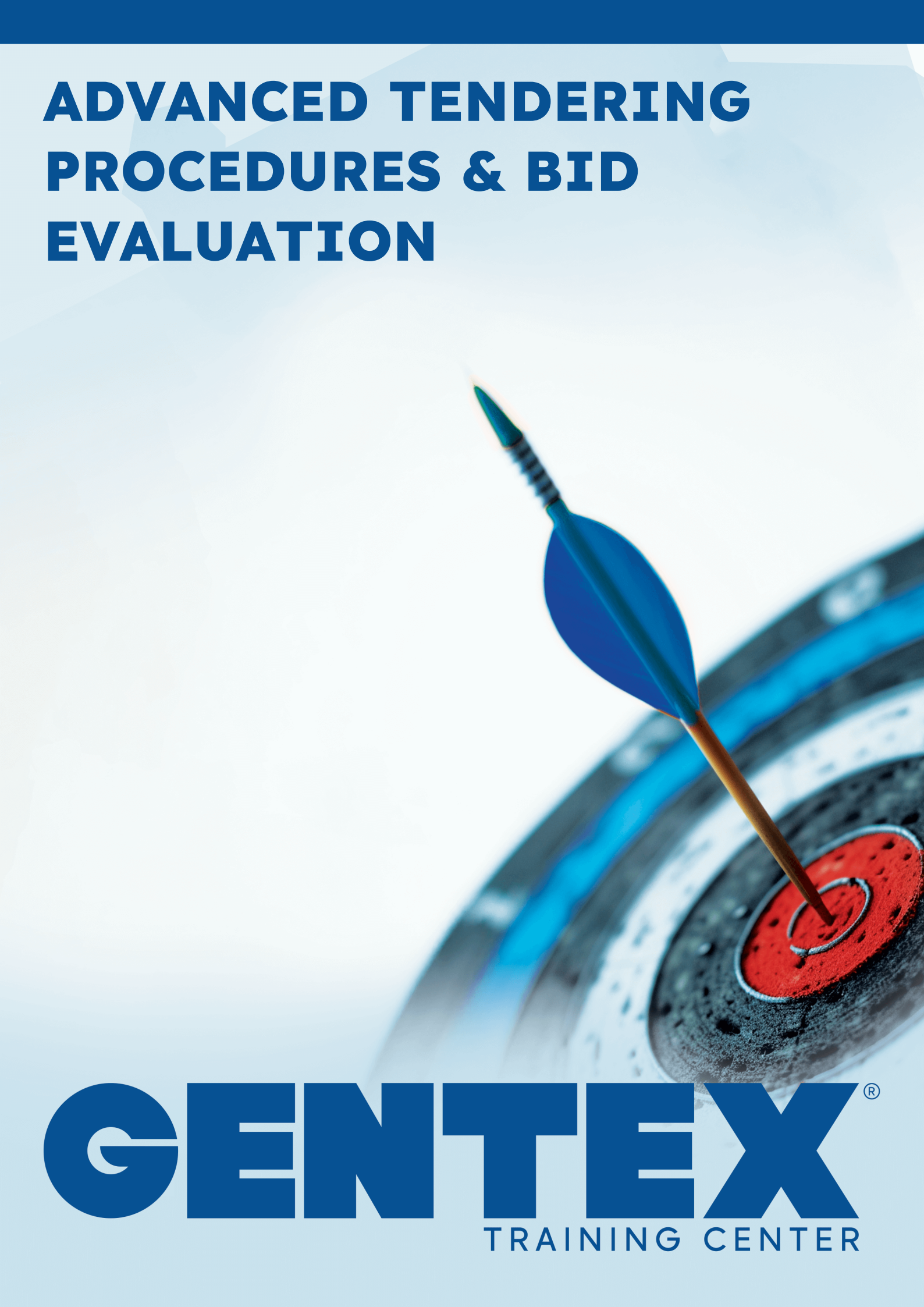
ADVANCED TENDERING PROCEDURES & BID EVALUATION



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Introduction

Advanced Tendering Procedures & Bid Evaluation examines how organizations run tender processes that are fair, documented, and defensible under scrutiny. This Training Course covers tender planning, document design, evaluation criteria, and award governance. Participants study weighted scoring matrices, price evaluation formulas, total cost of ownership, and complaint and challenge procedures. Furthermore, the programme connects procedure to practice through tender drafting labs, live evaluation exercises, and audit-readiness workshops. As a result, delegates leave able to run tenders that attract strong bids, evaluate them consistently, and award on evidence rather than impression.

Advanced Tendering Procedures & Bid Evaluation Course Objectives

- Define the tender cycle and its governance requirements.
- Select tender routes: open, restricted, negotiated, and framework.
- Draft invitations to tender, specifications, and scope documents.
- Design evaluation criteria, weightings, and scoring anchors.
- Build price evaluation formulas and total cost of ownership models.
- Screen bids for compliance, responsiveness, and completeness.
- Run consensus-based technical and commercial evaluation.
- Manage clarifications, negotiations, and best-and-final offers.
- Handle challenges, complaints, and audit review confidently.
- Document award decisions to withstand scrutiny.

