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COURSE BROCHURE

# Tender Committee Evaluation and Post-Tender Negotiation Training Course

21 June – 2 July 2027
Barcelona

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Registered in the United Kingdom and Saudi Arabia

# Tender Committee Evaluation and Post-Tender Negotiation Training Course

**Ref:** 1036_39150 **Date:** 21 June – 2 July 2027 **Location:** Barcelona **Fees:** 9500 GBP

Tender Committee Evaluation and Post-Tender Negotiation is a 2-week training course for senior tender committee members, buyers and contract officers, who build a Tender Award and Negotiation Dossier covering strategy, evaluation matrices, committee minutes and negotiation targets. Buying organisations face closer scrutiny of award decisions while supply plans depend on tenders closing on time, so evaluation must be both defensible and fast. The course is delivered by Jupiter Prime Training.

## Why Tender Committee Evaluation and Post-Tender Negotiation Matters Now

Three pressures shape tender committee work today: approvers and auditors who expect every score to be traceable, suppliers more willing to challenge award decisions, and operations teams whose demand forecasts depend on contracts being in place before stock runs short. A committee that sets weights before bids arrive, moderates scores openly and negotiates within clear rules secures better terms and avoids costly retendering; one that improvises invites disputes and delay. The course draws on ISO 20400 Sustainable procurement guidance for proportionate criteria and on established buyer-side tendering practice.

## Who Gains Most from Tender Committee Evaluation and Post-Tender Negotiation

- Committee members who score technical and commercial submissions and sign award recommendations
- Buyers who prepare tender strategies, documents and clarification answers
- Contract officers who run bid opening, records and post-award handover
- Category leads who connect tender timing to demand forecasts and supply plans
- Commercial specialists who lead post-tender negotiation with preferred tenderers

An evaluation panel that attends together, with its chair, technical evaluators and commercial lead, gains most, since scoring conventions and negotiation limits are then agreed once and applied the same way.

## Tender Committee Evaluation and Post-Tender Negotiation Capabilities

Participants leave able to design scoring before tenders are issued, defend each mark in a committee minute and convert evaluation evidence into negotiation targets.

- Design weighted evaluation matrices with pass-fail gateways and scoring descriptors — award criteria decisions
- Calculate normalised prices and whole-life costs for competing offers — commercial evaluators
- Apply clarification and addenda rules that keep all tenderers equally informed — tender integrity
- Test the award ranking through sensitivity analysis and supply risk review — committee chairs and approvers
- Build post-tender negotiation objectives, walk-away points and concession plans — preferred tenderer talks
- Communicate award reasons in debriefs and approval memos — unsuccessful tenderers and senior approvers

## Key Tender Committee Evaluation and Post-Tender Negotiation Terms

- Tender committee — a panel with delegated authority to evaluate submissions and recommend or approve a contract award.
- Most economically advantageous tender — the offer giving the strongest balance of quality and cost against published criteria.
- Price normalisation — adjusting offers for scope gaps or deviations so that prices can be compared on equal terms.
- Abnormally low tender — a bid priced so far below others or estimates that its deliverability needs testing.
- Post-tender negotiation — structured talks with selected tenderers after evaluation to improve terms without distorting competition.
- BATNA — the best alternative to a negotiated agreement, setting the point at which the buyer walks away.

## Tender Committee Evaluation and Post-Tender Negotiation Day by Day

### Day 1: The Buyer's Tender Context

- Tender Committee Mandate — Authority Limits, Quorum and Delegated Approvals
- Procurement Routes Compared — Open, Restricted, Two-Stage and Direct Award
- Requirement Origin — Linking Tenders to Demand Forecasts and Supply Plans
- Conflict of Interest Declarations — Protecting Committee Independence
- Tender Calendar Design — Fitting Evaluation Time Into Supply Lead Times

### Day 2: Tender Strategy Before Issue

- Market Sounding Notes — Testing Supplier Capacity Before Commitment
- Lotting Decisions — Splitting or Bundling Scope to Shape Competition
- Award Criteria Selection — Lowest Price Versus Most Economically Advantageous
- Pre-Qualification Questionnaires — Screening Financial and Technical Capability
- Sustainable Procurement Criteria — Applying ISO 20400 Principles Proportionately

## Day 3: Tender Documents That Can Be Evaluated

- Specification Writing — Output, Performance and Design Requirements
- Pricing Schedule Structure — Unit Rates, Lump Sums and Provisional Items
- Instructions to Tenderers — Compliance Rules and Submission Formats
- Evaluation Methodology Disclosure — What Tenderers Must Know in Advance
- Tender Document Peer Check — Removing Ambiguity Before Release

