

## Tender Management Evaluation

*Baku (Azerbaijan)*

*23 - 27 December 2024*

UK Training

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## Tender Management Evaluation

Code: LM28 From: 23 - 27 December 2024 City: Baku (Azerbaijan) Fees: 4400 Pound

### Introduction

Tender management is a critical aspect of procurement and project management. Effectively evaluating tenders is essential for ensuring that organizations make informed decisions when selecting suppliers and contractors for their projects. The Tender Management Evaluation Course is designed to equip participants with the knowledge and skills needed to assess and evaluate tenders accurately and efficiently. Whether you are a procurement professional, project manager, or part of a tender evaluation team, this course will provide you with the tools and techniques necessary for effective global tender management, contributing to the success of your projects.

### Course Objectives

- Understand the Role and Importance of Tender Evaluation: Grasp how effective tender management influences outcomes in global tender in project management.
- Legal and Ethical Awareness: Recognize the legal and ethical standards that govern the tender process.
- Defining Evaluation Criteria and Weightings: Learn to establish clear evaluation criteria that ensure transparency and fairness.
- Building a Strong Evaluation Team: Identify the right team members and distribute roles effectively for successful tender evaluations.
- Preparing for the Evaluation Process: Understand the necessary documentation and communication required prior to starting the evaluation.
- Evaluation Methods and Techniques: Explore various methods, including the two-envelope system and point scoring.
- Data Analysis and Decision-Making: Employ data analysis techniques to assess and evaluate risk management effectively.
- Post-Evaluation Activities and Feedback: Learn how to provide constructive feedback and maintain accountability in the tender management process.

### Course Outlines

#### Day 1: Fundamentals of Tender Evaluation

- Understand the role of tender evaluation in the procurement process.
- Discuss legal and ethical considerations in tender management.
- Explore the key principles of fair and transparent evaluation processes.

#### Day 2: Preparing for Tender Evaluation

- Discuss the importance of defining evaluation criteria and their weightings.
- Learn how to create a robust evaluation team and assign roles and responsibilities.
- Understand the necessary documentation and communication before the evaluation process begins.

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### Day 3: Evaluation Methods and Techniques

- Explore various evaluation methods, including the two-envelope system and point scoring.
- Learn how to assess qualitative and quantitative aspects of tender submissions.
- Practice evaluating sample tenders to develop critical evaluation skills.

### Day 4: Data Analysis and Decision-Making

- Dive into data analysis techniques for evaluating tenders.
- Discuss risk assessment and mitigation in the context of tender evaluation.
- Understand how to make informed decisions and reach a consensus within the evaluation team.

### Day 5: Post-Evaluation Activities and Feedback

- Explore post-evaluation activities, including negotiations and awarding contracts.
- Learn how to provide constructive feedback to suppliers and contractors.
- Discuss best practices for maintaining transparency and accountability in the evaluation process.

### Conclusion

Enroll in the Tender Management Evaluation Course to gain a comprehensive understanding of tender management in construction and its impact on project success. You'll learn how to evaluate risks effectively and implement a management evaluation process that drives informed decision-making. This course will help you develop your skills as a tender manager, making you an invaluable asset to any organization.

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