Advanced Tendering Procedures and Bid Evaluation Training Course

Professional Development Training Course Outline

Category	Project Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today's complex and competitive business landscape, **advanced tendering procedures** and **bid evaluation** are no longer just administrative tasks; they are **strategic competencies** critical for organizational success. This course provides an in-depth exploration of the entire procurement lifecycle, from **strategic sourcing** and **market analysis** to sophisticated **bid analysis** and **contract award**. Participants will gain the **advanced skills** needed to navigate the complexities of modern procurement, ensuring transparency, **risk mitigation**, and the achievement of optimal **value for money**. By mastering these procedures, professionals can transform their procurement function from a cost center into a **competitive advantage**.

Advanced Tendering Procedures and Bid Evaluation Training Course is designed to empower procurement, project, and contract management professionals to make informed, data-driven decisions. We will move beyond the basics to focus on **best practices**, **legal frameworks**, and the latest **digital procurement** tools. Through a blend of theoretical knowledge and **real-world case studies**, this program will equip you to manage complex tenders, conduct rigorous evaluations, and lead confident negotiations, ultimately leading to more successful contract awards and stronger supplier relationships.

Programme Curriculum

Advanced Tendering Procedures and Bid Evaluation Training Course

Introduction

In today's complex and competitive business landscape, **advanced tendering procedures** and **bid evaluation** are no longer just administrative tasks; they are **strategic competencies** critical for organizational success. This course provides an in-depth exploration of the entire procurement lifecycle, from **strategic sourcing** and **market analysis** to sophisticated **bid analysis** and **contract award**. Participants will gain the **advanced skills**

needed to navigate the complexities of modern procurement, ensuring transparency, **risk mitigation**, and the achievement of optimal **value for money**. By mastering these procedures, professionals can transform their procurement function from a cost center into a **competitive advantage**.

Advanced Tendering Procedures and Bid Evaluation Training Course is designed to empower procurement, project, and contract management professionals to make informed, data-driven decisions. We will move beyond the basics to focus on **best practices**, **legal frameworks**, and the latest **digital procurement** tools. Through a blend of theoretical knowledge and **real-world case studies**, this program will equip you to manage complex tenders, conduct rigorous evaluations, and lead confident negotiations, ultimately leading to more successful contract awards and stronger supplier relationships.

Course Duration

5 days

Course Objectives

Upon completion of this course, participants will be able to:

- Master the end-to-end procurement lifecycle.
- Formulate effective strategic sourcing and contracting strategies.
- Apply sophisticated bid evaluation techniques
- Identify and mitigate procurement risks in complex bids.
- Conduct transparent and compliant tendering processes.
- Develop robust technical and commercial evaluation criteria.
- Lead professional and effective negotiations with suppliers.
- Ensure compliance with procurement governance and ethical standards.
- Utilize digital procurement tools for enhanced efficiency.
- Manage and resolve disputed contract awards.
- Create a framework for post-award contract management.
- Drive cost savings and maximize value for money.
- Analyze supplier performance for continuous improvement.

Organizational Benefits

- Minimize legal, financial, and reputational risks through structured and compliant processes.
- Achieve significant **cost optimization** and better **return on investment (ROI)** by mastering negotiation and evaluation.
- Foster trust and accountability with suppliers and stakeholders through clear, auditable procedures.
- Elevate the procurement function to a strategic business partner that delivers competitive advantage.
- Streamline tendering and evaluation processes, reducing time-to-contract and administrative burden.
- Build collaborative and mutually beneficial relationships with key suppliers.
- Secure the best **value for money** by moving beyond a "lowest price" mentality.
- Ensure all procurement activities align with internal policies and external regulatory frameworks.

Target Audience

- Procurement Officers and Managers
- Contract Administrators and Managers
- Project Managers and Directors
- Supply Chain Professionals

- Engineers and Technical Staff involved in Bidding
- Legal and Financial Professionals supporting procurement
- Public Sector Procurement Officials
- Anyone involved in preparing, evaluating, or managing bids and tenders.

Course Modules

Module 1: The Strategic Tendering Framework

- Strategic Sourcing and Market Analysis.
- Classifying 3rd-party spend by supply risk and value.
- Crafting the optimal contracting strategy.
- Identifying and mitigating risks in the planning phase.
- **Case Study: The Petrochemical Plant Expansion**

Module 2: Mastering the Tender Process

- Pre-qualification (PQQ) and Expression of Interest (EOI).
- Optimizing tender documents and ensuring a robust scope of work.
- Ethical and compliant tendering.
- Total Cost of Ownership (TCO) analysis.
- **Case Study: The Public Infrastructure Project**

Module 3: Advanced Bid Evaluation Methodologies

- Beyond the lowest price: The concept of Best Value for Money.
- Technical vs. Commercial bid evaluation.
- Developing and applying weighted scoring and bid decision matrices.
- Handling clarifications and bidder Q&A sessions.
- **Case Study: The IT System Upgrade**

Module 4: Technical and Commercial Evaluation Deep Dive

- Technical bid evaluation frameworks and tools.
- Commercial bid evaluation, including price analysis and financial risk assessment.
- The role of due diligence and reference checks.
- Analyzing supplier financial stability and capacity.
- **Case Study: Evaluating a Construction Tender**

Module 5: Negotiation and Contract Award

- Preparing for and conducting professional negotiations.
- Negotiation tactics and strategies for different scenarios.
- Finalizing the contract award and communicating results.
- Managing disputes and bid protests.
- **Case Study: The Telecoms Contract Negotiation**

Module 6: Legal & Ethical Considerations in Tendering

- Legal frameworks governing public and private procurement.
- Ethical procurement and conflict of interest.
- Bid rigging and anti-corruption safeguards.

- Legal recourse for aggrieved bidders.
- **Case Study: The Public Procurement Scandal**

Module 7: Digital Procurement & E-Tendering

- The shift to digital procurement platforms.
- E-Tendering best practices and benefits.
- Leveraging data analytics for smarter sourcing.
- Automating bid evaluation and contract management.
- **Case Study: Implementing a New E-Sourcing Platform**

Module 8: Post-Award and Supplier Management

- The handover from procurement to contract management.
- Setting Key Performance Indicators (KPIs) and monitoring supplier performance.
- Handling contract variations and disputes.
- Building long-term, strategic supplier relationships.
- **Case Study: The Failed Service Contract**

Training Methodology

- Interactive Lectures: Expert-led sessions with Q&A.
- Practical Exercises: Hands-on activities and group work.
- Real-World Case Studies: In-depth analysis of fictional and historical scenarios.
- Role-Playing: Simulating negotiation and communication with suppliers.
- Peer-to-Peer Learning: Group discussions and knowledge sharing.
- Workbooks and Templates: Providing practical tools for immediate application.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com