MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

BIDDER QUALIFICATION AND SELECTION

"Master the Art of Effective Bidder Qualification and Selection for Optimal Procurement Decisions"

Schedule

Date	Venue	Fees (Face-to-Face)
16 – 20 Aug 2026	Doha, Qatar	USD 3495 per delegate

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

Introduction

This comprehensive 5-day training course is designed to provide professionals with the critical skills and knowledge needed to effectively qualify and select bidders for procurement projects. Participants will learn the principles, methods, and tools used to evaluate potential bidders, ensuring that the procurement process is efficient, transparent, and in line with industry best practices.

The course will cover the entire lifecycle of bidder selection, from initial qualifications and evaluation criteria to final decision-making, helping organizations secure the most competent and reliable bidders for their projects. Participants will also explore the importance of compliance, fairness, and due diligence throughout the selection process.

Objectives

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

- Understand the principles of bidder qualification and selection
- Develop effective evaluation criteria for assessing potential bidders
- Apply best practices for transparent and fair procurement processes
- Utilize tools and techniques for analyzing bids and selecting the most qualified bidder
- Ensure compliance with legal, regulatory, and industry standards throughout the selection process

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Why Attend

- Gain advanced knowledge in the procurement process and bidder evaluation
- Learn to develop and apply robust bidder qualification and selection criteria
- Enhance your ability to manage procurement projects more efficiently
- Strengthen your decision-making capabilities in choosing the most qualified bidders
- Contribute to reducing risks and increasing the success rate of procurement decisions

Target Audience

This program is designed for:

- Procurement managers and professionals
- Supply chain managers and logistics coordinators
- Contract managers and legal professionals involved in procurement
- Project managers responsible for vendor selection and supplier management
- Anyone involved in the bidder selection and qualification process

Individual Benefits

Key competencies that will be developed include:

- Advanced knowledge of procurement and bidding processes
- Skills in developing and applying evaluation criteria for bidders
- Proficiency in conducting bidder qualification assessments
- Ability to make informed decisions that align with organizational objectives
- Competence in ensuring compliance and fairness during the selection process

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Ability to effectively manage bidder qualification and selection processes
- Improved transparency and fairness in procurement decisions
- Reduced risks associated with vendor selection
- Enhanced procurement strategy that aligns with business goals
- Stronger compliance with industry standards and regulations

Instructional Methodology

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

- Strategy Briefings – Introduction to the key principles and frameworks of bidder qualification and selection
- Case Studies – Real-world examples of successful bidder selection processes in different industries
- Workshops – Practical exercises in creating evaluation criteria and selecting bidders
- Peer Exchange – Group discussions on the challenges and best practices in bidder qualification
- Tools – Templates for bid evaluation forms, scoring systems, and selection matrices

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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: Introduction to Bidder Qualification and Selection

- Module 1: Overview of Bidder Selection (07:30 – 09:30)
- Introduction to the bidder qualification process
- Key principles and importance of bidder selection
- Types of procurement processes and when to apply them
- Module 2: Developing Bidder Qualification Criteria (09:45 – 11:15)
- Understanding the qualification criteria: financial, technical, and legal aspects
- Setting up a qualification framework that aligns with project goals
- Determining the minimum requirements for bidder eligibility
- Module 3: Legal and Ethical Considerations in Bidder Selection (11:30 – 01:00)
- Compliance with regulations and procurement laws
- Ensuring fairness, transparency, and non-discrimination in the selection process
- Avoiding common pitfalls and legal risks in bidder selection

Day 2: Evaluating Bidders and Managing Bids

- Module 1: Bid Evaluation Techniques (07:30 – 09:30)
- Developing a scoring system for evaluating bids
- Balancing cost, quality, and capability in evaluation
- Methods for assessing risk and reliability of bidders
- Module 2: Managing Bid Submissions (09:45 – 11:15)
- Organizing and reviewing bid submissions
- Managing communication with bidders and clarifications
- Ensuring compliance with submission requirements
- Module 3: Shortlisting and Pre-Qualification of Bidders (11:30 – 01:00)
- Creating a shortlist of qualified bidders
- Criteria for pre-qualification and assessing past performance
- Engaging with shortlisted bidders for further evaluation

Day 3: Advanced Bidder Selection and Decision Making

- Module 1: Advanced Selection Techniques (07:30 – 09:30)
- Incorporating qualitative and quantitative factors into the selection process
- Evaluating technical capabilities, past performance, and capacity
- Considering environmental, social, and governance (ESG) criteria
- Module 2: Risk Management in Bidder Selection (09:45 – 11:15)
- Identifying and managing risks associated with vendor selection
- Mitigating risks in contract performance and supply chain disruptions
- Developing contingency plans for high-risk vendors
- Module 3: Final Decision-Making and Awarding the Contract (11:30 – 01:00)
- Analyzing final bids and making the selection decision
- Best practices in preparing the award decision and contract negotiation
- Documenting the selection process and informing bidders

Day 4: Negotiation and Contract Management

- Module 1: Negotiating with Bidders (07:30 – 09:30)
- Strategies for successful negotiations with bidders
- Handling objections and reaching mutually beneficial agreements
- Finalizing terms and conditions of the contract
- Module 2: Contract Management and Implementation (09:45 – 11:15)
- Key considerations in managing contracts post-award
- Monitoring performance and ensuring contract compliance
- Dealing with performance issues and renegotiating contracts
- Module 3: Supplier Relationship Management (11:30 – 01:00)
- Building strong relationships with selected suppliers
- Managing expectations and fostering collaboration
- Continuous improvement in supplier performance

Day 5: Final Review and Best Practices

- Module 1: Reviewing the Entire Procurement Process (07:30 – 09:30)
- Reflecting on key learnings and real-world applications
- Reviewing case studies of successful and unsuccessful bidder selections
- Discussing best practices and lessons learned
- Module 2: Closing the Bidder Selection Process (09:45 – 11:15)
- Finalizing documentation and post-selection reporting
- Communicating the final decision to all stakeholders
- Ensuring compliance with all procurement regulations
- Module 3: Ensuring Continuous Improvement (11:30 – 01:00)
- Developing processes for continuous improvement in bidder selection
- Monitoring and evaluating supplier performance over time
- Strengthening procurement practices for future projects

Certification

Upon successful completion of the course, participants will receive a Certificate of Completion in Bidder Qualification and Selection, validating their proficiency in developing and managing the bidder qualification and selection process, ensuring fair and transparent procurement decisions.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

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