Procurement & Supply Chain Management · PS181

Advanced Bid Evaluation & Tendering Procedures

Madrid · 23 - 27 Nov 2026

Date	Venue	Duration
23 - 27 Nov 2026	**Madrid**	**1 Week**
Fee	Ref	Language
£5,000 GBP	**PS181**	**English**

Introduction

This Advanced Bid Evaluation & Tendering Procedures training course looks at all of the factors that influence and are affected by the bidding process and bid evaluation. Understanding business requirements, market analysis, supply chain cost modelling, contract strategy, and contract-to-contract initiation are all important factors. Learn how to classify third-party products and services in your organisation based on the delivery risk of their output values. The methodologies listed below can assist you in assigning the most appropriate market approach to a specific category or subcategory. All of this results in the best bidding process and bid evaluation. When should I play it safe by bidding only on experienced and proven providers? When and how should you look for a new supplier? What is the procedure for selecting the best supplier?

This training course will highlight:

- Determining the right market strategy
- Developing the best-fit contracting methods
- Planning and managing a tender procedure
- How to optimise the interchange between Requesting Departments and Procurement groups?
- How to prepare for and conduct professional negotiations with suppliers?

Course Objectives of Advanced Bid Evaluation & Tendering Procedures

By the end of this training course, the participants will be able to:

- Categorise 3rd party goods and services established on supply risk and value of spend
- Decide the procurement strategy choices available for a given opportunity
- Plan and manage a competitive tender process from A to Z
- Determinate, evaluate, and construct proposals on how to manage procurement risks
- Create an appropriate evaluation methodology to judge bids and tenders
- Estimate vendor proposals from a technical and commercial perspective
- Organise for and conduct professional negotiation with suppliers

- Handle the outcomes from a competitive bid process

Course Methodology of Advanced Bid Evaluation & Tendering Procedures

Leveraging the world's most suitable practices is proven in real business. This Advanced Tendering Procedures & Bid Evaluation training course will be delivered by a recognised Contracts & Procurement Professional who has been involved in delivering complex projects around the world. Exercises, role play built on carefully designed case studies will maximise hands-on practice.

Organisational Impact of Advanced Bid Evaluation & Tendering Procedures

The impact on the organisation in attending this Advanced Tendering Procedures & Bid Evaluation training course is profound, including:

- Procurement evolves a competitive advantage for the company
- More efficient and effective procurement practices
- Better-fit approach to the supplier market
- The decline in fallen procurements, where contractors and vendors refuse to participate in competitive procurements
- Decrease in financial and other risks to the organisation, by making more profitable contracts
- Progress in the performance of contractor performance, by selecting more acceptable contractors, and using more suitable terms and conditions

Personal Impact of Advanced Bid Evaluation & Tendering Procedures

The impact of this training course on the participants is manifold and includes:

- Immediate new capability to articulate a structural contracting strategy
- A greater sense of Professionalism
- Updated with World-Class practices and trends
- More exceptional ability to negotiate and manage contracts
- Increased recognition by the organisation because of a bigger impact
- Visibly improved capability to seek buy-in from and impress senior stakeholders

Target Audience of Advanced Bid Evaluation & Tendering Procedures

This Advanced Bid Evaluation & Tendering Procedures training course is suitable for a wide range of professionals but will greatly benefit:

- Engineering Project Professionals
- Contract Professionals and Administrators
- Contract Analysts
- Contract Engineers
- Specifiers, Buyers and Purchasing Professionals
- Procurement Officers
- Anyone involved in the preparation, evaluation, and management of commercial invitations to

tender, requests for bids and proposals and contracts for the purchase of services, materials or equipment

Course Outlines of Advanced Bid Evaluation & Tendering Procedures

DAY 1

Formulating the Contracting Strategy

- Classifying 3rd Party Spend into Categories
- Market Approaches
- Crafting the Contracting Strategy
- Identifying and Mitigating Contracting Strategy Risks
- Choosing the Best Contract Type, including
    - Lump-Sum Fixed Price Contracts
    - Unit Rate Contracts
    - Cost Plus Contracts
    - Day rate Contracts
    - Time and Materials Contracts

DAY 2

Best Practices in Tender Procedures

- The Tendering Process
- Seeking Expressions of Interest
- Pre-qualification Methodologies
- Basic Accounting and Economics
- Total Cost of Ownership
- How to Prepare Internal Cost Estimate
- What is the role of negotiation?

DAY 3

Optimising the Tender Documents

- Contents of the Tender Package
- Ensuring a Robust Specification and Scope of Work
- Defining the Response, You Require from Bidders
- Essential Clauses in the Draft Terms and Conditions
- Bid Security, Performance Security in Public Tenders
- Anticipating and Reducing the Risk of Scope Change

DAY 4

Managing the Technical and Commercial Evaluation

- **The Purpose of Bid Evaluation**
- Lowest Price or Best Value for Money
- Stages of the Evaluation
- Clarifying Bids to Assist the Evaluation
- Choosing Evaluation and Award Criteria

- Bid Evaluation Approaches (One-envelop, Two-envelop, Online Bidding)

DAY 5

Managing the Contract Award and Initialisation Stage

- Communicating the Results – Internally and Externally
- Working with Tender Bonds and Performance Guarantees
- Dealing with Disputed Contract Awards
- Operating under Pre-contract Letters of Intent
- Managing Pre-contract Scope Changes
- Initiating Contract

Register or ask about this course online

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