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Course Name

Certificate in Bids and Tender Management

Sector Name

Procurement & Supply Chain Operations

Document Type

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Course Introduction

Tendering for goods, works, and services is a key part of the procurement cycle because the quality of the tendering activities directly affects the success of the procurement process as a whole. A number of interlinking skills are required to achieve optimal results, i.e., the effective coordination of the identification of need, writing tender documents and specifications, selecting tendering procedures, and evaluating responses.

This training course is designed to provide participants with the essential and relevant concepts, principles, and techniques to operate effectively in the modern, demanding commercial environment and to provide the necessary support to the organization during any Bid and Tender process.

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Target Audience

This training course is designed and beneficial for professionals handling functions related to the preparation and management of bids and tenders, such as Procurement Managers, Buyers, Supplier Managers, Supply Chain Consultants, Project Managers, Finance Directors / Finance Managers, Sales Managers, Business Development Managers, and Business Owners.

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Learning Objectives

- ✓ Gain a comprehensive understanding of the concept of bidding and tendering.
- ✓ Understand the processes involved in tendering and bidding.
- ✓ Understand the needs, document requirements, and specifications for the bidding and tendering process.
- ✓ Determine the supply markets using a number of tools
- ✓ Identify potential suppliers and potential customers
- ✓ Explore what makes both a good ITT (Invitation to Tender) and a good bid
- ✓ Learn the rules, regulations, and guidelines to follow in bidding and tendering
- ✓ Publish tenders that can attract and appoint the best supplier
- ✓ Enhance communication, stakeholder management, and negotiation skills to win contracts.
- ✓ Identify and utilize e-tendering tools

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Course Outline

✓ Day 01

Introduction to bids and tendering

- ✓ What is Bidding and Tendering all about?
- ✓ What makes a good Invitation to Tender (ITT)?
- ✓ What makes a good Bid?
- ✓ Why is it important?

Understanding the procurement cycle

- ✓ The procurement lifecycle from A to Z
- ✓ It all starts here – identifying the need and writing the specification
- ✓ Strategic Sourcing – key to choosing the right supplier
- ✓ P2P (Purchase to Pay)

Stakeholder Management

- ✓ Stakeholder mapping – who do we need to involve?
- ✓ Stakeholder analysis
- ✓ Involving the stakeholders
- ✓ Communicating with the stakeholders

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Course Outline

✓ Day 02

Identifying the need

- ✓ Business alignment and cross-functional working are key
- ✓ Baselining – where are we now, and where do we want to be?
- ✓ Gathering requirements
- ✓ Needs – not wants

Markets, customers, and suppliers

- ✓ Analysing markets – Porter's Five Forces and other tools
- ✓ How do buyers look at suppliers?
- ✓ How do suppliers look at customers?
- ✓ Finding the match – the right supplier for the right customer

Writing the specification

- ✓ From requirements to a specification
- ✓ What makes a good specification?
- ✓ What should and shouldn't it include
- ✓ Output- and outcome-based specifications

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Course Outline

✓ Day 03

The tendering process

- ✓ The tendering process from A to Z
- ✓ Fairness and transparency – avoiding corruption in all its forms
- ✓ Awarding the contract – with an emphasis on value
- ✓ Giving feedback to the bidders

Putting together the Invitation to Tender (ITT)

- ✓ What's in a name – ITT, RFP, RFQ, and PQQ explained
- ✓ Who does what? – Good organisation is key to success
- ✓ Contents of a good ITT
- ✓ Starting with the end in mind – good evaluation criteria

Understanding the sales cycle

- ✓ The sales lifecycle from A to Z
- ✓ Approaching the prospect
- ✓ Writing and presenting the bid
- ✓ Handling objections and closing the sale

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Course Outline

✓ Day 04

The bidding process

- ✓ The bidding process from A to Z
- ✓ To bid or not to bid – the bid /no-bid decision
- ✓ Writing, reviewing, and submitting the bid
- ✓ Getting the response you want

Putting together the bid

- ✓ What's in a name – is this an ITT, or a PQQ, or something else?
- ✓ Who does what? – Good organisation is key to success
- ✓ Contents of a good bid
- ✓ It's all about winning!

Bid evaluation

- ✓ Longlisting and shortlisting
- ✓ Bid evaluation techniques – informal and formal
- ✓ Weighting and scoring – keep it simple!
- ✓ Looking for value – all the time

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Course Outline

✓ Day 05

E-tendering

- ✓ What is e-tendering and how does it work?
- ✓ E-auctions
- ✓ The E-RFx
- ✓ Responding to an e-tender

Soft skills for procurement and bid-writing professionals

- ✓ Communication skills for bidding and tendering
- ✓ Persuasion as a key selling skill
- ✓ Engagement and motivation
- ✓ The art of negotiation

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 14, 2026	Dec. 18, 2026	5 days	4250.00 $	UAE , Dubai
June 28, 2027	July 2, 2027	5 days	4250.00 $	UAE , Abu Dhabi
Feb. 1, 2027	Feb. 5, 2027	5 days	5950.00 $	USA , Texas
April 12, 2027	April 16, 2027	5 days	4250.00 $	UAE , Dubai

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