

Training Title

ADVANCED TENDERING PROCEDURES & BID EVALUATION

Training Duration

5 Days

Training Venue and Dates

ReF. No. SL054	Advanced Tendering Procedures & Bid Evaluation	5	18 - 22 Aug 2025	\$6,000	Kuala Lumpur, Malaysia
-------------------	--	---	---------------------	---------	---------------------------

In any of the 4 or 5 star hotel. Exact venue will be informed soon.

Training Fees

- 6,000 US\$ per participant for Public Training including Course Materials/Handouts, Tea/Coffee, Refreshments & Lunch

Training Certificate

Define Management Consultants Certificate of course completion will be issued to all attendees.

TRAINING DESCRIPTION

The course covers the key aspect of technical bidding and tendering, especially projects. The course provides guidance to developing truly effective tenders that enables delivery of more effective bids and negotiating better contracts and claims. It provides understanding of the contracting processes and appropriate strategies for application to specific project bid situations.

OBJECTIVE

The Advanced Tendering Procedures & Bid Evaluation course aims to provide participants with a deep understanding of the tendering process, focusing on methods, bid evaluation, risk management, compliance, and ethical considerations. Participants will learn how to effectively evaluate bids, manage procurement risks, ensure legal compliance, and strategically negotiate contracts to secure the best value for their organization. The course also includes practical case studies to apply theoretical knowledge in real-world scenarios.

WHO SHOULD ATTEND?

This course is designed for all staff who are involved with the tendering business. Tender Coordinators, Tender Managers, Contract managers, Procurement managers, Purchasing

DMCT/OL/9/18(Rev3Dt:23/9/18)

and supply managers, Tender or Project Support Staff, Construction Supervisors and Coordinators and IT Tender and Project Supervisors and Coordinators.

TRAINING METHODOLOGY

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions, and motivate everybody find the right answers. The delegates will also be encouraged to raise their own questions and to share in the development of the right answers using their own analysis and experiences.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work& Practical Exercises
- 20% Videos& General Discussions

COURSE OUTLINE

Module One

1. Project Initialization Requirements
2. Planning The Procurement Lifecycle
 - Importance of Tendering
 - Planning The Tender Stages
 - Types of bids and auctions
 - Basic definitions of tendering terms
 - The procurement cycle
 - The Tender process
 - The Tender activities
3. Importance of Communication and Information
4. Achieving a Competitive Tendering

Module Two

1. Contract types and methods
2. Bidding decisions and issues to consider
3. Bid Preparation and Issue
 - Tender documents and details
 - Plan the response to the Invitation To Tender (ITT)
 - Tender standards
4. Developing and writing the bid
 - Structuring the content
 - Bid letters
 - Preparing the bid summary
5. Avoiding Tender Pitfalls

DMCT/OL/9/18(Rev3Dt:23/9/18)

6. Risks of Inadequate tendering in Oil Industry

Module Three

1. Commercial Tender Evaluation
 - Price and Cost Analysis
 - Designing Optimal Evaluation Criteria and scoring
2. Applying Due Diligence To Ensure Viability Of The Supplier, The Bid And The Contract
3. What is AQSCIR?
4. Most Economically Advantageous Tender (MEAT)
5. Tendering best practices

Module Four

7. The sourcing life-cycle
8. Integrated Project Team-Best Practices
9. Technical Tender evaluation
 - Conducting internal checks for quality and compliance
 - Managing Exposure: Effective Risk Management
 1. Assessing sources of risks after tendering
 2. Ways for risk mitigation in the contracting process

Module Five

1. Tendering for IT projects
2. IT procurement risk matrix
3. Performance based contracting
4. Drafting guidelines and recommendations
5. Basics of Tendering and Negotiation skills
6. Tactics and tricks during technical negotiation
7. Technical representative role in Contract administration

Discussions and Last Day Assessments will be carried out.

.....

DMCT/OL/9/18(Rev3Dt:23/9/18)

P.O BOX 45304
ABU DHABI, U.A.E

T +971 2 6264455
F +971 2 6275344

www.definettraining.com