



Consulting and Training | Reach New Heights

Course Name

Tender Management Professionals

Sector Name

Project & Contract Management

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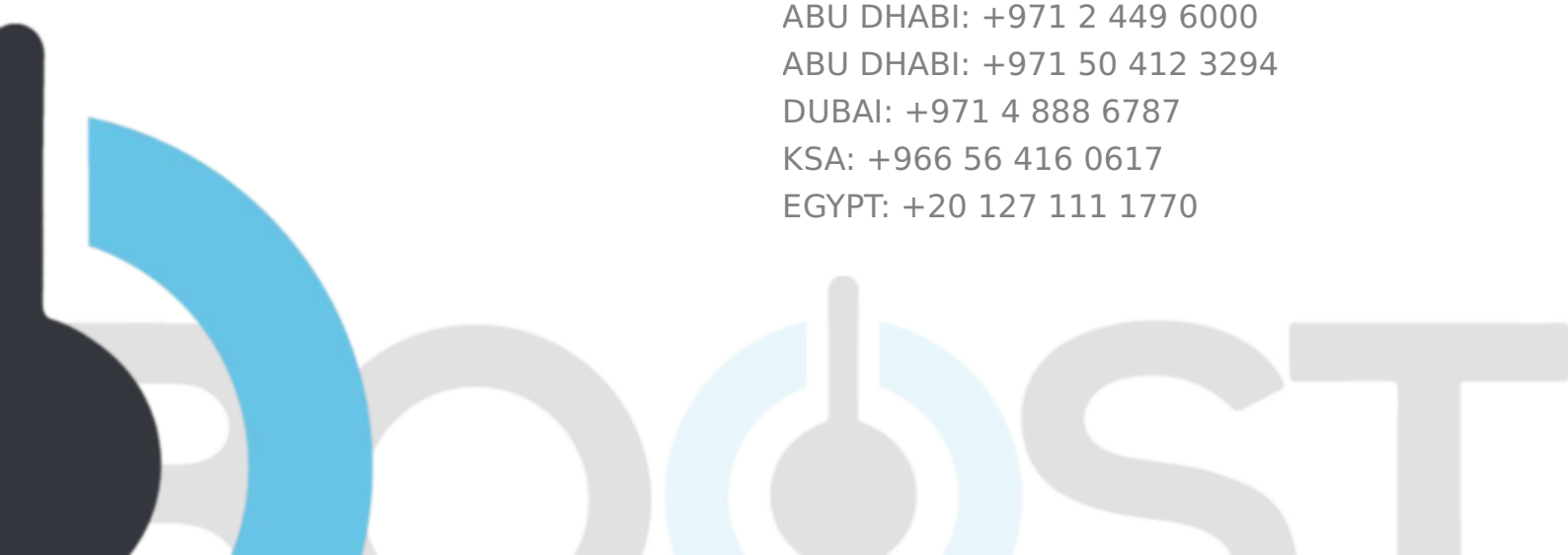
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Tender Management Professionals

Course Introduction

Tender Management is the systematic and efficient management of contract creation, execution, and analysis in order to maximize operational and financial performance while minimizing risk. To begin with, tendering is a competitive process on which a large sum of money can be staked. And, if you are invited to tender, winning the contract may be contingent on how well you understand your potential client's needs and how well you respond to their questions. In this course we'll discuss about the tender management in detail and participants will acquire in-depth knowledge in the topic.

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Target Audience

- ✓ Project Manager
- ✓ Business Administrator
- ✓ Marketing Coordinator
- ✓ Account Executive
- ✓ Chief Operating Officer
- ✓ Operations Manager
- ✓ Executive Administrative
- ✓ Risk Manager
- ✓ Program Manager
- ✓ Business Analyst
- ✓ Quality Control Coordinator
- ✓ Assistant Manager
- ✓ Team Leader
- ✓ Senior Supervisors
- ✓ Researcher
- ✓ Entrepreneur
- ✓ Management Consultant
- ✓ Public Relations Director

Tender Management Professionals

Learning Objectives

- ✓ Understand how to manage and analyze the pre-qualification questionnaires and Invitation to Tender.
- ✓ Analyze and evaluate bid requirements.
- ✓ Gain knowledge about the bid structure, impact, production, and evaluation
- ✓ Successfully develop a bid and manage a structured submission.
- ✓ Prepare professional and confident tender that outperforms the competition.

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Course Outline

✓ Day 01

An Introduction to Tender

- ✓ Tender Basics
- ✓ Market Sounding
- ✓ Pre-Qualification Questionnaires
- ✓ Tender process

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Course Outline

✓ Day 02

Decisions and Moving Forward

- ✓ Decisions of Tender/No Tender
- ✓ Alliances and Partnerships

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Course Outline

✓ Day 03

An Effective Tender and Response

- ✓ Managing an Effective Tender
- ✓ Preparing the bid plan
- ✓ Understanding the Competition

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Course Outline

✓ Day 04

The Tender Team o Power Team Workshops

- ✓ Writing the Tender o Proposal Structure
- ✓ Controlling and monitoring the tender Process
- ✓ Production and Submission
- ✓ Post-Submission

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Course Outline

✓ Day 05

Tender Evaluation o Internal debrief meeting

- ✓ Presentations/Interviews/Site Visits
- ✓ Evaluation feedback
- ✓ Updating the Bid Repository and Documentation
- ✓ De-brief/feedback form should be held on file for future reference.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Nov. 23, 2026	Nov. 27, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
Jan. 11, 2027	Jan. 15, 2027	5 days	4250.00 \$	UAE , Dubai
Aug. 23, 2027	Aug. 27, 2027	5 days	4950.00 \$	England , London
May 24, 2027	May 28, 2027	5 days	4250.00 \$	UAE , Dubai

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