Advanced Tendering Procedures & Bid Evaluation Course

27 September – 1 October 2027
Kigali (Rwanda)



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Why This Course

In today's competitive procurement environment, organizations must adopt advanced tendering practices to ensure transparency, fairness, and value for money. Procurement professionals are increasingly expected to evaluate complex proposals, mitigate risks, negotiate effectively, and manage contracts with strategic insight — all while navigating legal and ethical requirements.

The Advanced Tendering, Bid Evaluation & Contract Optimization Program is an intensive 1-week course designed for procurement officers, contract managers, supply chain professionals, and decision-makers seeking to elevate their tendering capabilities. This program blends strategic procurement planning, advanced evaluation techniques, negotiation strategies, and contract management to help participants drive stronger, more cost-effective procurement outcomes.

Through real-world case studies, practical tools, and interactive exercises, participants will gain the confidence and expertise needed to manage high-value, complex tendering processes with excellence.

What You'll Learn and Practice

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

- Apply advanced tendering procedures and evaluation methodologies
- Develop strategic procurement plans that balance cost, quality, and risk
- Conduct rigorous assessments of complex technical and commercial bids
- Implement legal and ethical best practices throughout the tendering cycle
- Strengthen negotiation skills to achieve optimal contract outcomes
- Manage contracts effectively and promote continuous procurement improvement

The Program Flow

Day 1 - Strategic Procurement Planning

- Overview of modern tendering procedures and procurement frameworks
- Developing procurement strategies aligned with organizational goals
- Market analysis, supplier engagement, and early sourcing activities
- Conducting procurement risk assessments and mitigation planning



Day 2 - Tender Document Preparation

- Crafting clear, comprehensive, and outcome-focused tender specifications
- Designing evaluation criteria for fair and transparent assessments
- Legal and regulatory compliance in tendering activities
- E-tendering platforms, digital tools, and automated procurement systems

Day 3 - Bid Evaluation Techniques

- Quantitative and qualitative bid evaluation methodologies
- Financial analysis and cost model comparisons
- Assessing technical proposals for feasibility and alignment with requirements
- Handling non-compliant, incomplete, or ambiguous submissions

Day 4 - Negotiation & Contract Award

- Negotiation strategies and techniques for procurement professionals
- Managing Best and Final Offer BAFO processes
- Decision-making frameworks for contract award
- Conducting professional debriefings for unsuccessful bidders

Day 5 - Contract Management & Continuous Improvement

- Fundamentals of contract performance monitoring and control
- Supplier relationship management and performance evaluation
- Enhancing procurement processes through continuous improvement practices
- Case studies, group exercises, and real-world tender scenarios

Individual Impact

Participants will leave equipped to:

- Design, manage, and execute complex tendering processes confidently
- Evaluate bids with greater accuracy, consistency, and fairness
- Apply professional negotiation techniques that improve contract results
- Identify procurement risks early and apply effective mitigation strategies
- Utilize practical tools to improve procurement efficiency and transparency

Organizational Impact

Organizations will benefit through:



- Stronger, more transparent procurement practices
- Improved contract outcomes, cost savings, and value generation
- Reduced operational and financial risks across procurement activities
- Enhanced supplier relationships and long-term performance
- Greater organizational compliance with procurement regulations and standards

Training Methodology

The program employs a hands-on, interactive learning approach featuring:

- Real-world tendering and evaluation case studies
- Structured tools, templates, and checklists for immediate use
- Group activities, simulations, and bid evaluation exercises
- Expert-led sessions connecting theory with practical application
- Peer-to-peer learning and collaborative problem-solving

Beyond the Course

Participants will return prepared to:

- Lead strategic procurement and tendering initiatives
- Implement advanced evaluation frameworks for high-value bids
- Negotiate contracts that maximize value and minimize risk
- Strengthen procurement governance and continuous improvement systems

