MERCURY

Advanced Strategies for Tendering Procedures and Bid Evaluation

3 – 14 May 2027
Kigali (Rwanda)



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Advanced Strategies for Tendering Procedures and Bid Evaluation

Ref: 15908_1067324 **Date:** 3 – 14 May 2027 **Location:** Kigali (Rwanda) **Fees:** 9500 Euro

Introduction:

This Advanced Strategies for Tendering Procedures and Bid Evaluation course equips participants with the expertise to navigate and manage tendering processes and bid evaluations effectively. By exploring procurement principles, evaluation methodologies, and strategic decision-making, this program ensures participants develop advanced competencies to excel in competitive environments.

The Advanced Strategies for Tendering Procedures and Bid Evaluation course provides in-depth training on optimizing tendering processes and enhancing bid evaluation techniques. Participants will explore international tendering procedures, gain insights into the bid evaluation process, and learn how to prepare a comprehensive bid evaluation report.

This Advanced Strategies for Tendering Procedures and Bid Evaluation training covers the meaning of bid evaluation and its methods, including the technical bid evaluation procedure. By mastering these advanced strategies, attendees will be equipped to handle complex procurement challenges effectively, ensuring transparent and efficient decision-making in competitive bidding scenarios.

Targeted Groups:

- Procurement specialists and managers.
- Contract administrators.
- Tender and bid evaluation professionals.
- Project managers involved in procurement activities.
- Senior executives overseeing procurement or tenders.

Course Objectives:

At the end of this Advanced Strategies for Tendering Procedures and Bid Evaluation course, the participants will be able to:

- Master the end-to-end tendering process and legal frameworks.
- Develop advanced strategies for preparing and managing tenders.
- Apply structured methodologies to evaluate bids transparently and effectively.
- Utilize tools to ensure compliance with procurement standards and minimize risks.
- Lead negotiations and award contracts to achieve organizational objectives.

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Targeted Competencies:

By the end of this Advanced Strategies for Tendering Procedures and Bid Evaluation training, the participant's competencies will:

- Strategic tendering management.
- Analytical bid evaluation.
- Risk mitigation and compliance.
- Negotiation and decision-making.
- Advanced procurement planning.

Course Content:

Unit 1: Principles of Tendering and Procurement:

- Foundations of Procurement.
- Definition and significance in organizational success.
- Key principles and objectives.
- Procurement lifecycle overview.
- Tendering Concepts.
- Types of tenders and their applications.
- Understanding open, selective, and restricted tendering.
- Legal and ethical considerations.

Unit 2: Developing a Tendering Strategy:

- Market Research and Supplier Analysis.
- Identifying potential suppliers.
- Conducting a competitive market analysis.
- Preparing Tender Documents.
- Drafting comprehensive tender requirements.
- Establishing clear evaluation criteria.
- Addressing potential ambiguities.

Unit 3: Legal and Ethical Frameworks:

- Regulations Governing Procurement.
- Local and international procurement laws.
- Key compliance requirements.
- Ethics in Tendering.
- Preventing conflicts of interest.
- Addressing fraud and corruption risks.

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Unit 4: Managing the Tendering Process:

- Stages of Tender Management.
- Invitation to Tender ITT preparation.
- Submission processes and timelines.
- Effective Communication with Bidders.
- Clarifications and addendums.
- Maintaining transparency.

Unit 5: Bid Evaluation Criteria and Frameworks:

- Establishing Evaluation Metrics.
- Technical, financial, and qualitative criteria.
- Weightage allocation for scoring.
- Applying Structured Evaluation Models.
- Single vs. multi-stage evaluations.
- Advantages of scoring matrices.

Unit 6: Conducting Bid Evaluation:

- Reviewing and Shortlisting Bids.
- Screening for compliance and completeness.
- Analyzing bidder qualifications.
- Risk Assessment in Bid Evaluation.
- Identifying potential project risks.
- Mitigation strategies during evaluation.

Unit 7: Negotiation and Contract Awarding:

- Effective Negotiation Techniques.
- Preparing for negotiations.
- Balancing organizational goals with supplier interests.
- Awarding Contracts.
- Finalizing contract terms.
- Communicating awards effectively.

Unit 8: Post-Award Management:

- Monitoring Contract Performance.
- Setting Key Performance Indicators KPIs.
- Ensuring adherence to agreed terms.
- Addressing Disputes and Variations.
- Handling conflicts during the execution.
- Approaches to managing contract changes.

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Unit 9: Technology in Tendering and Evaluation:

- Digital Tools and Platforms.
- E-procurement systems.
- Automated evaluation tools.
- Leveraging Data Analytics.
- Trends in supplier performance.
- Predictive analytics for future tenders.

Unit 10: Continuous Improvement in Tendering:

- Evaluating Past Performance.
- Lessons learned from previous tenders.
- Benchmarking against industry standards.
- Developing an Improvement Plan.
- Enhancing policies and procedures.
- Training and capacity building for procurement teams.