MAWA EVENTS

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

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TENDER PREPARATION FOR PROCUREMENT TEAMS

""Mastering the Tendering Process for Effective Procurement Management""

Schedule

Date	Venue	Fees (Face-to-Face)
20 – 24 Apr 2026	Dubai, UAE	USD 3495 per delegate

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

Introduction

Effective tender preparation is critical for ensuring successful procurement processes and achieving the best value for goods and services. This 5-day course is designed to equip procurement professionals with the knowledge and skills to prepare, evaluate, and manage tenders successfully. Participants will gain a thorough understanding of the tendering process, from creating detailed specifications to evaluating bids and managing the contract award.

The course will focus on developing the technical and strategic skills needed to prepare tenders that meet legal, financial, and operational requirements. Through practical case studies, workshops, and expert-led sessions, participants will learn how to manage the complexities of the tendering process, ensure compliance, and build strong supplier relationships.

Objectives

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

- Understand the full tendering process from initiation to award.
- Develop clear and comprehensive tender documents that meet organizational requirements.
- Evaluate bids effectively and select the most appropriate supplier.
- Manage the tender process to ensure compliance with legal, regulatory, and organizational standards.
- Understand how to negotiate and manage contracts post-tender award.

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Why Attend

- Learn how to develop tender documents that align with organizational goals and procurement best practices.
- Gain a deep understanding of the tendering process and how to manage it efficiently.
- Improve your ability to evaluate bids, negotiate terms, and select the best suppliers.
- Enhance your skills in managing supplier relationships throughout the procurement lifecycle.
- Understand the legal and regulatory considerations in the tendering process to ensure compliance.

Target Audience

This program is designed for:

- Procurement managers and teams
- Contract managers and officers
- Supply chain managers
- Buyers and purchasing professionals
- Project managers involved in procurement activities
- Anyone responsible for managing tenders and contracts in an organization

Individual Benefits

Key competencies that will be developed include:

- Expertise in preparing and evaluating tenders effectively.
- Ability to draft clear, concise, and legally compliant tender documents.
- Skills in supplier evaluation and selection based on technical and financial criteria.
- Enhanced negotiation skills for securing favorable contract terms.
- Understanding of how to manage the tender process efficiently, from bid preparation to contract award

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved efficiency and effectiveness in the tendering process.
- Better procurement outcomes through strategic and comprehensive tender preparation.
- Stronger supplier relationships and more competitive pricing through effective tender evaluation and negotiation.
- Enhanced ability to manage compliance with legal, regulatory, and organizational requirements.
- Reduced procurement costs and improved value for money through well-managed tendering processes.

Instructional Methodology

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

- Strategy Briefings – In-depth discussions on the tendering process, tender document preparation, and supplier evaluation criteria.
- Case Studies – Real-world examples of successful tender preparation and supplier evaluation.
- Workshops – Practical exercises where participants create and evaluate tenders for a range of goods and services.
- Peer Exchange – Group discussions on common challenges in tender management and solutions to improve procurement outcomes.
- Tools – Practical templates and tools for preparing tender documents, evaluating bids, and managing contracts.

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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 the Tendering Process

- Module 1: Understanding the Tendering Lifecycle (07:30 – 09:30)
- Overview of the tendering process: from initiation to contract award
- The role of procurement in the tender process
- Key stages and milestones in the tender lifecycle
- Module 2: Tender Documentation and Specifications (09:45 – 11:15)
- Key components of tender documents: scope, requirements, and terms
- Creating clear and detailed specifications to meet organizational and legal requirements
- Best practices for writing comprehensive and effective tenders
- Module 3: Legal and Regulatory Considerations in Tendering (11:30 – 01:00)
- Understanding the legal framework for tenders and procurement contracts
- Key regulations and compliance requirements in tendering processes
- Avoiding common legal pitfalls in tender documentation

Day 2: Developing and Managing Tender Documents

- Module 1: Drafting Tender Documents (07:30 – 09:30)
- How to structure a clear and effective tender document
- Writing concise and legally compliant terms and conditions
- Methods for including evaluation criteria and other key requirements
- Module 2: Invitation to Tender and Communication (09:45 – 11:15)
- Crafting the invitation to tender (ITT)
- Communicating effectively with potential suppliers and stakeholders
- Managing queries and clarifications during the tender process
- Module 3: Tender Advertising and Public Procurement (11:30 – 01:00)
- Best practices for advertising tenders and public procurement processes
- Managing open and restricted tenders in public procurement
- Ensuring transparency and fairness in the tendering process

Day 3: Evaluating Bids and Supplier Selection

- Module 1: Bid Evaluation Criteria (07:30 – 09:30)
- Developing evaluation criteria for technical, financial, and quality assessments
- Methods for evaluating supplier bids and proposals
- Weighting and scoring systems for objective bid selection
- Module 2: Financial Evaluation and Negotiations (09:45 – 11:15)
- Assessing the financial viability of supplier bids
- Understanding cost structures and pricing models
- Conducting negotiations to ensure favorable terms
- Module 3: Contract Award Process (11:30 – 01:00)
- Steps to take before awarding a contract
- Communicating contract award decisions and managing supplier feedback
- Handling disputes and challenges during the contract award phase

Day 4: Managing the Post-Tender Process and Contracting

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Module 1: Contract Negotiation and Finalization (07:30 – 09:30)

- Negotiating terms and finalizing contracts with suppliers
- Understanding contractual obligations and performance indicators
- Creating service level agreements (SLAs) and key performance indicators (KPIs) for monitoring
- Module 2: Supplier Relationship Management (09:45 – 11:15)
- Managing supplier relationships post-tender
- Building long-term partnerships and improving vendor performance
- Handling issues such as delays, quality concerns, and disputes

Day 5: Continuous Improvement and Best Practices

- Module 1: Continuous Improvement in Tendering Processes (07:30 – 09:30)
- Reviewing tender performance and identifying areas for improvement
- Implementing feedback mechanisms for better future tenders
- Best practices for optimizing procurement efficiency
- Module 2: Future Trends in Tendering and Procurement (09:45 – 11:15)
- Innovations in tendering processes: e-tendering, automation, and data analytics
- Adapting to emerging trends in procurement and supplier management
- Closing thoughts and the future of procurement strategies

Certification

Upon completing the training course, participants will receive a Certificate of Completion in Tender Preparation for Procurement Teams, validating their ability to prepare, evaluate, and manage tenders successfully while adhering to legal and organizational standards.

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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