Bidding, Evaluation, Negotiation and Contract Award 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

Effective procurement is a cornerstone of modern business, directly impacting profitability, operational efficiency, and supply chain resilience. The Bidding, Evaluation, Negotiation, and Contract Award (BENCA) process is a critical phase within the procurement lifecycle. It is where strategic decisions are made, risks are mitigated, and value is ultimately created. Bidding, Evaluation, Negotiation and Contract Award Training Course is meticulously designed to equip professionals with the advanced skills and strategic mindset required to navigate this complex landscape. We will delve into best practices, ethical considerations, and data-driven approaches to ensure optimal outcomes, transforming participants from transactional purchasers into strategic value creators.

In today's dynamic global marketplace, successful BENCA is not just about securing the lowest price, but about fostering sustainable supplier relationships, managing risk, and aligning procurement activities with overarching organizational goals. This program goes beyond traditional tendering methods to explore cutting-edge trends such as e-bidding, data analytics, and contract lifecycle management. By focusing on both technical expertise and soft skills like negotiation and communication, participants will gain a holistic understanding of how to execute a transparent, compliant, and highly effective procurement process from start to finish.

Programme Curriculum

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Course Objectives

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

1. Master the end-to-end BENCA process and its strategic importance within the modern procurement and supply chain management function.
2. Develop and implement robust bidding strategies that attract high-quality, competitive bids and align with organizational objectives.
3. Conduct systematic and objective bid evaluations using advanced scoring models and criteria to select the most suitable suppliers.
4. Harness data analytics and technology to inform bidding and evaluation decisions and gain a competitive advantage.
5. Strategically plan and execute successful negotiations using proven techniques to achieve win-win outcomes while securing favorable terms.
6. Mitigate key procurement risks including financial, legal, and operational vulnerabilities through a proactive risk management approach.
7. Draft, finalize, and administer legally sound contracts that protect organizational interests and ensure compliance.
8. Leverage ethical and sustainable procurement practices to enhance corporate social responsibility and brand reputation.
9. Build and maintain strategic supplier relationships for long-term value creation and innovation.
10. Apply contemporary e-procurement and digital tools to streamline the BENCA process and improve efficiency.
11. Understand and navigate regulatory frameworks and compliance requirements in both public and private sector procurement.
12. Measure and report on procurement performance using key performance indicators (KPIs) and total cost of ownership (TCO) analysis.
13. Lead and manage cross-functional teams effectively throughout the BENCA lifecycle to ensure stakeholder alignment and project success.

Organizational Benefits

- Enhanced skills lead to better negotiated prices, favorable terms, and a lower total cost of ownership.
- Proactive risk identification and mitigation minimize legal disputes, financial losses, and supply chain disruptions.
- A professional and standardized BENCA process ensures adherence to regulations and promotes ethical conduct, reducing the risk of fraud and corruption.

- Automation and best practices streamline workflows, reduce administrative burden, and accelerate the procurement cycle.
- The ability to build and manage strong relationships with suppliers fosters innovation, stability, and mutual growth.
- A highly skilled procurement team can secure superior goods and services, directly contributing to the organization?ÇÖs bottom line.

Target Audience

1. Procurement and Purchasing Managers
2. Supply Chain and Logistics Professionals
3. Contracts Managers and Administrators
4. Project and Program Managers
5. Finance and Budgeting Officers
6. Operations and Department Heads
7. Small and Medium-Sized Enterprise (SME) Owners
8. Legal Professionals involved in contract drafting and review

Course Modules with Case Studies

Module 1: Strategic Bidding & Tender Management

- Fundamentals of Strategic Bidding.
- Crafting Effective Bid Documents.
- Managing the Tendering Process.
- E-Bidding and Digital Platforms.
- **Case Study: The Public Infrastructure Project:** Analyze a case of a public sector organization that failed to attract qualified bids for a major infrastructure project. Discuss how improving their pre-qualification and ITB documentation could have changed the outcome.

Module 2: Advanced Bid Evaluation Techniques

- Developing a Bid Evaluation Plan.
- Technical vs. Financial Evaluation.
- Applying Scoring Models.
- Due Diligence and Supplier Vetting.
- **Case Study: The Healthcare Software Acquisition:** Examine a case where a hospital system's initial evaluation favored a low-cost vendor, only to discover significant technical and support deficiencies later. The case study will highlight the importance of holistic evaluation criteria beyond price.

Module 3: Strategic Negotiation for Procurement

- Principles of Effective Negotiation.
- The Power of Information.
- Creating Win-Win Outcomes.
- Handling Tough Negotiations.
- **Case Study: The Global Manufacturing Agreement:** A scenario where a multinational company needed to renegotiate a long-term supply agreement with a key component manufacturer amidst rising raw material costs. Participants will develop and practice a negotiation strategy to secure favorable terms.

Module 4: The Art of Contract Award & Finalization

- The Decision to Award.
- Contract Finalization and Review.
- Contract Signing and Kick-off.
- Debriefing Unsuccessful Bidders.
- **Case Study: The City's IT System Upgrade:** A case where a city government awarded a complex IT contract but failed to properly document service level agreements (SLAs), leading to disputes over performance. The case will focus on drafting and finalizing key contract clauses to prevent such issues.

Module 5: Contract Lifecycle Management (CLM)

- Contract Administration and Monitoring.
- Managing Change Orders.
- Dispute Resolution and Escalation.
- Contract Renewal and Close-out.
- **Case Study: The Construction Project Delay:** A case study of a major construction project that faced significant delays due to unexpected site conditions. The case will explore how the project manager used the contract's change management and dispute resolution clauses to mitigate the financial impact.

Module 6: Procurement Risk Management

- Identifying and Assessing Procurement Risks.
- Risk Mitigation Strategies.
- Supplier Risk Assessment.
- Building Supply Chain Resilience.
- **Case Study: The Supply Chain Disruption:** An organization faces a major supply chain disruption when its sole supplier is hit by a natural disaster. Participants will work on a strategy to quickly identify and qualify alternative suppliers, renegotiate contracts, and maintain operations.

Module 7: Ethics, Compliance & Sustainability in Procurement

- Ethical Procurement Principles.
- Compliance with Legal and Regulatory Frameworks.
- Sustainable and Green Procurement.
- Combating Fraud and Corruption.
- **Case Study: The Public Sector Bid Rigging Scandal:** A fictional case involving collusion and bid rigging in a public sector procurement process. Participants will analyze the red flags and discuss the internal and external controls that should have been in place to prevent such a scandal.

Module 8: The Future of Procurement & Digital Transformation

- Leveraging Data Analytics.
- The Rise of AI and Machine Learning.
- Blockchain for Supply Chain Transparency.
- Digital Procurement Platforms.
- **Case Study: The Legacy System Upgrade:** A case study on a large corporation that struggled with an outdated, manual procurement process. The case will focus on building a business case for digital transformation and planning the implementation of a new, integrated e-procurement suite.

Training Methodology

Our training methodology combines interactive and experiential learning with practical, real-world application. The course utilizes a blended approach, including:

- Expert-Led Presentations.
- Interactive Workshops.
- Practical Case Studies.
- Group Discussions.
- Templates and Checklists.

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

Start Date	End Date	Location	Price
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:

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