

## TENDER PREPARATION & DUE DILIGENCE

*“Developing Compliant, Competitive, and Risk-Assessed Tenders for Strategic Procurement Success”*

### Schedule

Date	Venue	Fees (Face-to-Face)
03 – 06 Mar 2026	Dubai, UAE	USD 2995 per delegate

### Introduction

In today’s competitive procurement environment, successful tendering demands more than technical knowledge—it requires strategic alignment, thorough due diligence, legal compliance, and commercial precision. Poorly prepared tenders lead to lost opportunities, reputational risk, or contract failure.

This four-day intensive course provides participants with practical tools and strategies to prepare winning tender responses while ensuring comprehensive due diligence on costs, risks, vendors, and contracts. It includes structured frameworks, real-world case analysis, and hands-on exercises to help organizations compete and contract effectively in both public and private sectors .

### Objectives

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

- Understand the full lifecycle of tendering and procurement evaluation.
- Develop structured, compliant, and persuasive tender submissions.
- Conduct due diligence on suppliers, commercial terms, and contract risks.
- Align tender documents with buyer evaluation criteria and bid strategy.
- Apply cost modeling, risk registers, and responsibility matrices.
- Comply with international and sector-specific procurement regulations.
- Avoid common legal and technical bid mistakes.

## Why Attend

- Increase your success rate in competitive tenders.
- Gain clarity on what buyers look for and how bids are evaluated.
- Learn practical due diligence steps to reduce procurement risks.
- Understand how to present your offer with confidence and structure.
- Prepare compliant documentation aligned with both legal and business requirements.

## Target Audience

### This program is designed for:

- Proposal and bid managers
- Procurement and tendering officers
- Contracting and commercial specialists
- Technical writers and project engineers
- Legal advisors and vendor relationship teams

## Individual Benefits

### Key competencies that will be developed include:

- Tender structure and writing techniques
- Risk-based bid development and pricing
- Legal and commercial compliance awareness
- Internal coordination and time management
- Bid evaluation preparation and response strategy

## Organizational Benefits

### Upon completing the training course, participants will demonstrate:

- Improved bid quality and submission performance
- Better win-rate and contract retention
- Reduced non-compliance and post-award dispute risks
- Stronger alignment between sales, operations, and legal units
- Strategic control over competitive positioning and market entry

## Instructional Methodology

### The course follows a blended learning approach combining theory with practice:

- Interactive Lectures – Procurement law, evaluation, and tendering frameworks
- Workshops – Drafting, reviewing, and refining tender documents
- Group Activities – Mock bid development and critique
- Case Studies – Success and failure analyses in global tenders
- Templates – Due diligence checklists, submission planners, and review logs
- Peer Review – Team-based critique and improvement feedback

## MAWA EVENTS

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## Course Outline

### Detailed 5-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM Daily Format: 2–3 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

#### Day 1: Tendering Fundamentals and Strategy

- **Module 1: Overview of Tendering Lifecycle (07:30 - 09:30)**
  - Procurement processes and sourcing strategy alignment
  - Public vs. private sector tendering
  - Single-stage vs. two-stage bidding
- **Module 2: Understanding Instructions to Bidders (09:45 - 11:15)**
  - ITB documents and mandatory formats
  - Eligibility, clarifications, and deadlines
  - Bid bond and submission methods
- **Module 3: Strategic Bid Planning and Bid/No-Bid Decisions (11:30 - 01:00)**
  - Pre-positioning and competitor analysis
  - Go/no-go criteria and bid readiness
  - Assigning internal responsibilities and timelines
- **Module 4: Case Study - Tender Qualification Analysis (02:00 - 03:30)**
  - Real tender scenario to identify eligibility, risk, and strategic positioning

#### Day 2: Tender Documentation and Compliance

- **Module 5: Structuring and Writing Tender Submissions (07:30 - 09:30)**
  - Technical, financial, and legal volumes
  - Drafting executive summaries and compliance statements
  - Creating annexes and supporting documentation
- **Module 6: Commercial and Financial Bid Development (09:45 - 11:15)**
  - Pricing templates and cost structures
  - Risk-based pricing strategies
  - Value-added offers and bidder differentiators
- **Module 7: Internal Collaboration and Document Review (11:30 - 01:00)**
  - Coordinating inputs from legal, finance, engineering
  - Version control and documentation quality assurance
  - Use of tender submission trackers
- **Module 8: Workshop - Drafting a Tender Response Package (02:00 - 03:30)**
  - Simulated team bid development with peer feedback

#### Day 3: Due Diligence and Bid Evaluation Readiness

- **Module 9: Procurement Law and Regulatory Compliance (07:30 - 09:30)**
  - Applicable national and international procurement regulations
  - Conflict of interest, collusion, and anti-bribery compliance
  - Clarifications, protests, and disqualification risks
- **Module 10: Conducting Supplier and Partner Due Diligence (09:45 - 11:15)**
  - Legal, financial, technical and reputational vetting
  - Tools: KYC, compliance scoring, risk registers
  - JV and consortium partner risk screening
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**Module 11: Risk Identification and Mitigation Planning (11:30 - 01:00)**

- Common risks in complex tenders
- Developing contingency plans and assurance measures
- Evaluating risk ownership and liability allocation

**Module 12: Exercise - Completing a Tender Compliance Matrix (02:00 - 03:30)**

- Building a checklist of bid compliance and red flag items

**Day 4: Evaluation, Review, and Submission Best Practices****Module 13: Bid Evaluation Criteria and Scoring Systems (07:30 - 09:30)**

- Cost vs. quality vs. technical tradeoffs
- How buyers score and rank bids
- Writing to meet and exceed evaluation criteria

**Module 14: Final Review, Approval, and Submission Planning (09:45 - 11:15)**

- Internal bid sign-off workflow
- Managing last-minute risks and file finalization
- E-submission vs. hardcopy checklists

**Module 15: Tender Presentation and Negotiation Readiness (11:30 - 01:00)**

- How to present your bid if shortlisted
- Preparing answers for buyer questions and interviews
- Contract clarification and negotiation tactics

**Module 16: Final Project - Live Tender Simulation (02:00 - 03:30)**

- Final team exercise to draft, evaluate, and submit a full bid
- Instructor feedback and course summary

**Certification**

Participants who complete the program will receive a **Certificate of Completion Tender Preparation & Due Diligence**, recognizing the development of practical and strategic financial expertise.

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Interested in running this course for your team?

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