## Day 4: Clarification Rounds and Tender Period Control

- Clarification Register — Recording Questions and Shared Answers
- Addenda Issue — Changing Requirements Fairly During the Tender Period
- Site Visits and Bidder Conferences — Equal Information for All
- Late and Non-Compliant Submissions — Rejection Grounds and Records
- Bid Opening Procedure — Witnessing, Sealing and Opening Minutes

## Day 5: Building Bid Evaluation Matrices

- Weighted Scoring Models — Setting Weights Before Bids Arrive
- Scoring Scales and Descriptors — Making Marks Defensible
- Price Normalisation — Comparing Offers on a Like-for-Like Basis
- Whole-Life Cost Models — Operating, Maintenance and Disposal Costs
- Pass-Fail Gateways — Mandatory Requirements Ahead of Quality Scoring

## Day 6: Technical and Commercial Evaluation Practice

- Individual Scoring Then Moderation — Reaching Consensus Marks
- Abnormally Low Tenders — Testing Price Realism and Risk
- Qualified Bids and Deviations — Pricing Exceptions to Restore Comparability
- Reference and Capability Checks — Verifying Claimed Experience
- Evaluation Report Drafting — Recording Reasons Behind Every Score

## Day 7: Award Recommendation and Committee Decision

- Committee Deliberation Rules — Minutes, Dissent and Voting Records
- Sensitivity Analysis — Whether Weight Changes Alter the Ranking
- Supply Risk Review — Capacity, Concentration and Delivery Exposure
- Award Approval Memo — Presenting the Recommendation to Approvers
- Unsuccessful Tenderer Debriefs — Feedback That Withstands Challenge

## Day 8: Post-Tender Negotiation Preparation

- Negotiation Eligibility Rules — When Post-Tender Talks Are Permitted
- Negotiation Objectives Sheet — Price, Terms, Scope and Risk Targets
- BATNA and Walk-Away Point — Buyer Positions From Evaluation Results
- Concession Planning — Trading Variables Without Reopening Competition
- Negotiation Team Roles — Lead, Analyst and Note-Taker Duties

## Day 9: Conducting Post-Tender Negotiation

- Opening Positions — Presenting Evidence From the Evaluation
- Questioning Techniques — Uncovering Supplier Cost Drivers
- Volume and Forecast Commitments — Trading Demand Visibility for Price
- Deadlock Handling — Adjournments, Reframing and Escalation
- Negotiation Record — Agreed Changes and Best and Final Offers

## Day 10: Practising the Tender Award and Negotiation Dossier

- Evaluation Matrix Calibration — Rescoring a Sample Tender
- Committee Simulation — Moderating Scores and Minuting the Decision
- Post-Tender Negotiation Role-Play — Testing Objectives Against a Supplier
- Contract Handover Brief — Passing Agreed Terms to Contract Managers
- Tender Award and Negotiation Dossier — Final Assembly and Peer Review

## Applying Tender Committee Evaluation and Post-Tender Negotiation After the Course

- Rebuild the evaluation matrix for the next tender due for issue, fixing weights, descriptors and pass-fail gateways before release.
- Prepare a negotiation objectives sheet for one tender now under evaluation, linking price and volume targets to the latest demand forecast.

## Tender Committee Evaluation and Post-Tender Negotiation Questions FAQ

### What is Tender Committee Evaluation and Post-Tender Negotiation and why does it matter now?

It is the buyer-side work of scoring tenders, deciding awards and improving terms afterwards. It matters now because award decisions face closer challenge and supply plans depend on contracts closing on time.

### Which roles gain most from Tender Committee Evaluation and Post-Tender Negotiation?

Tender committee members, buyers and contract officers gain most. You benefit if you score submissions, write tender documents, run bid openings or lead talks with preferred tenderers.

### How does Tender Committee Evaluation and Post-Tender Negotiation differ from a bid and tender management course?

It takes the buyer's side rather than the supplier's. A bid management course teaches suppliers to win tenders; this course teaches committees to design criteria, evaluate offers fairly, decide awards and negotiate after evaluation.

## What do you bring back from Tender Committee Evaluation and Post-Tender Negotiation?

You bring back a tender file for a real requirement. It holds the strategy, evaluation matrix, clarification register, committee minute template and negotiation objectives, ready for your next tender.

## Tender Committee Evaluation and Post-Tender Negotiation: The Way Forward

The Tender Award and Negotiation Dossier first informs how the next tender's award criteria and weights are set before issue. Committee chairs, buyers and contract officers use it to score, minute and negotiate consistently. After its first award, revisit the price normalisation rules and negotiation limits, since debrief questions and supplier responses show where scoring and concessions need adjusting.