BLACKBIRD FOR TRAINING

Advanced Tendering Procedures & Bid Evaluation

Berlin (Germany)

6 - 10 October 2025

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Advanced Tendering Procedures & Bid Evaluation

Code: SC28 From: 6 - 10 October 2025 City: Berlin (Germany) Fees: 4200 Pound

Introduction

This training course will examine all the input that has influence and direct impact on tendering procedures and bid evaluation. The key elements include understanding business need, market analysis, supply chain cost modeling, contracting strategy, and contract award up to and including contract initiation. It introduces a methodology in classifying the 3rd party goods or services for an organization into categories based on supply risk to spend value. Then a methodology will be introduced to help assign the best-fit market approach to a particular category or its sub-category. All of these will lead to best-fit tendering procedures and bid evaluation.

Course Objectives

- Understand & classify 3rd party goods and services based on supply risk and value of spend.
- Determine the procurement strategy choices available for a given opportunity.
- Plan and manage a competitive tender process from A to Z.
- Create an appropriate evaluation methodology to judge bids and tenders.
- Evaluate vendor proposals from a technical and commercial perspective.
- Prepare for and conduct professional negotiation with suppliers.

Course Outline

Day 1

Formulating the Contracting Strategy

- Classifying 3rd Party Spend into Categories.
- Market Approaches.
- Crafting the Contracting Strategy.
- Identifying and Mitigating Contracting Strategy Risks.
- Choosing the Best Contract Type:
    - Lump-Sum Fixed Price Contracts.
    - Unit Rate Contracts.
    - Cost Plus Contracts.
    - Day rate Contracts.
    - Time and Materials Contracts.

Day 2

Best Practices in Tender Procedures

- The Tendering Process.

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- Seeking Expressions of Interest.
- Pre-qualification Methodologies.
- Basic Accounting and Economics.
- Total Cost of Ownership.
- How to Prepare Internal Cost Estimate.
- What is the role of negotiation?

Day 3

Optimizing the Tender Documents

- Contents of the Tender Package.
- Ensuring a Robust Specification and Scope of Work.
- Defining the Response, You Require from Bidders.
- Essential Clauses in the Draft Terms and Conditions.
- Bid Security, Performance Security in Public Tenders.
- Anticipating and Reducing the Risk of Scope Change.

Day 4

Managing the Technical and Commercial Evaluation

- The Purpose of Bid Evaluation.
- Lowest Price or Best Value for Money.
- Stages of the Evaluation.
- Clarifying Bids to Assist the Evaluation.
- Choosing Evaluation and Award Criteria.
- Bid Evaluation Approaches.

Day 5

Managing the Contract Award and Initialization Stage

- Communicating the Results - Internally and Externally.
- Working with Tender Bonds and Performance Guarantees.
- Dealing with Disputed Contract Awards.
- Operating under Pre-contract Letters of Intent.
- Managing Pre-contract Scope Changes.
- Initiating Contract.

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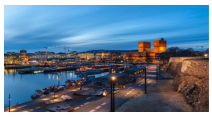
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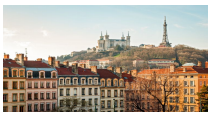
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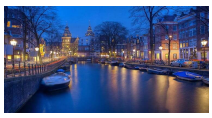
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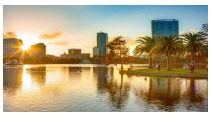
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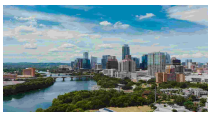
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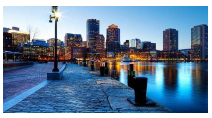
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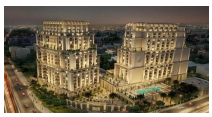
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International House 185 Tower Bridge Road London SE1 2UF United Kingdom

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