MAWA EVENTS

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

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

BID MANAGEMENT & TENDER EVALUATION

"Enhancing Transparency, Compliance, and Value in Procurement Processes"

Schedule

Date	Venue	Fees (Face-to-Face)
12 – 16 Jul 2026	Doha, Qatar	USD 3495 per delegate

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

Introduction

Effective bid management and tender evaluation are critical components of public and private sector procurement. This course equips professionals with the skills and tools needed to manage the entire tendering process—ensuring fairness, transparency, and value for money.

Participants will learn best practices in tender documentation, bid invitation, evaluation methodologies, scoring criteria, contract award, and compliance with legal and ethical standards. Through real-world case studies and workshops, delegates will build the capability to lead or contribute to structured and competitive procurement.

Objectives

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

- Design and manage fair and competitive bidding processes
- Prepare clear and comprehensive tender documents and RFPs
- Evaluate technical and financial bids using objective criteria
- Apply legal, ethical, and regulatory frameworks to tendering
- Conduct supplier due diligence and debriefing procedures
- Ensure audit-ready documentation and contract award protocols

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Why Attend

- Gain end-to-end knowledge of the bid and tender cycle
- Improve transparency, compliance, and risk management in procurement
- Learn how to set up and score evaluation criteria effectively
- Reduce procurement delays, protests, and supplier disputes
- Enhance organizational reputation through ethical sourcing

Target Audience

This program is designed for:

- Procurement and supply chain professionals
- Tender and contract committee members
- Project and engineering managers involved in procurement
- Finance, audit, and compliance officers
- Legal and commercial personnel in vendor management

Individual Benefits

Key competencies that will be developed include:

- Proficiency in bid planning, publication, and evaluation
- Skills in using weighted scoring and selection matrices
- Understanding of legal and governance risks in procurement
- Confidence in conducting supplier due diligence and briefings
- Capability to improve tender efficiency and documentation

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- More transparent, fair, and efficient procurement processes
- Reduced risk of bid protests and non-compliance issues
- Improved vendor performance through structured evaluation
- Greater consistency in documentation and evaluation standards
- Enhanced alignment between procurement and strategic goals

Instructional Methodology

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

- Strategy Briefings – Procurement laws, principles, and global practices
- Case Studies – Tender reviews, protests, and evaluation audits
- Workshops – Bid scoring, document drafting, and compliance simulation
- Peer Exchange – Lessons from diverse procurement sectors
- Tools – Evaluation templates, compliance checklists, scoring models

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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: Foundations of Bid Management

- Module 1: Introduction to Competitive Tendering (07:30 – 09:30) • Open, restricted, and negotiated procedures • Strategic sourcing and bid planning
- Module 2: Legal and Regulatory Context (09:45 – 11:15) • Procurement laws, public sector regulations, and ethics
- Module 3: Roles and Responsibilities in Tendering (11:30 – 01:00) • Tender committees, procurement officers, evaluators
- Module 4: Workshop – Build a Bid Timeline and Responsibility Matrix (02:00 – 03:30) • Map roles and stages of a standard procurement process

Day 2: Tender Documentation and Publication

- Module 5: Developing RFPs and ITTs (07:30 – 09:30) • Scope of work, specifications, submission formats
- Module 6: Drafting Evaluation Criteria and Instructions (09:45 – 11:15) • Weighted scoring, compliance criteria, minimum thresholds
- Module 7: Publishing and Managing Clarifications (11:30 – 01:00) • Bid notices, Q&A, amendments, and pre-bid meetings
- Module 8: Workshop – Draft a Tender Document (02:00 – 03:30) • Write and review a simplified RFP

Day 3: Bid Evaluation Techniques

- Module 9: Technical Evaluation Methodologies (07:30 – 09:30) • Pre-qualification, functional specifications, scoring rubrics
- Module 10: Financial Evaluation and Total Cost of Ownership (09:45 – 11:15) • Price analysis, life-cycle costing, discounting methods
- Module 11: Combining Technical and Financial Scores (11:30 – 01:00) • Weighted formula methods and lowest evaluated bid
- Module 12: Workshop – Evaluate Sample Bids (02:00 – 03:30) • Score a technical and financial submission

Day 4: Risk, Compliance, and Supplier Selection

- Module 13: Due Diligence and Bidder Verification (07:30 – 09:30) • Financial, legal, technical, and reference checks
- Module 14: Debriefing, Protests, and Ethical Conduct (09:45 – 11:15) • Feedback letters, appeals handling, and fraud prevention
- Module 15: Audit Readiness and Recordkeeping (11:30 – 01:00) • Evaluation reports, audit trails, scoring documentation
- Module 16: Workshop – Conduct a Bidder Debriefing (02:00 – 03:30) • Simulate a supplier feedback meeting

Day 5: Contract Award and Process Improvement

- Module 17: Award Notification and Contract Finalization (07:30 – 09:30) • Issuance of letters, contract terms, and mobilization
- Module 18: Performance Monitoring and SLA Alignment (09:45 – 11:15) • Setting deliverables, KPIs, and service reviews
- Module 19: Final Case Simulation – Complete a Tender Cycle (11:30 – 01:00) • Run through a full procurement evaluation scenario
- Module 20: Wrap-Up and Certification Briefing (02:00 – 03:30) • Lessons learned, action planning, and Q&A

Certification

Participants will receive a Certificate of Completion in Bid Management & Tender Evaluation, verifying their ability to manage the tendering process, conduct structured evaluations, and support ethical, transparent, and performance-driven 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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