

## PROCUREMENT TENDERING & BIDDING MANAGEMENT

*“Design Transparent, Competitive, and Compliant Tendering & Bidding Processes for Maximum Value”*

### Schedule

Date	Venue	Fees (Face-to-Face)
20 - 22 Oct 2026	Doha, Qatar	USD 2495 per delegate

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

### Introduction

Effective tendering and bidding processes are critical to ensuring value for money, fairness, and compliance in procurement. Poorly managed tender procedures can result in financial losses, disputes, supplier dissatisfaction, or even legal penalties.

This practical 3-day course provides professionals with a comprehensive framework for managing procurement tenders, from preparation and advertisement to bid evaluation and contract award. Through real-world examples, tools, and exercises, participants will gain the skills needed to lead transparent, accountable, and competitive bidding processes across sectors.

### Objectives

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

- Plan and execute compliant procurement tendering procedures
- Draft clear and effective tender documents (RFPs, RFQs, ITTs)
- Apply best practices in bid evaluation and supplier selection
- Manage bidder communications, clarifications, and debriefings
- Ensure fairness, transparency, and auditability in all tender activities

## Why Attend

- Improve the quality and competitiveness of your sourcing activities
- Strengthen risk control and legal compliance in tendering
- Gain practical tools for bid comparison and scoring
- Avoid common mistakes that lead to disputes or procurement failure
- Build internal credibility and supplier trust through fair processes

## Target Audience

This program is designed for:

- Procurement and sourcing professionals
- Contract and vendor managers
- Tender committee members and evaluators
- Finance, audit, legal, and compliance officers involved in procurement
- Project and operations staff engaged in supplier selection

## Individual Benefits

Key competencies that will be developed include:

- Tender preparation and bid invitation
- Bid evaluation using technical and financial scoring models
- Documentation and compliance with internal policies and public procurement laws
- Supplier communication and debriefing
- Ethics and fairness in competitive procurement

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- More effective procurement planning and tender design
- Increased transparency and audit readiness
- Improved supplier performance and engagement
- Reduced legal and reputational risks
- More consistent and objective decision-making in supplier selection

## Instructional Methodology

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

- Strategy Briefings - Tendering principles, procurement laws, and competitive sourcing
- Case Studies - Examples of tendering failures, legal disputes, and best practices
- Workshops - Tender document design, bid evaluation simulations, and scoring practice
- Peer Exchange - Real-life experience sharing and evaluation challenges
- Tools - Templates for evaluation matrices, RFP structures, and award reports

## Course Outline

### DETAILED 3-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: Tendering Strategy and Document Preparation

- Module 1: Overview of Tendering and Procurement Models (07:30 – 09:30) • Competitive tendering, framework agreements, e-tendering
- Module 2: Drafting Tender Documents (09:45 – 11:15) • Components of RFPs, RFQs, and ITTs
- Module 3: Workshop – Designing a Sample Tender Document (11:30 – 01:00) • Create a complete solicitation for a defined need
- Module 4: Legal and Ethical Considerations (02:00 – 03:30) • Anti-collusion, confidentiality, and conflict of interest

#### Day 2: Bidding and Evaluation Procedures

- Module 1: Managing Bid Submissions (07:30 – 09:30) • Submission logistics, bid openings, and timelines
- Module 2: Technical and Financial Evaluation (09:45 – 11:15) • Weighting methods and scoring techniques
- Module 3: Workshop – Bid Scoring Simulation (11:30 – 01:00) • Apply evaluation criteria and build a scoring matrix
- Module 4: Handling Clarifications and Amendments (02:00 – 03:30) • Bidder Q&A, changes to tender documents

#### Day 3: Awarding and Post-Tender Activities

- Module 1: Supplier Selection and Award Justification (07:30 – 09:30) • Decision-making, approvals, and audit readiness
- Module 2: Debriefing and Feedback (09:45 – 11:15) • Managing supplier expectations and process transparency
- Module 3: Workshop – Drafting an Award Recommendation Report (11:30 – 01:00) • Document decisions in a professional and compliant manner
- Module 4: Final Review – Improving Future Tender Processes (02:00 – 03:30) • Lessons learned, KPIs, and continuous improvement

## Certification

Participants will receive a Certificate of Completion in Procurement Tendering & Bidding Management, validating their capability to design, manage, and audit tendering processes that are competitive, fair, and strategically aligned.

## Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
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