# TENDER EVALUATION & BID ANALYSIS TECHNIQUES



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# Introduction

Tender Evaluation & Bid Analysis Techniques examines how evaluation teams score bids consistently, compare costs fairly, and recommend awards that withstand challenge. This Training Course covers evaluation criteria design, scoring rubrics, price analysis, and abnormal bid treatment. Participants study weighted scoring matrices, total cost of ownership comparison, lifecycle costing, and the World Bank and EU evaluation frameworks. Furthermore, the programme connects methodology to practice through evaluation labs, consensus scoring exercises, and report drafting workshops. As a result, delegates leave able to analyse bids with defensible reasoning rather than impression.

# Tender Evaluation & Bid Analysis Techniques Course Objectives

- Define tender evaluation and its governance requirements.
- Design evaluation criteria, weightings, and scoring anchors.
- Build technical scoring rubrics and moderation routines.
- Apply price evaluation formulas and total cost of ownership comparison.
- Screen bids for compliance, responsiveness, and completeness.
- Identify and treat abnormally low and unbalanced bids.
- Assess bidder capability, capacity, and financial standing.
- Conduct consensus evaluation and manage evaluator bias.
- Draft evaluation reports and award recommendations.
- Document decisions to audit, challenge, and review standard.

# Course Methodology

- Interactive workshops using real tender evaluation and bid files.

- Evaluation criteria and scoring rubric design labs.
- Price formula and total cost of ownership comparison practice.
- Consensus evaluation sessions with moderated scoring.
- Abnormal bid and challenge-case simulation.
- Action planning that converts each session into a workplace commitment.

## Who Should Take This Course

- Procurement and tendering officers.
- Tender evaluation committee members.
- Technical evaluators and specification writers.
- Quantity surveyors and cost analysts.
- Contract and commercial managers.
- Internal audit and compliance professionals.
- Project managers managing tender awards.

## Tender Evaluation & Bid Analysis Techniques Course Outlines

## Day 1: Evaluation Frameworks and Governance

- Defining tender evaluation and its legal basis.
- Evaluation principles: fairness, transparency, and consistency.
- Procurement law duties and evaluation committee roles.
- Evaluation criteria design and weighting logic.
- Evaluation plan documentation and approval.
- Conflict-of-interest declarations and independence.

- Building the evaluation framework and timetable.

## Day 2: Technical Evaluation and Scoring

- Technical criteria and scoring anchor design.
- Rubric development and consistency testing.
- Mandatory, scored, and pass/fail requirement testing.
- Capability, capacity, and resource assessment.
- Quality assurance and HSE criteria evaluation.
- Consensus scoring and moderation practice.
- Common evaluation biases and how to control them.

## Day 3: Price Analysis and Cost Comparison

- Price evaluation formulas: lowest price and adjusted price.
- Total cost of ownership and lifecycle costing comparison.
- Unbalanced bid identification and pricing checks.
- Abnormally low bid assessment and justification requests.
- Currency, taxation, and duty treatment in comparison.
- Discounts, options, and conditional offers handling.
- Documenting price analysis decisions for audit.

## Day 4: Risk, Compliance, and Due Diligence

- Compliance and responsiveness screening.
- Qualification criteria verification and evidence checks.
- Supplier due diligence, sanctions, and integrity screening.
- Technical exception and deviation handling.

- Clarification requests and bidder correspondence.
- Risk adjustment and qualitative factor scoring.
- Bid security, bonds, and guarantee verification.

## Day 5: Evaluation Reports, Award, and Challenges

- Evaluation report structure and recommendation drafting.
- Award recommendation and decision governance.
- Notification, standstill, and debriefing practice.
- Challenge handling and evaluation defence.
- Records, audit trails, and evidence management.
- Post-award review and lessons learned.
- Personal action plan and continuous improvement.

## Conclusion

By successfully completing Tender Evaluation & Bid Analysis Techniques, participants will have acquired a practical command of evaluation criteria design, scoring moderation, price analysis, and award recommendation. They will know how to score bids consistently, identify abnormal pricing, and document evaluation reasoning that withstands challenge. In addition, the course prepares delegates to handle clarifications and bidders professionally. As a result, they return to work ready to evaluate and analyse bids with method rather than impression. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

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# FAQs for the Tender Evaluation & Bid Analysis Techniques course

## Q1 What is the "Tender Evaluation & Bid Analysis Techniques" course about?

It is a five-day programme that explains how tender submissions are evaluated and compared. It covers evaluation criteria and scoring rubrics, technical and commercial evaluation, price formulas and total cost of ownership, abnormal bid treatment, due diligence screening, evaluation report drafting, and challenge handling.

## Q2 What are the key benefits of the "Tender Evaluation & Bid Analysis Techniques" course?

Participants gain the ability to score bids consistently through defined rubrics, compare costs on total cost rather than headline price, and identify unbalanced or abnormally low bids. They also learn to document evaluation reasoning that withstands challenge and to brief award authorities with clear evidence.

## Q3 What skills will I gain from the "Tender Evaluation & Bid Analysis Techniques" course?

Evaluation criteria and scoring rubric design, technical and commercial evaluation with consensus moderation, price analysis with total cost of ownership and lifecycle comparison, and evaluation report drafting with challenge handling and audit-ready documentation.

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# Q4 What tools, methods, or standards are covered in the "Tender Evaluation & Bid Analysis Techniques" course?

The course covers evaluation principles of fairness, transparency and consistency, procurement law duties and evaluation committee role definitions, evaluation criteria design and weighting logic, evaluation plan documentation, conflict-of-interest declaration procedures, technical scoring anchors and rubric development, consistency testing methods, mandatory, scored and pass/fail requirement testing, capability, capacity and resource assessment, quality assurance and HSE criteria evaluation, consensus scoring and moderation practice, evaluator bias control techniques, price evaluation formulas including lowest price and adjusted price, total cost of ownership and lifecycle costing comparison, unbalanced bid identification and pricing checks, abnormally low bid assessment and justification procedures, currency, taxation and duty treatment in comparison, discount, option and conditional offer handling, compliance and responsiveness screening, qualification criteria verification, supplier due diligence, sanctions and integrity screening, technical exception and deviation handling, clarification request procedures, risk adjustment scoring, bid security, bond and guarantee verification, evaluation report and recommendation drafting, award decision governance, notification, standstill and debriefing procedures, challenge handling and evaluation defence, and audit trail and evidence management.

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## Q5 How is the "Tender Evaluation & Bid Analysis Techniques" course applied in real-world practice?

Delegates apply it through evaluation plans, scoring rubrics, technical evaluation sheets, price comparison models, total cost of ownership analyses, abnormal bid reports, clarification letters, qualification verification records, due diligence files, consensus scoring records, evaluation reports, award recommendations, notification and debriefing records, challenge files, and audit trails. They also use it to brief award authorities and to defend evaluation outcomes in complaint and audit review.