

TENDERING & RFQ ADMINISTRATION - FOR EFFECTIVE PROCUREMENT & SUPPLY CHAIN MANAGEMENT

“Strengthening Procurement Performance through Transparent Tendering and RFQ Practices”

Schedule

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

Introduction

Transparent and well-managed tendering and RFQ (Request for Quotation) processes are fundamental to effective procurement and supply chain management. From pre-qualification to award, every phase must ensure fairness, compliance, and alignment with strategic sourcing objectives.

This comprehensive four-day course equips procurement professionals with the knowledge, tools, and templates to design and manage end-to-end tender and RFQ cycles effectively. The training includes legal compliance, bid evaluation, internal controls, and supplier communication, making it highly relevant for both public and private sector environments.

Objectives

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

- Understand and manage the full tender and RFQ lifecycle.
- Design RFQ templates and tender documents that ensure clarity and fairness.
- Apply competitive bidding techniques while ensuring compliance with policy and regulation.
- Evaluate supplier quotations objectively using scoring models and decision matrices.
- Communicate effectively with vendors throughout the procurement cycle.
- Implement internal controls to avoid tendering risks and process failure.

Why Attend

- Improve your ability to administer RFQs and tenders efficiently and professionally.
- Align procurement actions with organizational supply chain strategy.
- Reduce procurement lead time, errors, and non-compliance issues.
- Standardize supplier evaluation using measurable, transparent methods.
- Build stakeholder confidence in sourcing decisions and vendor selection.

Target Audience

This program is designed for:

- Procurement and sourcing officers
- Tender and RFQ administrators
- Contract and vendor management professionals
- Supply chain analysts and category managers
- Public procurement and compliance personnel

Individual Benefits

Key competencies that will be developed include:

- Tender and RFQ document design and issue
- Supplier qualification and evaluation
- Bid scoring, comparison, and justification
- Risk identification and documentation control
- Stakeholder coordination and audit preparation

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Standardized and efficient tendering/RFQ procedures
- Improved supplier selection transparency and defensibility
- Reduced cycle time and non-compliance in procurement operations
- Increased cost efficiency and supplier performance visibility
- Stronger internal controls and readiness for audits or investigations

Instructional Methodology

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

- Practical Lectures – Procurement law, procedures, and principles
- Templates – RFQ, evaluation sheets, bid tabs, and supplier scorecards
- Case Studies – Public and private sector sourcing best practices
- Simulation Exercises – Full tender administration simulation
- Group Activities – Bid opening role plays and scoring discussions
- Peer Reviews – Real-time feedback on documentation

MAWA EVENTS

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Course Outline

Detailed 4-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 and RFQ Fundamentals

- **Module 1: Procurement Frameworks and Competitive Sourcing (07:30 – 09:30)**
 - Public vs. private sector tendering models
 - Types of RFQs, RFPs, and bid processes
 - Key governance and ethical considerations
- **Module 2: Understanding the Tendering Lifecycle (09:45 – 11:15)**
 - From requisition to award
 - Prequalification, shortlisting, and tendering timelines
 - Legal and compliance checkpoints
- **Module 3: Designing Tender and RFQ Documents (11:30 – 01:00)**
 - Components: specifications, pricing forms, instructions
 - Common mistakes and how to avoid them
 - Clarity, consistency, and format control
- **Module 4: Exercise – Create an RFQ Template (02:00 – 03:30)**
 - Group activity to build and critique a real RFQ draft

Day 2: Issuing, Managing, and Closing RFQs and Tenders

- **Module 5: Advertising and Vendor Engagement (07:30 – 09:30)**
 - Notification methods: portals, direct invites, supplier databases
 - Handling bidder inquiries and updates
 - Bidder conferences and communications protocols
- **Module 6: Managing the Submission and Opening Process (09:45 – 11:15)**
 - Submission types and tracking
 - Physical vs. electronic bidding
 - Bid opening procedures and documentation
- **Module 7: Ensuring Transparency and Controls (11:30 – 01:00)**
 - Avoiding conflicts of interest
 - Recordkeeping and document version control
 - Audit readiness and policy alignment
- **Module 8: Workshop – Bid Opening Simulation (02:00 – 03:30)**
 - Real-time simulation of a multi-bid opening
 - Minutes preparation and evaluation launch

Day 3: Evaluation and Award Best Practices

- **Module 9: Supplier Evaluation Criteria and Models (07:30 – 09:30)**
 - Mandatory vs. discretionary criteria
 - Weighting, scoring, and normalization
 - Examples of public and private sector matrices
- **Module 10: Bid Comparison and Financial Evaluation (09:45 – 11:15)**
 - Comparing like-for-like quotations
 - Total cost of ownership (TCO) principles
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Clarification vs. correction of bids

• **Module 11: Award Recommendations and Justification (11:30 - 01:00)**

- Writing justification reports
- Preparing approvals and communicating outcomes
- Dealing with protests or feedback

• **Module 12: Group Simulation - Scoring Bids and Making an Award (02:00 - 03:30)**

- Full end-to-end bid evaluation and recommendation simulation

Day 4: Risk, Negotiation, and Process Improvement

• **Module 13: Risk Management in Tendering and RFQs (07:30 - 09:30)**

- Identifying common sourcing risks
- Compliance issues, vendor collusion, and disqualifications
- Internal controls and monitoring

• **Module 14: Supplier Negotiation and Contract Clarification (09:45 - 11:15)**

- When and how to negotiate during or post-RFQ
- Documentation of clarifications and decisions
- Legal boundaries and buyer protection

• **Module 15: Tender Review and Process Improvement (11:30 - 01:00)**

- Internal performance reviews of sourcing activities
- Indicators for improvement
- Feedback loops to internal clients and vendors

• **Module 16: Final Project - Administering a Complete RFQ (02:00 - 03:30)**

- Team-based RFQ lifecycle administration simulation
- Peer scoring and instructor feedback

Certification

Participants who complete the program will receive a Certificate of Completion in **Tendering & RFQ Administration - For Effective Procurement & Supply Chain Management**, recognizing their capability to plan, execute, and manage transparent, compliant, and performance-driven sourcing activities

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