type: none"> ○ Supply, quality, financial, and delivery risks ○ Prevention, mitigation, and contingency actions • Upholding Ethical Procurement <ul style="list-style-type: none"> ○ Fairness, transparency, and confidentiality ○ Gifts, favoritism, and conflicts of interest 	<p>personal relationships, confidential information, supplier pressure, and biased specifications.</p> <p>Output: Negotiation Preparation and Procurement Risk Plan</p>
3:00–3:15 PM	Afternoon Break	
3:15–5:00 PM	<p>MODULE 4: PURCHASING EXECUTION AND SUPPLIER PERFORMANCE MANAGEMENT</p> <ul style="list-style-type: none"> • Controlling Purchase Orders <ul style="list-style-type: none"> ○ Complete terms and specifications ○ Authorization, accuracy, and change control • Monitoring Delivery and Fulfillment <ul style="list-style-type: none"> ○ Confirmation, expediting, and exceptions ○ Receiving and discrepancy management • Managing Supplier Performance <ul style="list-style-type: none"> ○ Quality, cost, delivery, and service ○ Corrective action and supplier development • Applying the P.R.O.C.U.R.E. Framework <ul style="list-style-type: none"> ○ End-to-end procurement discipline ○ Accountability and continuous improvement 	<p>Purchase Order Control Challenge</p> <p>Participants identify missing, unclear, or risky information in a sample purchase order and recommend corrections.</p> <p>Supplier Scorecard Workshop</p> <p>Teams evaluate a supplier’s performance and determine whether to retain, develop, conditionally approve, or replace the supplier.</p> <p>Final Procurement Challenge</p> <p>Participants manage a complete case from requirement definition to supplier evaluation, negotiation, ordering, delivery, and performance review.</p> <p>Final Outputs:</p> <ul style="list-style-type: none"> • Procurement and Purchasing Improvement Action Plan • Personal Procurement Commitment

THE P.R.O.C.U.R.E. PROCUREMENT AND PURCHASING FRAMEWORK

P — Plan the Requirement

Clarify:

- The business need
- Required quantity and quality
- Technical or service specifications
- Delivery schedule
- Budget and approval requirements
- Procurement timeline

R — Research the Market and Suppliers

Assess:

- Available supplier options
- Supply-market conditions
- Pricing trends
- Supplier capacity
- Lead times
- Potential risks and alternatives

O — Obtain Comparable Offers

- Prepare clear quotation or proposal requirements
- Provide suppliers with consistent information
- Establish submission timelines
- Clarify commercial and technical requirements
- Maintain complete documentation

C — Compare Total Value and Risk

Evaluate:

- Price
- Quality
- Delivery
- Service
- Warranty
- Payment terms
- Supplier capability
- Total cost
- Operational and supply risk

U — Uphold Ethics, Policy, and Accountability

- Apply consistent evaluation criteria
- Protect confidential information



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- Avoid conflicts of interest
- Observe approval requirements
- Maintain transparency and documentation
- Follow organizational policies and applicable requirements

R — Release and Monitor the Purchase

- Issue an accurate purchase order
- Obtain supplier acknowledgment
- Monitor milestones and delivery
- Manage approved changes
- Resolve shortages, damages, delays, and discrepancies

E — Evaluate Performance and Improve

- Measure supplier results
- Review recurring gaps
- Request corrective action
- Develop capable suppliers
- Improve sourcing and purchasing processes
- Apply lessons to future purchases

PROCUREMENT VERSUS PURCHASING

Procurement	Purchasing
Broader and more strategic	More transactional and execution-focused
Begins with understanding the need	Begins when an approved requirement is ready to be purchased
Includes market research and sourcing strategy	Includes quotation processing and order placement
Evaluates suppliers, total value, and risk	Ensures accurate orders and timely deliveries
Includes negotiation and contract management	Includes purchase-order and documentation control
Manages supplier relationships and performance	Coordinates receiving, discrepancies, and payment documents
Focuses on long-term value and continuity	Focuses on completing each purchasing transaction correctly

Purchasing is an important part of the broader procurement process.

KEY PROCUREMENT AND PURCHASING CONCEPTS COVERED

The program introduces practical applications of:

1. Procurement planning
2. Purchase requisitions
3. Requirements and specifications
4. Supply-market research
5. Supplier sourcing
6. Supplier prequalification
7. Requests for quotation
8. Requests for proposal
9. Bid comparison and evaluation
10. Total cost of ownership
11. Value-for-money analysis
12. Supplier negotiation
13. Procurement risk management
14. Ethical purchasing
15. Purchase-order control
16. Delivery monitoring and expediting
17. Receiving and discrepancy management
18. Supplier scorecards
19. Corrective action
20. Supplier development

PRICE VERSUS TOTAL COST AND VALUE

The lowest quoted price does not always represent the best procurement decision.

Participants examine possible cost and value factors such as:

- Product or service price
- Freight and delivery costs
- Taxes, duties, and charges
- Installation and implementation
- Inspection and quality costs
- Maintenance and operating costs
- Training and technical support
- Warranty coverage
- Payment terms
- Lead time
- Reliability and failure risk
- Rework, returns, and replacement costs

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- Inventory carrying costs
- Disposal or end-of-life costs

The program helps participants evaluate the overall value and business impact of a supplier's offer.

