

Course Name

Tendering Procedure and Bid Evaluation

Sector Name

Procurement & Supply Chain Operations

Document Type

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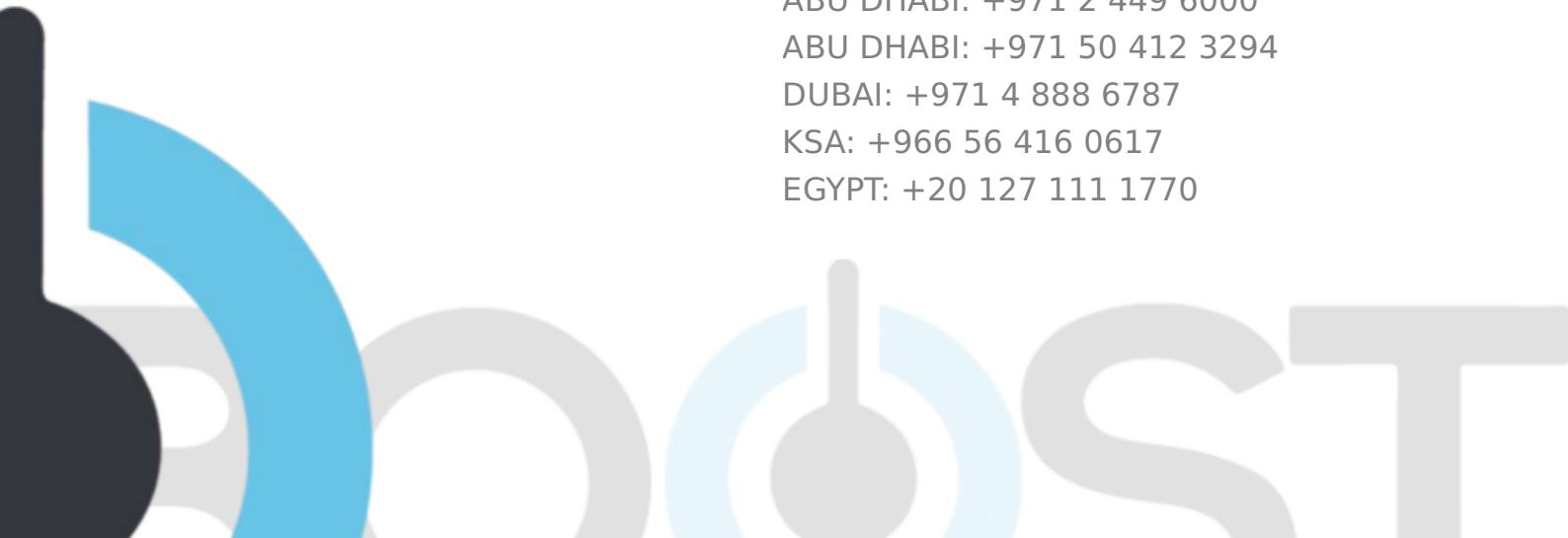
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Tendering Procedure and Bid Evaluation

Course Introduction

Tendering is one of the most critical and high-risk procurement processes, where weak procedures or biased evaluation can lead to financial loss, legal exposure, and reputational damage. Many organizations focus on issuing tenders but lack robust, transparent, and well-governed bid evaluation practices.

Developed by **Boost**, this course provides a structured end-to-end view of tendering procedures and bid evaluation processes. Participants will learn how to plan tenders, manage the tendering lifecycle, apply objective evaluation criteria, and ensure fairness, transparency, and compliance throughout the process.

Boost's Tendering Procedure and Bid Evaluation - Intermediate course equips professionals to manage tendering processes confidently and evaluate bids using disciplined, auditable methodologies.

Tendering Procedure and Bid Evaluation

Target Audience

- ✓ Procurement and tendering professionals
- ✓ Contract and commercial management staff
- ✓ Evaluation committee members
- ✓ Finance and technical professionals involved in bid reviews
- ✓ Professionals supporting governance and compliance

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Learning Objectives

- ✓ Understand structured tendering procedures and controls
- ✓ Plan and manage the full tendering lifecycle
- ✓ Develop clear tender documents and requirements
- ✓ Apply objective bid evaluation methods
- ✓ Manage technical and commercial evaluations effectively
- ✓ Ensure fairness, transparency, and compliance in bid decisions

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Tendering Procedure and Bid Evaluation

Course Outline

✓ Day 01

Foundations of Tendering and Governance

Module 1: Understanding Tendering as a Competitive Process

- ✓ Purpose and objectives of tendering
- ✓ Tendering vs. purchasing vs. negotiation
- ✓ Risks and common failures in tendering

Module 2: Tendering Governance and Compliance

- ✓ Roles and responsibilities in tendering
- ✓ Transparency and ethical principles
- ✓ Managing conflicts of interest

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Course Outline

✓ Day 02

Tender Planning and Preparation

Module 3: Tender Strategy and Planning

- ✓ Selecting the right tendering approach
- ✓ Market considerations and competition analysis
- ✓ Defining scope, timelines, and responsibilities

Module 4: Preparing Tender Documents

- ✓ Technical, commercial, and contractual requirements
- ✓ Clarity, consistency, and completeness
- ✓ Defining evaluation criteria upfront

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Course Outline

✓ Day 03

Managing the Tendering Process

Module 5: Tender Issuance and Bid Management

- ✓ Issuing tenders and managing inquiries
- ✓ Clarifications, addenda, and communication control
- ✓ Receiving and securing bids

Module 6: Opening and Initial Review of Bids

- ✓ Bid opening procedures
- ✓ Compliance and completeness checks
- ✓ Managing deviations and exceptions

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Course Outline

✓ Day 04

Bid Evaluation Techniques and Decision-Making

Module 7: Technical and Commercial Evaluation

- ✓ Separating technical and commercial reviews
- ✓ Evaluation scoring and weighting
- ✓ Managing evaluator inputs objectively

Module 8: Financial Evaluation and Comparison

- ✓ Price analysis and commercial comparison
- ✓ Total cost considerations
- ✓ Identifying abnormally low or high bids

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Course Outline

✓ Day 05

Award, Reporting, and Continuous Improvement

Module 9: Evaluation Reporting and Award Recommendations

- ✓ Documenting evaluation results
- ✓ Justifying award decisions
- ✓ Approval and award notification processes

Module 10: Post-Tender Review and Improvement

- ✓ Lessons learned from tendering outcomes
- ✓ Improving future tender procedures
- ✓ Strengthening evaluation governance

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Tendering Procedure and Bid Evaluation

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 21, 2027	June 25, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Sept. 14, 2026	Sept. 18, 2026	5 days	4250.00 \$	UAE , Dubai
Nov. 9, 2026	Nov. 13, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
Feb. 1, 2027	Feb. 5, 2027	5 days	5950.00 \$	USA , Los Angeles

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