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COURSE BROCHURE

Advanced Bid and Tender Management Process Training Course

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Registered in the United Kingdom and Saudi Arabia

Advanced Bid and Tender Management Process Training Course

Bid and Tender Management Process is a 2-week training course for tender managers, bid evaluators and contracts officers who run competitive tenders from strategy to signed award, and it produces a tender evaluation and award pack. Buyers now face sharper scrutiny of every award decision, tighter capital budgets and supplier markets that respond quickly to poorly drafted invitations. Jupiter Prime Training delivers this course on bid and tender management.

Why Bid and Tender Management Process Matters Now

Three forces shape tendering today: auditors and boards who expect each award to be traceable, supplier markets where qualified bidders choose which invitations to answer, and project sponsors who need contracts in place on schedule. A tender run well attracts credible bids, survives challenge and sets up the contract for delivery; one run badly invites disputes, retendering and weak suppliers. The course draws on the procurement principles of ISO 20400 Sustainable procurement, guidance, so that social and environmental criteria sit inside evaluation models rather than beside them.

Who Gains Most from Bid and Tender Management Process

- Staff who plan tender packages and choose the procurement route for major spend
- Evaluators who score technical and commercial submissions and defend the scores
- Officers who draft invitations to tender, instructions to bidders and pricing schedules
- Contract specialists who convert the winning bid into an enforceable agreement
- Reviewers who check probity, conflicts of interest and audit trails on awards

A tender board or evaluation panel gains most when several members attend together, because they leave with one shared scoring method and vocabulary.

Bid and Tender Management Process Capabilities

Participants practise the judgements that decide whether a tender returns comparable, compliant and competitive bids.

- Design a tender strategy and lot structure — the route-to-market decision
- Specify evaluation criteria, weightings and scoring scales — the evaluation panel
- Build invitation to tender documents bidders can price accurately — supplier markets
- Weigh price against quality using normalised scoring models — the award recommendation
- Manage clarifications, abnormally low bids and negotiation rounds — probity reviewers
- Communicate award decisions and structured debriefs — unsuccessful bidders and auditors

Key Bid and Tender Management Process Terms

- Invitation to tender — the formal document set asking suppliers to submit priced bids against stated requirements and terms.
- Most economically advantageous tender — an award basis that combines price with quality, delivery and lifecycle factors rather than lowest price alone.
- Evaluation weighting — the percentage share each award criterion carries in the total score of a bid.
- Pre-qualification — an early stage that screens suppliers on capability, financial standing and experience before full bids are invited.
- Abnormally low bid — a price far below comparable offers that must be queried before it can be accepted or rejected.
- Standstill period — a pause between announcing the intended award and signing, allowing bidders to raise concerns.

Bid and Tender Management Process Day by Day

Day 1: Tendering in the Wider Sourcing Cycle

- Sourcing Cycle Mapping — Where Tendering Adds Value to Spend
- Spend Profiling by Category — Which Purchases Justify a Formal Tender
- Stakeholder Requirement Capture — Aligning Sponsors Before the Market Sees Anything
- Tender Governance Roles — Who Approves, Evaluates and Signs Awards
- Probity Principles — Fairness, Transparency and Equal Treatment of Bidders

Day 2: Market Analysis and Route Selection

- Supplier Market Sounding — Gauging Capacity and Appetite Before Launch
- Open, Restricted and Negotiated Routes — Choosing the Tender Procedure
- Lotting Strategy — Balancing Competition Against Interface Risk
- Framework Agreements and Call-Offs — Recurring Demand Versus One-Off Buys
- Tender Timeline Planning — Realistic Bid Periods and Approval Gates

Day 3: Specifications That Bidders Can Price

- Output Versus Input Specifications — Freedom for Supplier Innovation
- Performance Standards and Acceptance Tests — Measurable Delivery Expectations
- Pricing Schedules and Bills of Quantities — Comparable Commercial Submissions
- Sustainability Requirements From ISO 20400 — Embedding Social and Environmental Criteria
- Specification Bias Checks — Removing Brand Lock-In and Hidden Barriers

