Mastering Tender Evaluation: A Comprehensive 1-Week Course

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Jeddah (KSA)

UK Traininig
PARTNER



Mastering Tender Evaluation: A Comprehensive 1-Week Course

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Course Description

This intensive 1-week tender evaluation training course is designed to equip procurement professionals with advanced skills in evaluating and selecting tenders. Participants will learn best practices in bid analysis, legal and ethical considerations, and practical techniques for making informed procurement decisions. The course combines theoretical knowledge with hands-on exercises to ensure a comprehensive understanding of the tender evaluation process.

Learning Objectives

- Understand the principles and best practices of effective tender evaluation
- Develop skills in analyzing and scoring bids using various evaluation methodologies
- Learn to navigate legal and ethical considerations in the procurement process
- Gain practical experience in managing tender evaluation committees and processes
- Master techniques for making objective and defensible procurement decisions

Course Modules

Day 1: Fundamentals of Tender Evaluation

- Introduction to procurement and tender evaluation principles
- Legal and regulatory framework for public procurement
- Tender evaluation process overview
- Key stakeholders and their roles in tender evaluation

Day 2: Preparation and Planning

- Developing evaluation criteria and weightings
- Creating effective tender documents
- Setting up evaluation committees
- Planning the evaluation timeline and process

Day 3: Bid Analysis Techniques

- Qualitative and quantitative evaluation methods
- Financial analysis of bids
- Technical proposal assessment
- Scoring and ranking methodologies



Day 4: Advanced Evaluation Considerations

- Dealing with abnormally low tenders
- Evaluating complex and high-value tenders
- Risk assessment in tender evaluation
- Handling clarifications and negotiations

Day 5: Decision-Making and Post-Evaluation

- Making the final award decision
- Documenting the evaluation process
- Debriefing unsuccessful bidders
- Handling appeals and challenges

Practical Wins for Participants

- Ability to confidently lead tender evaluation processes in their organizations
- Skills to develop robust evaluation criteria and scoring systems
- Techniques for objective and defensible decision-making in procurement
- Strategies for managing stakeholders and ensuring transparency in tender evaluations

