

€ TRAINING

Advanced Tendering Procedures and Bid
Evaluation





Advanced Tendering Procedures and Bid Evaluation

Introduction:

This training program offers comprehensive instruction tailored for procurement professionals seeking mastery in complex procurement processes. It equips individuals with the expertise needed to navigate intricate procurement landscapes, ensuring effective vendor selection and contract management.

Program Objectives:

At the end of this program, participants will be able to:

- Acquire an in-depth understanding of advanced tendering procedures.
- Acquire knowledge and skills required to conduct comprehensive bid evaluations.
- Enhance their ability to prepare competitive bids that meet the requirements of clients or organizations.
- Explore strategies for optimizing the tendering process to maximize success rates.
- Effectively manage risks associated with tendering and bid evaluation processes.

Targeted Audience:

- Procurement professionals seeking advanced skills in tendering procedures and bid evaluation.
- Project managers responsible for overseeing procurement processes and vendor selection.
- Contract administrators and procurement officers involved in managing tendering activities.
- Government officials and public sector employees involved in procurement and contracting.
- Employees and teams looking to enhance their expertise in complex tendering procedures and bid evaluation techniques.

Program Outline:

Unit 1:

Understanding Tendering Procedures:

- Overview of tendering process.
- Legal and regulatory framework.

- Types of tendering procedures.
- Pre-qualification requirements.

Unit 2:

Bid Documentation and Submission:

- Preparation of bid documents.
- Compliance with tender requirements.
- Bid submission process.
- Electronic tendering platforms.
- Quality assurance and best practices.

Unit 3:

Bid Evaluation Criteria:

- Understanding evaluation criteria.
- Technical, financial, and qualitative evaluation methods.
- Weighting of evaluation criteria.
- Evaluation committee roles and responsibilities.

Unit 4:

Negotiation and Contract Award:

- Negotiation strategies in tendering.
- Contract award process.
- Debriefing unsuccessful bidders.
- Contract management post-award.
- Risk management in contract execution.

Unit 5:

Advanced Techniques and Emerging Trends:



- Advanced negotiation techniques.
- Alternative procurement methods e.g., framework agreements, e-auctions.
- Sustainability considerations in tendering.
- Digitalization and automation in tendering processes.
- Future trends and implications for tendering professionals.