

Advanced Tendering Procedures & Bid Evaluation

Cape Town (South Africa)

11 - 15 August 2025

UK Training

PARTNER



Advanced Tendering Procedures & Bid Evaluation

Code: SC28 From: 11 - 15 August 2025 City: Cape Town (South Africa) Fees: 3300 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.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it. The pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

UK Training
PARTNER

- 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.

Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



Blackbird Training Cities

USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

Africa



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta (Indonesia)



Amman (Jordan)



Beirut (Lebanon)

UK Training
PARTNER

Blackbird Training Cities

Asia



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



Blackbird Training Clients



UK Training
PARTNER

Blackbird Training Categories

Management & Admin

Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Elevation

Technical Courses

Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training



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

 +44 7401 1773 35
+44 7480 775526

 Sales@blackbird-training.com

 www.blackbird-training.com



UK Training
PARTNER

The image features a graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it. The text 'UK Training PARTNER' is overlaid on the board, with 'PARTNER' in a larger, bold font.