SUPPLIER EVALUATION CRITERIA

Supplier-selection criteria may include:

- Technical capability
- Product or service quality
- Price competitiveness
- Delivery reliability
- Production or service capacity
- Financial stability
- Industry experience
- Quality-management practices
- Customer references
- Responsiveness
- Warranty and after-sales support
- Risk exposure
- Ethical and legal compliance
- Flexibility
- Innovation and improvement capability

Criteria and weightings should reflect the importance and risk of the purchase.

PROCUREMENT NEGOTIATION AREAS

The program emphasizes that procurement negotiation should not focus exclusively on lowering the price.

Negotiable areas may include:

- Unit price
- Volume discounts
- Payment terms
- Delivery schedule
- Lead time
- Minimum order quantities
- Freight arrangements
- Warranty
- Quality requirements
- Packaging

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- Service-level commitments
- Penalties and remedies
- Technical support
- Training
- Replacement terms
- Contract duration
- Price-adjustment conditions
- Forecast and capacity commitments

COMMON PROCUREMENT AND PURCHASING MISTAKES COVERED

Participants learn to avoid:

1. Accepting unclear purchase requests
2. Treating urgency as a substitute for planning
3. Writing specifications that unfairly favor one supplier
4. Requesting quotations from suppliers unable to meet the requirement
5. Comparing quotations with different scopes or assumptions
6. Choosing the lowest price without considering total value
7. Negotiating without objectives, alternatives, or limits
8. Making verbal commitments without proper documentation
9. Issuing incomplete or inaccurate purchase orders
10. Changing requirements without formal approval
11. Following up only after the delivery is already late
12. Failing to document supplier performance problems
13. Continuing with poor suppliers without corrective action
14. Sharing one supplier's confidential quotation with another
15. Accepting gifts or favors that may compromise objectivity
16. Allowing personal relationships to influence decisions
17. Measuring Procurement only through purchase-price savings
18. Failing to learn from recurring purchasing problems

PROCUREMENT RISKS COVERED

Participants may examine:

- Single-source dependency
- Supplier capacity limitations
- Financial instability
- Quality failure
- Delivery delay
- Price volatility
- Inaccurate specifications

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- Fraud or conflict of interest
- Incomplete documentation
- Unauthorized commitments
- Counterfeit or nonconforming items
- Supply interruption
- Transportation disruption
- Contract ambiguity
- Confidentiality breaches
- Weak business-continuity arrangements

TRAINING METHODS

Consistent with the MSS **EnterTRAINment** philosophy, this **Training About Procurement in the Philippines** minimizes lengthy lectures and maximizes participation, analysis, simulation, and workplace application.

Training methods include:

- Interactive facilitator-led discussions
- Procurement process mapping
- Requirements and specification exercises
- Supplier-sourcing cases
- Bid-evaluation simulations
- Total-cost analysis
- Supplier negotiation role plays
- Ethical decision-making scenarios
- Procurement-risk exercises
- Purchase-order reviews
- Supplier-scorecard workshops
- Facilitated debriefs
- Peer feedback
- Workplace action planning

Each module combines concise facilitator input with realistic activities requiring participants to analyze information, compare alternatives, negotiate, decide, document, and recommend actions.

TARGET PARTICIPANTS

This program is suitable for:

- Procurement officers
- Purchasing officers
- Buyers
- Sourcing personnel

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- Procurement analysts
- Administrative and support employees
- Inventory and warehouse personnel
- Logistics personnel
- Production and operations employees
- Finance and accounts-payable personnel
- Engineers and technical requestors
- Project coordinators
- Department representatives involved in purchases
- Supervisors and managers
- Supplier-management personnel
- Employees newly assigned to procurement or purchasing roles

The program may be adjusted for beginners, experienced buyers, supervisors, or managers.

EXPECTED PARTICIPANT OUTPUTS

Participants will complete:

1. Procurement Process and Requirement Planning Map

An analysis of:

- Procurement stages
- Roles and responsibilities
- Process delays
- Control gaps
- Improvement opportunities
- Requirement-planning needs

2. Supplier Evaluation and Recommendation Matrix

A structured comparison covering:

- Price
- Quality
- Delivery
- Service
- Capability
- Risk
- Total value
- Recommended supplier

3. Negotiation Preparation and Procurement Risk Plan

The document identifies:

- Negotiation objectives
- Priority terms
- Target and limit positions
- Alternatives
- Supplier interests
- Procurement risks
- Prevention and contingency actions

4. Supplier Performance Scorecard

A practical supplier-review tool covering:

- Quality
- Cost
- Delivery
- Responsiveness
- Documentation
- Service
- Corrective action
- Improvement status

5. Procurement and Purchasing Improvement Action Plan

The plan identifies:

- Current procurement gaps
- Recommended improvements
- Responsible owners
- Required support
- Target timelines
- Performance measures
- Review mechanisms

6. Personal Procurement Commitment

Each participant identifies one planning, sourcing, negotiation, control, ethical, or supplier-management behavior to strengthen.

