Handling a supplier gift during a tender

A supplier offers two match tickets while a drinks contract is being scored. Ask the team to separate three decisions: what happens to the tickets, who reviews the offer, and who can continue scoring.

Run the exercise

Give one person the supplier role and one the buyer role. The buyer has thirty seconds to acknowledge the offer and explain what happens next. Ask the observer to listen for a promise, acceptance or a clear referral.

Compare your decision

“Thank you for the invitation. I’m involved in the tender, so I’ll refer this through our gifts procedure before I reply.” Keep the tickets unused. Save the original invitation, record the timing and assign the decision to the procurement lead.

Try a second check

Change the scenario: the supplier says the offer expires tonight. Ask which part of the decision changes. The deadline belongs in the record. The independent approval route still applies.

Check the handover

Can the next shift tell who owns the decision and whether the supplier has received a reply?

Use this on shift

Resource page and fillable working record · Read the online guide · Course details