Day 4: Building the Tender Document Set

- Instructions to Bidders — Submission Format, Deadlines and Disqualification Rules
- Pre-Qualification Questionnaires — Screening Capability and Financial Standing
- Draft Contract Terms in the Pack — Risk Allocation Bidders Will Price
- Bid Bonds and Securities — Protecting the Buyer Against Withdrawal
- Document Control and Addenda — Keeping Every Bidder on One Version

Day 5: Designing Evaluation Models

- Award Criteria Selection — Linking Scores to Requirement Priorities
- Weighting Methods — Pairwise Comparison and Direct Allocation
- Scoring Scales and Descriptors — Consistent Marks Across Evaluators
- Price Normalisation Formulas — Converting Bids Into Comparable Points
- Pass-Fail Gateways — Mandatory Requirements Before Quality Scoring

Day 6: Running the Live Tender Period

- Bidder Clarification Logs — Answering Queries Equally and on Record
- Site Visits and Bidder Conferences — Sharing Information Fairly
- Bid Receipt and Opening Protocols — Sealed Submissions and Witnessed Opening
- Late and Non-Compliant Bids — Consistent Rejection Decisions
- Electronic Tendering Platforms — Audit Trails and Secure Submission

Day 7: Evaluating Technical and Commercial Bids

- Individual Then Consensus Scoring — Moderating Evaluator Differences
- Technical Submission Assessment — Method Statements and Delivery Plans
- Whole-Life Cost Comparison — Operating and Disposal Costs Beyond Price
- Abnormally Low Bid Tests — Querying Unsustainable Prices
- Bidder Presentations and Interviews — Verifying Claimed Capability

Day 8: Negotiation, Award and Challenge Risk

- Best and Final Offer Rounds — When Further Negotiation Is Justified
- Conflict of Interest Declarations — Protecting Panel Independence
- Award Recommendation Reports — Evidence Boards Need to Approve
- Standstill and Award Notices — Managing the Window for Bidder Concerns
- Bid Challenge Handling — Responding to Complaints Without Delaying Delivery

Day 9: Debriefing and Transition to Contract

- Structured Bidder Debriefs — Explaining Scores Constructively
- Contract Finalisation From the Winning Bid — Capturing Commitments Made
- Mobilisation Planning — Handover From Tender Team to Contract Manager
- Lessons-Learned Reviews — Improving the Next Tender Cycle
- Tender Performance Metrics — Bid Response Rates and Cycle Time

Day 10: Practising the Tender Evaluation and Award Pack

- Applying the Lot and Route Choice — Case Tender Strategy Memo
- Applying the Evaluation Model — Scoring a Construction and an IT Bid Set
- Applying Clarification and Probity Records — Building the Audit File
- Peer Challenge of Award Logic — Testing Recommendations Under Scrutiny
- Completing the Tender Evaluation and Award Pack — Ready for Board Approval

Applying Bid and Tender Management Process After the Course

- Rebuild the evaluation weighting and scoring descriptors for the next live tender and test them with the panel before launch.
- Run a clarification log and probity file audit on a recent award to close gaps before the next board review.

Bid and Tender Management Process Questions FAQ

What is bid and tender management process and why does it matter now?

It is the disciplined sequence of planning, inviting, evaluating and awarding competitive bids. It matters now because boards and auditors expect every award to be traceable, while capable suppliers choose which tenders to answer, so poorly run tenders lose both credibility and bidders.

Which roles gain most from bid and tender management process training?

Tender managers, evaluation panel members and contracts officers gain most. You benefit if you draft invitations, score bids, chair panels or defend award decisions, in sectors from construction and utilities to information technology and healthcare.

How does advanced bid and tender management process training differ from a contract management course?

It concentrates on the stages before signature: route choice, documents, evaluation and award. A contract management course starts after signature and covers performance, variations and claims. This course ends where contract mobilisation begins, with a clean handover.

What do you bring back from bid and tender management process training?

You bring back a tested evaluation model, document templates and a completed award pack built on a case tender. These give your panel a shared scoring method and an audit trail you can reuse on the next procurement.

Bid and Tender Management Process: The Way Forward

The tender evaluation and award pack first informs the decision on how the next major tender is lotted and weighted. Tender managers, panel chairs and approving boards use it to compare bids on equal terms and justify the outcome. After its first use, revisit the price-quality balance and the debrief records to see which criteria truly separated strong bidders from weak ones.