

# 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

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### 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](mailto: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   |
|-------------|-------------|----------|---------|
| 21 Sep 2026 | 25 Sep 2026 | Online   | \$1,000 |
| 21 Sep 2026 | 25 Sep 2026 | Physical | \$1,500 |
| 21 Sep 2026 | 25 Sep 2026 | Physical | \$0     |
| 21 Sep 2026 | 25 Sep 2026 | Physical | \$0     |
| 21 Sep 2026 | 25 Sep 2026 | Physical | \$0     |
| 21 Sep 2026 | 25 Sep 2026 | Physical | \$0     |
| 21 Sep 2026 | 25 Sep 2026 | Physical | \$0     |
| 21 Sep 2026 | 25 Sep 2026 | Physical | \$0     |

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

Register Online Now

Email: [info@fineskilltrainingcenter.com](mailto:info@fineskilltrainingcenter.com) | Website: [www.fineskilltrainingcenter.com](http://www.fineskilltrainingcenter.com)