



Tendering Procedures and Bid  
Evaluation Training Course





# Tendering Procedures and Bid Evaluation Training Course

## Introduction

This tendering procedures and bid evaluation training course will explore the comprehensive details directly impacting tendering procedures and bid evaluation. The focal points of this advanced tendering procedures and bid evaluation training will delve into understanding business needs, conducting market analysis, and mastering supply chain cost modeling.

Participants in the advanced tendering procedures and bid evaluation course will learn to formulate strategic contracting plans and smoothly transition to the contract award and initiation. An analytical framework will be introduced to categorize the goods or services an organization requires, using a systematic approach that weighs supply risk against expenditure value.

Moreover, the advanced tendering procedures and bid evaluation course will define the most effective market engagement for a particular category or its subcategories, leading to optimal tendering procedures and bid evaluations.

Determining when to limit bids to only seasoned and proven suppliers versus when to cultivate new sources of supply are questions that will be addressed. Additional discussions will focus on creating a suitable supplier selection process, honing tender negotiation skills, managing contract award conflicts, navigating local content requirements in developing markets, and dealing with the unintended consequences of localization efforts.

## Targeted Groups

- Engineering project professionals
- Contract professionals and administrators
- Contract analysts
- Contract engineers
- Specifiers, buyers, and purchasing professionals.
- Procurement officers.
- This advanced tendering procedures and bid evaluation course are for anyone involved in preparing, evaluating, and managing commercial invitations to tender, requests for bids and proposals, and contracts for purchasing services, materials, or equipment.

## Course Objectives

At the end of this advanced tendering procedures and bid evaluation course, participants will be able to:

- Classify third-party goods and services based on supply risk and spend value.
- Determine the procurement strategy choices available for a given opportunity.
- Plan and manage a competitive tender process from start to finish successfully.
- Identify, assess, and manage procurement risks effectively.
- Develop a comprehensive evaluation methodology to judge bids and tenders.
- Evaluate vendor proposals from both a technical and commercial standpoint.
- Prepare for and conduct professional negotiations with suppliers.
- Handle the outcomes from a competitive bid process with confidence.

## Targeted Competencies

- Selecting the right market approach.
- Formulating the best-fit contracting strategy.
- Planning and managing a tender process.
- Optimizing interaction between requesting departments and procurement teams.
- Preparing for and conducting negotiations with suppliers.

## Course Content

### Unit 1: Formulating the Contracting Strategy

- Classifying third-party spending.
- Selecting market approaches.
- Crafting the contracting strategy.
- Identifying and mitigating contracting strategy risks.
- Choosing the best contract type, including:
  - Lump-sum fixed price.
  - Unit rate.
  - Cost-plus.
  - Day rate.
  - Time and materials contracts.

### Unit 2: Best Practices in Tender Procedures

- The tendering process.
- Seeking expressions of interest.
- Pre-qualification methodologies.
- Basic accounting and economics.
- Total cost of ownership.
- Preparing internal cost estimates.
- The role of negotiation in tendering.

### **Unit 3: Optimizing the Tender Documents**

- Contents of the tender package.
- Ensuring a robust specification and scope of Work.
- Defining the response required from bidders.
- Essential clauses in the draft terms and conditions.
- Bid security and performance security in public tenders.
- Anticipating and reducing the risk of scope change.

### **Unit 4: Managing the Technical and Commercial Evaluation**

- The purpose of bid evaluation.
- Determining the lowest price or best value for money.
- Stages of evaluation.
- Clarifying bids to assist in the evaluation.
- Choosing evaluation and award criteria.
- Bid evaluation approaches one-envelope, two-envelope, and online bidding.

### **Unit 5: Managing the Contract Award and Initialization Stage**

- Communicating the results - internally and externally.
- Working with tender bonds and performance guarantees.
- Dealing with disputed contract awards.
- Operating under pre-contract letters of intent.
- Managing pre-contract scope changes.
- Initiating the contract note.