Tendering & Bidding Processes Training Course

Professional Development Training Course Outline

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

Course Introduction

Tendering and Bidding Processes are critical components of modern procurement management, contract acquisition, supply chain optimization, and project delivery excellence across both public and private sectors. Tendering & Bidding Processes Training Course is designed to equip professionals with advanced competencies in strategic sourcing, competitive bidding, procurement compliance, cost optimization, and contract lifecycle management. Participants will gain practical insights into how organizations secure high-value contracts through structured, transparent, and competitive tendering systems that align with global best practices.

In today's highly competitive business environment, mastering e-procurement systems, digital tendering platforms, bid evaluation frameworks, and supplier relationship management (SRM) is essential for organizational success. This course provides a deep understanding of end-to-end bidding workflows, including tender documentation, bid preparation, evaluation criteria, risk assessment, negotiation strategies, and contract award mechanisms. It also integrates real-world case studies to ensure learners can apply concepts in infrastructure projects, government procurement, oil & gas contracts, construction bidding, and corporate supply chains.

Programme Curriculum

Tendering & Bidding Processes Training Course

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Course Duration

5 days

Course Objectives

1. Master strategic procurement planning
2. Understand end-to-end tendering lifecycle management
3. Develop expertise in competitive bidding strategies
4. Apply e-procurement and digital tender platforms
5. Enhance skills in bid evaluation and scoring techniques
6. Improve cost estimation and price benchmarking
7. Strengthen contract negotiation and award processes
8. Ensure procurement compliance and governance standards
9. Manage supplier selection and vendor prequalification
10. Reduce risks through procurement risk management frameworks
11. Apply public procurement regulations and policies
12. Optimize supply chain sourcing strategies
13. Build capability in contract lifecycle and performance monitoring

Target Audience

1. Procurement Officers & Managers
2. Supply Chain Professionals
3. Project Managers
4. Contract Administrators
5. Government Procurement Specialists
6. Construction & Engineering Firms
7. Oil & Gas Procurement Teams
8. Business Development & Tendering Teams

Course Modules

Module 1: Introduction to Tendering & Procurement Systems

- Overview of procurement frameworks
- Types of tendering methods
- Public vs private procurement systems
- **Case Study:** Key procurement terminologies

- Global procurement standards

Module 2: Tender Documentation & Preparation

- Structuring tender documents
- Writing technical and financial proposals
- Specification development techniques
- **Case Study:** Compliance checklist preparation
- Common documentation errors and mitigation

Module 3: Bidding Strategies & Market Analysis

- Competitive bidding approaches
- Market intelligence for tenders
- Pricing strategy development
- **Case Study:** Bid/no-bid decision-making models
- Competitor analysis in procurement

Module 4: E-Procurement & Digital Tendering

- Online tender portals and systems
- Automation in procurement workflows
- Electronic submission processes
- Cybersecurity in e-tendering
- **Case Study:** Benefits of digital procurement transformation

Module 5: Bid Evaluation & Selection Process

- Technical evaluation frameworks
- Financial scoring models
- Weighted criteria analysis
- Transparency and fairness in evaluation
- **Case Study:** Evaluation committee roles and responsibilities

Module 6: Contract Negotiation & Awarding

- Negotiation techniques in procurement
- Contract structuring principles
- Risk allocation in contracts
- Award decision documentation
- **Case Study:** Supplier agreement finalization

Module 7: Procurement Risk & Compliance Management

- Identifying procurement risks
- Fraud detection in tendering
- Legal and regulatory compliance
- **Case Study:** Ethical procurement practices
- Audit and governance controls

Module 8: Contract Lifecycle & Performance Management

- Contract execution monitoring

- Supplier performance evaluation
- KPI tracking in procurement
- **Case Study:** Variation and change order management
- Contract closure and documentation

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

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