



Project & Contract Management

Tender Management Professionals

Course Introduction

Tender Management is the systematic and efficient management of contract creation, execution, and analysis in order to maximize operational and financial performance while minimizing risk. To begin with, tendering is a competitive process on which a large sum of money can be staked. And, if you are invited to tender, winning the contract may be contingent on how well you understand your potential client's needs and how well you respond to their questions. In this course we'll discuss about the tender management in detail and participants will acquire in-depth knowledge in the topic.

Target Audience

Project Manager

* Business Administrator

* Marketing Coordinator

* Account Executive

* Chief Operating Officer

* Operations Manager

* Executive Administrative

* Risk Manager

* Program Manager

* Business Analyst

* Quality Control Coordinator

* Assistant Manager

* Team Leader

- * Senior Supervisors
- * Researcher
- * Entrepreneur
- * Management Consultant
- * Public Relations Director

Learning Objectives

- Understand how to manage and analyze the pre-qualification questionnaires and Invitation to Tender.
- Analyze and evaluate bid requirements.
- Gain knowledge about the bid structure, impact, production, and evaluation
- Successfully develop a bid and manage a structured submission.
- Prepare professional and confident tender that outperforms the competition.

Course Outline

- **Day 01**

- An Introduction to Tender**

- Tender Basics
 - Market Sounding
 - Pre-Qualification Questionnaires
 - Tender process

- **Day 02**

- Decisions and Moving Forward**

- Decisions of Tender/No Tender
 - Alliances and Partnerships

- **Day 03**

An Effective Tender and Response

- Managing an Effective Tender
- Preparing the bid plan
- Understanding the Competition

- **Day 04**

The Tender Team o Power Team Workshops

- Writing the Tender o Proposal Structure
- Controlling and monitoring the tender Process
- Production and Submission
- Post-Submission

- **Day 05**

Tender Evaluation o Internal debrief meeting

- Presentations/Interviews/Site Visits
- Evaluation feedback
- Updating the Bid Repository and Documentation
- De-brief/feedback form should be held on file for future reference.

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 12, 2025	May 16, 2025	5 days	4250.00 \$	UAE - Dubai
Aug. 11, 2025	Aug. 15, 2025	5 days	4950.00 \$	Malaysia - kuala lumpur
Nov. 17, 2025	Nov. 21, 2025	5 days	4250.00 \$	UAE - Abu Dhabi
Aug. 10, 2025	Aug. 14, 2025	5 days	4250.00 \$	oman - salalah

