

OBTAINING & SELECTING SUPPLIERS' / CONTRACTORS' OFFERS

"Enhance Procurement Value by Effectively Managing the Offer Solicitation, Evaluation & Award Process"

Schedule

Date	Venue	Fees (Face-to-Face)
20 - 24 Apr 2026	Dubai, UAE	USD 3495 per delegate
10 - 14 May 2026	Manama, Bahrain	USD 3495 per delegate
25 - 29 Oct 2026	Doha, Qatar	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

The process of obtaining and evaluating suppliers' or contractors' offers is a cornerstone of effective procurement. Poorly managed tendering and selection processes can lead to legal risks, cost overruns, supplier disputes, and project delays. Procurement professionals must adopt structured, fair, and transparent methods to maximize value and ensure accountability.

This practical 5-day training program equips participants with essential tools for drafting solicitations, managing tendering processes, evaluating bids, and selecting the most qualified suppliers. Participants will explore international best practices in offer evaluation, supplier qualification, and award recommendations.

Objectives

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

- Understand the principles of competitive bidding and offer solicitation
- Design and manage RFQs, RFPs, and ITTs based on procurement objectives
- Apply qualitative and quantitative evaluation techniques to supplier proposals
- Ensure transparency, fairness, and audit readiness in procurement processes
- Make justified supplier/contractor selection decisions aligned with organizational strategy

Why Attend

- Learn to manage complex sourcing events with professionalism and efficiency
- Improve procurement documentation and decision-making confidence
- Apply structured methods for technical and financial evaluation
- Reduce procurement risk and avoid costly selection errors
- Ensure compliance with procurement policies, ethics, and audit expectations

Target Audience

This program is designed for:

- Procurement and sourcing officers
- Contracting professionals and category managers
- Tendering committee members and evaluators
- Project and operations staff involved in vendor selection
- Auditors and compliance staff reviewing procurement outcomes

Individual Benefits

Key competencies that will be developed include:

- RFQ/RFP/ITT preparation and supplier briefing
- Evaluation criteria design and scoring methodologies
- Bid comparison and financial analysis
- Ethical sourcing, fairness, and conflict-of-interest management
- Award justification and documentation

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Greater procurement transparency and stakeholder confidence
- Stronger supplier qualification and performance outcomes
- Reduced disputes, bid protests, and procurement-related risk
- Improved procurement cycle times and efficiency
- Better alignment of supplier selection with organizational needs

Instructional Methodology

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

- Strategy Briefings - Global best practices in tendering and offer selection
- Case Studies - Examples of bid evaluation, award challenges, and supplier decisions
- Workshops - Evaluation matrix design, bid scoring simulations, and supplier debriefing
- Peer Exchange - Discussions on real-life challenges in competitive sourcing
- Tools - Templates for bid evaluation forms, scoring sheets, and procurement reports

Course Outline

DETAILED 5-DAY COURSE OUTLINE

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Fundamentals of Procurement Solicitation

- Module 1: Procurement Methods and Tendering Types (07:30 – 09:30) • Open, restricted, negotiated, and competitive bidding
- Module 2: Preparing Solicitation Documents (09:45 – 11:15) • RFQ, RFP, ITT structure and content
- Module 3: Workshop – Drafting a Request for Proposal (11:30 – 01:00) • Develop real-world solicitation documents
- Module 4: Legal and Ethical Frameworks (02:00 – 03:30) • Anti-collusion, fairness, and confidentiality

Day 2: Supplier Communication and Bid Submission

- Module 1: Supplier Briefing and Clarifications (07:30 – 09:30) • Managing queries, site visits, and pre-bid meetings
- Module 2: Submission and Opening Procedures (09:45 – 11:15) • Security, deadlines, bid validity, and documentation
- Module 3: Workshop – Tender Opening Simulation (11:30 – 01:00) • Conduct a mock bid opening
- Module 4: Bid Compliance Review (02:00 – 03:30) • Screening for completeness and eligibility

Day 3: Technical Evaluation Techniques

- Module 1: Developing Evaluation Criteria (07:30 – 09:30) • Weighting, scoring models, and evaluation teams
- Module 2: Technical Review Methods (09:45 – 11:15) • Comparing specifications, qualifications, and compliance
- Module 3: Workshop – Technical Evaluation Simulation (11:30 – 01:00) • Score sample proposals using objective methods
- Module 4: Addressing Clarifications and Supplier Queries (02:00 – 03:30) • Q&A logs, clarification requests, and records

Day 4: Commercial and Financial Evaluation

- Module 1: Price Evaluation and Cost Analysis (07:30 – 09:30) • Evaluating price realism, completeness, and lifecycle costs
- Module 2: Combining Technical and Financial Scores (09:45 – 11:15) • Weighted scoring and selection formulas
- Module 3: Workshop – Bid Comparison and Award Recommendation (11:30 – 01:00) • Complete an evaluation matrix and justify selection
- Module 4: Risk Assessment and Award Conditions (02:00 – 03:30) • Contingencies, performance guarantees, and due diligence

Day 5: Reporting, Negotiation, and Debriefing

- Module 1: Evaluation Reporting and Documentation (07:30 – 09:30) • Writing audit-ready award recommendations
- Module 2: Supplier Negotiation and Final Offer Clarification (09:45 – 11:15) • When and how to negotiate post-evaluation
- Module 3: Workshop – Preparing a Debriefing Session (11:30 – 01:00) • Conducting fair and informative supplier debriefs
- Module 4: Wrap-Up – Procurement Integrity & Continuous Improvement (02:00 – 03:30) • Feedback loops, lessons learned, and sourcing KPIs

Certification

Participants will receive a Certificate of Completion in Obtaining & Selecting Suppliers' / Contractors' Offers, validating their expertise in managing competitive procurement processes, evaluating bids, and awarding contracts in line with global standards.

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