Tender Management Evaluation

27 September – 1 October 2027
Singapore (Singapore)



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Introduction

Tender management plays a vital role in procurement and project delivery across sectors such as construction, logistics, infrastructure, energy, and public services. A well-managed tender evaluation process helps organizations identify the most suitable suppliers, contractors, and service providers while ensuring value for money, quality, transparency, and compliance. Because tender decisions often have a direct impact on project cost, risk, timelines, and overall performance, the ability to evaluate bids accurately and consistently is essential.

The Tender Management Evaluation Course is a comprehensive one-week program designed to provide participants with the knowledge and practical skills required to assess tenders professionally and make well-informed evaluation decisions. Whether you are a procurement specialist, contract administrator, project manager, or member of a tender evaluation committee, this course will equip you with structured approaches, evaluation tools, and best practices to manage tender assessments effectively and contribute to successful project outcomes.

Course Objectives

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

- Understand the role and importance of tender evaluation in procurement and project success.
- Recognize the legal, ethical, and governance principles that guide fair tender evaluation.
- Define clear evaluation criteria, scoring methods, and weightings for different types of tenders.
- Build and support an effective tender evaluation team with clear roles and responsibilities.
- Apply appropriate evaluation methods to assess both technical and commercial submissions.
- Use data analysis and risk assessment techniques to improve decision-making.
- Conduct post-evaluation activities professionally, including clarification, feedback, and documentation.
- Promote transparency, accountability, and consistency throughout the tender management process.



Course Outlines

Day 1: Fundamentals of Tender Evaluation

- Understand the purpose of tender evaluation and its role in procurement and project management.
- Explore the key stages of the tender process and how evaluation fits within the overall cycle.
- Review the principles of fairness, transparency, objectivity, and accountability in tender assessments.
- Examine the legal and ethical considerations that influence tender evaluation practices.
- Identify common challenges in tender evaluation and how they affect project outcomes.

Day 2: Preparing for Tender Evaluation

- Learn how to define evaluation criteria that align with project needs and procurement objectives.
- Understand how to assign weightings to technical, financial, and commercial evaluation factors.
- Explore how to form an effective evaluation team and assign clear roles and responsibilities.
- Review the documents, templates, and supporting information required before starting the evaluation.
- Understand the importance of communication, confidentiality, and consistency during preparation.

Day 3: Evaluation Methods and Techniques

- Explore common tender evaluation methods such as point scoring, pass/fail, and weighted criteria models.
- Understand the two-envelope system and when it is used in tender assessment.
- Learn how to evaluate both qualitative and quantitative aspects of tender submissions.
- Practice comparing bids based on compliance, capability, pricing, and value.
- Apply structured evaluation techniques to sample tenders and improve analytical judgment.

Day 4: Data Analysis and Decision-Making

- Learn how to use data analysis techniques to review tender information more accurately.
- Understand how to identify, assess, and manage risks associated with tender submissions.
- Examine how commercial, technical, and operational data support stronger evaluation decisions.
- Develop methods for discussing findings and reaching consensus within the evaluation team.
- Apply decision-making techniques that improve objectivity, consistency, and defensibility.

Day 5: Post-Evaluation Activities and Feedback

- Explore the steps that follow evaluation, including clarifications, negotiations, and contract award recommendations.
- Learn how to document evaluation outcomes clearly and maintain a complete audit trail.
- Understand how to provide constructive and professional feedback to unsuccessful bidders.
- Review best practices for maintaining transparency and accountability after the evaluation process.
- Identify lessons learned and opportunities to improve future tender evaluation performance.



Why Attend this Course: Wins & Losses!

- Stronger Tender Evaluation Skills: Gain practical knowledge to assess bids with greater confidence and accuracy.
- Improved Decision-Making: Learn structured methods for comparing tenders and selecting the best overall offer.
- Better Risk Awareness: Strengthen your ability to identify and manage commercial and operational risks during evaluation.
- Enhanced Process Efficiency: Understand how to streamline evaluation activities and improve procurement outcomes.
- Broader Professional Value: Build capabilities that are highly relevant in procurement, contracts, construction, logistics, and project management.

Conclusion

The Tender Management Evaluation Course offers a practical and structured approach to understanding how tenders should be assessed in a professional, fair, and effective manner. It equips participants with the essential knowledge needed to evaluate submissions, define suitable criteria, apply sound evaluation methods, manage risks, and support clear procurement decisions.

By the end of the program, participants will be better prepared to contribute to tender committees, improve evaluation quality, and support successful project delivery through stronger procurement practices. Whether working in construction, logistics, infrastructure, or any tender-driven sector, this course provides valuable skills that enhance both individual performance and organizational results.