DELIVERY OPTIONS

The program may be delivered as:

- Onsite or face-to-face in-house training
- Live instructor-led virtual training
- Hybrid training
- One-day intensive workshop

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- Two-day expanded procurement and purchasing workshop
- Multi-batch organizational rollout
- Procurement capability-development series
- Procurement-process improvement consultancy and training engagement

The program may be customized according to the organization's:

- Industry
- Procurement structure
- Purchase categories
- Approval process
- Supplier market
- Purchasing policies
- Existing templates
- Procurement risks
- Performance measures
- Technology or enterprise system
- Participant experience levels

RECOMMENDED CUSTOMIZATION INPUTS

The client may provide anonymized or nonconfidential information regarding:

- Procurement policies
- Purchase-request process
- Approval levels
- Commonly purchased categories
- Supplier-selection practices
- Quotation and bid templates
- Purchase-order formats
- Recurring purchasing problems
- Supplier-performance measures
- Procurement roles and responsibilities
- Existing procurement systems
- Current improvement priorities

Confidential prices, supplier trade secrets, personal information, or commercially sensitive data are not required.

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FREQUENTLY ASKED QUESTIONS

What is Procurement Training?

Procurement Training in the Philippines develops employees' ability to plan requirements, identify suppliers, evaluate quotations and proposals, negotiate terms, manage risks, issue purchase orders, and improve supplier performance.

It helps participants manage purchasing decisions based on total organizational value rather than price alone.

What is Purchasing Training?

Purchasing Training in the Philippines focuses on the activities required to acquire products and services accurately, efficiently, ethically, and on time.

It may cover purchase requests, quotation processing, supplier coordination, purchase orders, delivery monitoring, receiving documents, discrepancies, and supplier performance.

What is the difference between procurement and purchasing?

Procurement is the broader process of planning, sourcing, evaluating, negotiating, contracting, ordering, monitoring, and managing suppliers.

Purchasing is one component of procurement and focuses mainly on processing and completing purchase transactions.

Is this program suitable for employees new to Procurement?

Yes.

The program begins with procurement and purchasing fundamentals before progressing to sourcing, supplier evaluation, negotiation, risk management, purchase-order control, and supplier-performance management.

Does the training cover supplier negotiation?

Yes.

Participants prepare for and conduct a supplier negotiation involving price, payment terms, lead time, quality, delivery, warranty, service, flexibility, and risk.

Does the program teach participants to select the lowest-priced supplier?

The program teaches participants to compare price while also evaluating quality, delivery, service, capability, total cost, and risk.

The lowest-priced offer may not always provide the best total value.

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Does the program include ethical procurement?

Yes.

The training addresses transparency, fairness, confidentiality, conflicts of interest, gifts and favors, supplier relationships, accountability, and proper documentation.

Does this cover government procurement?

The standard program is designed primarily for general corporate procurement and purchasing.

A public-sector version may be customized based on the applicable government procurement rules, agency procedures, and participant requirements.

Can the training use our procurement forms?

Yes.

The client may provide nonconfidential requisition, quotation, bid-evaluation, purchase-order, supplier-scorecard, or related templates for use in customized activities.

Can this program be delivered virtually?

Yes.

The program may be delivered through live virtual training using digital worksheets, breakout-room negotiations, supplier-evaluation simulations, procurement cases, and collaborative presentations.

RELATED PROCUREMENT AND SUPPLY CHAIN PROGRAMS

Organizations may also consider:

- Strategic Sourcing Training
- Procurement Negotiation Training
- Supplier Relationship Management Training
- Supplier Evaluation and Performance Management Training
- Contract Management Training
- Inventory Management and Control Training
- Warehouse Operations and Management Training
- Logistics and Distribution Management Training
- Supply Chain Risk Management Training
- Basic Supply Chain Management Training
- Advanced Supply Chain Management Training
- Demand Planning and Forecasting Training

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WHY CHOOSE MSS CORPORATION?

Making Strong Success Corporation delivers practical and customizable corporate training programs based on actual workplace, operational, and business challenges.

Our approach combines:

- Concise and relevant facilitator input
- Engaging EnterTRAINment methodologies
- Practical procurement cases
- Supplier-evaluation simulations
- Negotiation role plays
- Ethical decision-making exercises
- Workplace-applicable tools and outputs
- Facilitator coaching and feedback
- Customization based on the client's procurement environment

This **Procurement and Purchasing Training in the Philippines** is designed not merely to explain procurement terms and documents. It helps participants plan better, evaluate suppliers objectively, negotiate total value, manage purchasing transactions, control risks, strengthen supplier accountability, and improve organizational performance.

REQUEST A CUSTOMIZED PROGRAM

Organizations searching for **Procurement Training in the Philippines, Purchasing Training in the Philippines, Procurement and Purchasing Training in the Philippines, Training About Procurement in the Philippines, or Training About Purchasing in the Philippines** may request a customized program based on their industry, purchasing categories, supplier environment, procurement policies, operational risks, and participant profiles.

Plan the requirement. Source strategically. Negotiate total value. Control the purchase. Strengthen supplier performance.