

WORKSHOP: TENDERING, PROCUREMENT & NEGOTIATION SKILLS



GENTEX[®]
TRAINING CENTER



Introduction

Tendering, Procurement & Negotiation Skills Training Course builds practical expertise in managing the full procurement cycle, from tender preparation to contract negotiation. Organizations depend on skilled procurement professionals to secure quality goods and services while controlling costs and managing supplier relationships. This course introduces participants to tendering procedures, bid evaluation methods, and negotiation strategies used across industries. Furthermore, it covers contract terms, risk allocation, and supplier management practices that protect organizational interests. Participants also explore techniques for handling difficult negotiations and resolving contractual disputes. As a result, attendees gain the confidence to lead procurement processes that deliver value and reduce risk. Gentex Training Center designed this program to strengthen procurement and negotiation capabilities across functions.

Tendering, Procurement & Negotiation Skills Course Objectives

- Prepare tender documents including scope of work and evaluation criteria
- Apply bid evaluation methods using weighted scoring matrices
- Design request for proposal and request for quotation processes
- Apply negotiation strategies including BATNA and interest-based bargaining
- Draft contract terms covering pricing, delivery, and penalty clauses
- Identify and allocate risks using standard contract frameworks
- Apply supplier evaluation criteria to select qualified vendors
- Manage contract variations and change order procedures
- Resolve procurement disputes through structured negotiation techniques
- Apply ethical procurement practices to prevent conflicts of interest



Course Methodology

- Interactive lectures covering tendering and procurement principles
- Practical workshops preparing tender documents and evaluation matrices
- Case studies analyzing real negotiation and contract scenarios
- Role-play exercises simulating supplier negotiation sessions
- Group discussions on risk allocation and contract terms
- Structured reviews of ethical procurement practices

Who Should Take This Course

- Procurement and purchasing officers managing tender processes
- Contract specialists drafting and reviewing agreements
- Supply chain professionals coordinating supplier relationships
- Project managers involved in vendor selection
- Legal and compliance staff reviewing procurement contracts
- Business owners negotiating supplier and contractor agreements

Tendering, Procurement & Negotiation Skills Course Outlines

Day 1: Tendering Fundamentals and Document Preparation

- Reviewing the procurement cycle and tendering stages
- Preparing scope of work and technical specifications

LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Structuring request for proposal and request for quotation documents
- Setting evaluation criteria and weighting methods
- Identifying pre-qualification requirements for bidders
- Avoiding common tender preparation errors

Day 2: Bid Evaluation and Vendor Selection

- Applying weighted scoring matrices to evaluate bids
- Comparing technical and commercial proposals
- Conducting vendor due diligence and reference checks
- Identifying red flags in bid submissions
- Structuring bid clarification and negotiation rounds
- Finalizing vendor selection decisions

Day 3: Contract Drafting and Risk Allocation

- Drafting contract terms covering pricing and delivery
- Structuring penalty and liquidated damages clauses
- Allocating risks using standard contract frameworks
- Reviewing warranty and indemnity provisions
- Structuring payment terms and milestones
- Identifying key contractual risk areas

Day 4: Negotiation Strategies and Techniques

- Applying BATNA to strengthen negotiation positions
- Using interest-based bargaining techniques
- Preparing negotiation strategies for high-value contracts



LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Managing multi-party negotiation scenarios
- Handling difficult negotiation tactics from suppliers
- Closing negotiations with clear agreement terms

Day 5: Contract Management and Dispute Resolution

- Managing contract variations and change orders
- Monitoring supplier performance against contract terms
- Applying structured techniques to resolve disputes
- Reviewing mediation and arbitration options
- Applying ethical practices to prevent conflicts of interest
- Closing out contracts and capturing lessons learned

Conclusion

By successfully completing Tendering, Procurement & Negotiation Skills, participants will have acquired practical knowledge to prepare tenders, evaluate bids, and negotiate favorable contract terms. Furthermore, attendees gain skills in risk allocation, supplier management, and dispute resolution. This Tendering, Procurement & Negotiation Skills Training Course prepares procurement and contract professionals to manage vendor relationships with greater confidence and control. Gentex Training Center remains committed to delivering practical programs that strengthen procurement and negotiation capabilities.

FAQs





Q1 What is the "Tendering, Procurement & Negotiation Skills" course about?

This course covers the full procurement cycle, including preparing tender documents, evaluating bids, drafting contract terms, and applying negotiation strategies to secure favorable agreements while managing supplier relationships and contractual risk.

Q2 What are the key benefits of the "Tendering, Procurement & Negotiation Skills" course?

Participants gain the ability to run structured tender processes and negotiate stronger contract terms. As a result, organizations benefit from reduced procurement costs, lower contractual risk, and stronger supplier relationships.

Q3 What skills will I gain from the "Tendering, Procurement & Negotiation Skills" course?

Attendees develop skills in tender preparation, bid evaluation, contract drafting, and negotiation strategy, enabling them to manage procurement processes that deliver value while protecting organizational interests.

Q4 What tools, methods, or standards are covered in the "Tendering, Procurement & Negotiation Skills" course?

The course addresses weighted scoring matrices, BATNA and interest-based bargaining techniques, standard contract risk allocation frameworks, and structured dispute resolution methods including mediation and arbitration.

LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



Q5 How is the "Tendering, Procurement & Negotiation Skills" course applied in real-world practice?

Professionals apply these methods when preparing tenders, evaluating supplier bids, negotiating contract terms, and managing variations, directly supporting cost control, risk reduction, and stronger supplier relationships within their organizations.

GENTEX[®]
TRAINING CENTER