



Project & Contract Management

Bidding, Evaluation, Negotiation & Contract Award

Course Introduction

Bidding, Evaluation, Negotiation, and Contract Award are essential processes in procurement and project management. Strong skills in these areas ensure fair competition, proper supplier selection, and successful contract implementation. Understanding how to manage each stage effectively reduces risks, improves outcomes, and ensures compliance with legal and ethical standards. Mastering these processes is key to achieving value for money and long-term project success.

This training program covers the full cycle of bidding, evaluation, negotiation, and contract award. Each day focuses on a critical stage, combining theoretical knowledge with practical exercises and case studies. Participants will learn how to prepare bids, evaluate submissions, conduct negotiations, and finalize contract awards. The program emphasizes best practices, legal considerations, and effective strategies for managing procurement processes.

Training Course Methodology

This course is designed to be interactive and participatory, and includes various learning tools to enable the participants to function effectively and efficiently. The course will use sessions, exercises, and case applications, and presentation about proven-by-practice methods, new insights and ideas about the topic and its effects in a corporate world.

Target Audience

1. Procurement Managers
2. Contract Managers
3. Bidding Specialists
4. Project Managers
5. Supply Chain Managers
6. Purchasing Managers
7. Legal Advisors
8. Vendor Managers
9. Sales Managers
10. Business Development Managers

Learning Objectives

Bidding Process and Preparation

- Understanding the basics of the bidding process.
- Types of bidding methods and when to use them.
- Preparing effective bid documents and requirements.
- Managing pre-qualification and vendor selection.
- Communicating bid requirements clearly to suppliers.
- Handling bid submission and deadline management.
- Addressing common challenges in bid preparation.

Course Outline

• Day 01

Bid Evaluation Techniques

- Establishing evaluation criteria and weightings.
- Techniques for fair and transparent bid evaluation.
- Conducting technical and financial evaluations.
- Managing conflicts of interest during evaluation.
- Documenting evaluation outcomes and decisions.
- Addressing bid irregularities and clarifications.
- Case studies on effective bid evaluations.

• Day 02

Bid Evaluation Techniques

- Establishing evaluation criteria and weightings.
- Techniques for fair and transparent bid evaluation.
- Conducting technical and financial evaluations.
- Managing conflicts of interest during evaluation.
- Documenting evaluation outcomes and decisions.
- Addressing bid irregularities and clarifications.
- Case studies on effective bid evaluations.

• Day 03

Negotiation Strategies

- Preparing for negotiation with potential suppliers.
- Key negotiation techniques and tactics.
- Setting objectives and understanding supplier motivations.
- Managing complex and difficult negotiations.
- Documenting and agreeing on negotiated terms.
- Common negotiation mistakes and how to avoid them.
- Practical role-play exercises for negotiation practice.

• Day 04

Contract Award Process

- Criteria for selecting and awarding contracts.
- Preparing award recommendations and approvals.
- Notifying successful and unsuccessful bidders.
- Managing debriefings and addressing bidder concerns.
- Ensuring transparency and fairness in awards.
- Documenting award decisions for audit purposes.
- Handling disputes and objections related to awards

• Day 05

Post-Award Considerations and Compliance

- Managing contract finalization and signature processes.
- Ensuring legal compliance and regulatory requirements.
- Addressing post-award challenges and contract changes.
- Establishing supplier performance metrics.
- Monitoring and evaluating contract implementation.
- Handling disputes and ensuring conflict resolution.

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 18, 2025	May 22, 2025	5 days	4250.00 \$	Qatar - El Doha

FROM	TO	DURATION	FEE\$	LOCATION
Aug. 10, 2025	Aug. 14, 2025	5 days	4250.00 \$	UAE - Dubai
Aug. 25, 2025	Aug. 29, 2025	5 days	4250.00 \$	UAE - Abu Dhabi
Oct. 6, 2025	Oct. 10, 2025	5 days	4250.00 \$	UAE - Dubai