Course Methodology

- Interactive workshops using real tender and evaluation files.

- Tender document and evaluation model design labs.
- Live bid evaluation exercises with moderated consensus scoring.
- Price formula and total cost of ownership comparison practice.
- Challenge and audit-readiness simulation.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- Procurement and tendering officers.
- Category and sourcing managers.
- Contract and commercial specialists.
- Technical evaluators and specification writers.
- Finance staff supporting tender budgets.
- Internal audit and compliance professionals.
- Project managers managing tender processes.

Advanced Tendering Procedures & Bid Evaluation Course Outlines

Day 1: Tendering Strategy and Planning

- The tender cycle from requirement to award.
- Tender routes: open, restricted, negotiated, and framework.
- Procurement law principles and procedural fairness.
- Market engagement and pre-tender research.
- Tender strategies: single-stage and two-stage.
- Governance, approvals, and delegated authority.

- Ethics, integrity, and conflict-of-interest controls.

Day 2: Tender Document Design

- Invitation to tender structure and content.
- Specification drafting and avoiding over-specification.
- Statement of work, schedules, and deliverable definition.
- Instructions to bidders and submission requirements.
- Mandatory, scored, and pass/fail requirements.
- Communication rules, clarifications, and addenda.
- Tender timelines, milestone discipline, and deadlines.

Day 3: Evaluation Criteria and Scoring Models

- Evaluation criteria design and weighting logic.
- Scoring anchors and rubric development.
- Technical evaluation methodology and consensus.
- Price evaluation formulas: lowest price, adjusted price, and lifecycle.
- Total cost of ownership modelling in evaluation.
- Risk adjustment and qualitative factor scoring.
- Documenting the evaluation plan for approval.

Day 4: Bid Evaluation in Practice

- Compliance and responsiveness screening.
- Technical evaluation sessions and moderation.
- Commercial evaluation and cost analysis.
- Clarification requests and bidder correspondence.

- Negotiation and best-and-final offer stages.
- Evaluation reports and recommendation drafting.
- Handling abnormally low and non-compliant bids.

Day 5: Award, Challenges, and Audit Readiness

- Award recommendation and decision governance.
- Notification, debriefing, and standstill periods.
- Complaint handling and challenge procedures.
- Records, audit trails, and evidence management.
- Post-award review and lessons learned.
- Performance measurement of the tender process.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Advanced Tendering Procedures & Bid Evaluation, participants will have acquired a practical command of tender planning, document design, evaluation modelling, bid assessment, and award governance. They will know how to run tenders that attract strong competition, score bids consistently, and award on documented evidence. In addition, the course prepares delegates to handle complaints and audits without reputational or legal exposure. As a result, they return to work ready to run tender processes that stand up to challenge. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

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FAQs for the Advanced Tendering Procedures & Bid Evaluation course

Q1 What is the "Advanced Tendering Procedures & Bid Evaluation" course about?

It is a five-day programme that explains how tender processes are planned, documented, and evaluated. It covers tender routes, invitation documents, evaluation criteria and scoring models, price formulas and total cost of ownership, bid evaluation practice, award governance, complaint handling, and audit readiness.

Q2 What are the key benefits of the "Advanced Tendering Procedures & Bid Evaluation" course?

Participants gain the ability to design tenders that attract strong bids, evaluate them consistently through weighted scoring, and compare offers on total cost rather than headline price. They also learn to document decisions that withstand challenge and audit, and to handle complaints without reputational or legal exposure.

Q3 What skills will I gain from the "Advanced Tendering Procedures & Bid Evaluation" course?

Tender planning and document design with specification drafting, evaluation criteria design with weighted scoring rubrics, bid evaluation with price formula and TCO comparison, and award governance with challenge handling and audit-ready documentation.

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Q4 What tools, methods, or standards are covered in the "Advanced Tendering Procedures & Bid Evaluation" course?

The course covers the tender cycle model, open, restricted, negotiated and framework tender routes, single-stage and two-stage tender strategies, procedural fairness principles and procurement law fundamentals, invitation to tender structure, specification and statement of work formats, instructions to bidders and submission requirements, mandatory, scored and pass/fail criteria design, scoring anchors and rubric development, consensus technical evaluation methods, price evaluation formulas including lowest price, adjusted price and lifecycle costing, total cost of ownership modelling, risk adjustment scoring, evaluation plan documentation, compliance and responsiveness screening, clarification request procedures, negotiation and best-and-final offer stages, abnormally low bid analysis, evaluation report and recommendation drafting, award decision governance, notification, debriefing and standstill procedures, complaint handling and challenge procedures, audit trail and evidence management, post-award review methods, and tender process performance measurement.

Q5 How is the "Advanced Tendering Procedures & Bid Evaluation" course applied in real-world practice?

Delegates apply it through tender strategies, invitation documents, specifications, evaluation plans, scoring rubrics, price formulas, evaluation reports, clarification letters, consensus scoring sheets, award recommendation memoranda, notification and debriefing records, complaint files, audit trails, and post-award review reports. They also use it to prepare tender files for internal audit and external challenge.