XCELERATE TRAINING INSTITUTE

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PROCUREMENT, LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Tendering Procedures and Bid Evaluation

DURATION	LANGUAGE	FORMAT
5 days	**English**	**Classroom / Online**

Upcoming dates

Dates	Venue	Format	Fee
1 – 5 Mar 2027	Live online	Online (live)	**€1,200**
13 – 17 Sep 2027	Live online	Online (live)	**€1,200**
11 – 15 Oct 2027	Barcelona	Classroom	**€4,800**

Register or ask a question

Online: x8ti.com/course/tendering-procedures-and-bid-evaluation/

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Tendering Procedures and Bid Evaluation

Introduction

There is often a lengthy and complicated process attached to tendering a bid for contract work, and unless you are fully aware of what is involved you could be putting yourself and your company at risk.

Compliance and awareness of procedures are of fundamental importance to the successful use of subcontracting, and this course will take you through the entire process from start to finish to ensure that you are fully prepared.

Within this course, we will look at a variety of different procedures, cover in great detail how to ensure regulatory compliance, and educate you with best practice guidelines for every tender situation.

Are you responsible for tendering within your organization? Do you want to become more proficient at analyzing submissions in the bidding process?

This training course will empower you with all the necessary knowledge and understanding that you will need to ensure a smooth and compliant bidding process. You will leave this course with all of the necessary knowledge to implement a more structured and successful tendering process within your organization.

Learning Objectives

Upon successful completion of this Tendering Procedures and Bid Evaluation course, participants will be able to –

- Explain the fundamentals of the contracting process including how to identify suitable projects and subcontractors and commence the bidding process
- Understand the differing terminology used as part of the contracting process and use key guidelines to rate the suitability of each project based on the tendering process
- Outline and understand the tendering roadmap, identify opportunities and obstacles at each stage of the process and plan ahead for successful contracting
- Prepare a thorough contract with all necessary costings, planning, and considerations built-in
- Educate your team and your organization on the fundamental requirements for a successful tender process and take responsibility for ensuring compliance with the contract requirements
- Create a successful sourcing strategy for the use of sub-contractors
- Effectively adapt your bid into a structured and compliant roadmap for the project

Training Methodology

This Tendering Procedures and Bid Evaluation course will be taught as an interactive training program and will provide you with plenty of opportunities to learn from and engage with other learners. You will also experience –

- Seminars and Presentations
- Lectures and guest lectures

- Group work and group discussions
- Graded assignments
- Case studies and real-world best-practice methodologies

Benefits for Your Organisation

By encouraging your employees to participate in this course you will be impacting your organization in the following positive ways

- Enabling an efficient and well-managed tender and bid process is of benefit to the entire organization
- Ensuring that avoidable mistakes do not jeopardize future bids will result in higher accuracy and improved chances of successful contracts
- Developing a structured checklist and guidelines for analyzing tendered bids will allow anyone working in the pre-award phase of the contract to obtain up to date information about the progress
- An overall increase in the quality and quantity of work being delivered to your organization if the bid process is streamlined and thorough
- Greater accuracy in costing leading to increased efficiencies overall

Benefits for You

By taking part in this Tendering Procedures and Bid Evaluation training course, you will be able to enjoy the following benefits –

- Understand the tendering process much better and use these new skills to help you perform your role to a higher standard
- Greater confidence in preparing contracts and receiving bids for high-value projects
- Improved results in terms of overall success rate due to accurate, compliant and well-researched bids
- Become fully aware and compliant of the entire tender process and be able to work with and educate your team on what is involved
- A deeper understanding of the pre-award process will lead to less stress and higher job satisfaction overall
- Continued learning in skills that are easily transferable across many departments

Who Should Attend

This Tendering Procedures and Bid Evaluation course is ideally aimed at anyone who works within a Procurement function but would also be very suitable for –

- Contract Managers
- Contract Supervisors
- Line Managers
- Anyone involved in preparing bids for the tender
- Managers and supervisors involved in subcontracting decisions
- Bids Management Team
- Subcontractors
- Anyone already working within the contracting industry that is interested in learning more about the

early stages of the contract award process

Course Outline

Introduction to Tendering

- A high-level overview of the whole contracting process
- Introduction to tendering and why it is so impactful for your organization
- Understanding why the initial pre-award stages of the contracting process are so important
- Analyzing the roadmap to successful contracting and identifying key areas within the pre-award process

The Tendering Process

- Deeper insights into the various stages within the pre-award process itself
- Identifying potential problem areas with the tender process
- Sealed bidding procedures and how to navigate them
- Engaging with subcontractors at various stages
- Defining the appropriate strategy for your department

Preparing the Contract

- What constitutes a great bid and how can you ensure the contract represents this
- How to determine what contracting strategies would work best for your organization
- Using analysis to determine decision-making capabilities
- Technical tools to support contract drafting and cost analysis
- Creating the small print – building the T&C's that will protect you
- Understanding around different types of contracts – lump sum vs cost plus

Subcontracting

- Looking at various options for the subcontracting process
- How to identify and find excellent subcontractors
- Legalities and regulatory framework for engaging subcontractors
- Cost analysis and budgeting tools
- International considerations for subcontracting

Preparing for a Successful Bid

- Awareness of important areas such as budgeting constraints
- Looking at the implications of the various types of contracts
- Build your own checklist and guidance framework to clearly state what constitutes a successful bid
- How to prepare for the bidding process
- Consideration of special forms of contracting

The Bidding Process

- Commencing the bidding process and inviting bids
- How to conduct a successful tender briefing and who should be there
- Ensuring compliant interaction through the bidding process

- Advice on fundamentals such as timescales
- How to deliver a successful tender panel if required

Evaluating the Bids

- Assessing how to choose the best bid for your business
- Using your framework from Module Five to analyse and better understand the bids
- The different stages of evaluation and what is involved in each one
- Using tools such as CBE (Commercial Bid Evaluation) to evaluate bids
- How to determine the winning bid and prepare the recommendation report

Awarding the Contract

- Engaging with all subcontractors through a detailed debriefing process
- Commencing with the winning bid and how to prepare for the contract
- Lessons learned to streamline the process for next time

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Registration Form

Tendering Procedures and Bid Evaluation

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

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Email this form
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Register online
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