



Procurement & Supply Chain Operations

Competitive Bidding: Understanding Procurement Bids

Course Introduction

Tender/Bid Management is one of the most useful management skills in any business. Being able to write winning bids is the cornerstone of many businesses and can be the difference between success and failure. This includes managing and planning their own time and working effectively with others to ensure a consistently high standard for all bids. It also explains how to consider risk and commercial aspects.

This training course is designed to provide participants with the relevant knowledge and concept of effective tender/bid management and increase their ability to manage bidding procedures. This training will also improve participant's efficiency, confidence in a bid writing role or develop existing skills.

Target Audience

- Procurement Manager / Supervisor
- Procurement officer / assistant
- Purchase officer
- Vendor manager
- Supplier relationship officer
- Purchase coordinator
- International Buyer
- Category purchasing manager
- Supply chain officer- Procurements
- Logistics Professionals
- Distribution Managers
- Working in this field
- These who wants to start a career in this field

Learning Objectives

- Gain a comprehensive understanding of what a tender is and the different components of a tender / bid and manage each of them.
- Evaluate a tender and prepare a compliant response
- Prepare and manage effective high scoring submissions
- Develop a pricing strategy
- Demonstrate negotiation techniques to achieve desired outcomes
- Plan strategically for improvement

Course Outline

• Day 01

INTRODUCTION TO TENDER/BID MANAGEMENT

- What is a “Tender/Bid”?
- Different terms of Tender/Bid
- Request for Proposal (RFP)
- Request for Information (RFI)
- Request for Quotation (RFQ)
- Invitation to Tender (ITT)
- What is Tender/Bid Management?
- The Concept of Tender/Bid Management
- The Bid Team
- Creating an Effective Bid Team

• Day 02

CHECKING INTERNAL FEASIBILITY

- The Bid Budget
- Bottom/Top Budgeting
- Top/Bottom Budgeting
- Analyzing the Bid Document
- Setting Objectives

- Assignment allocation amongst team members
- Assessing Constraints
- Listing Activities: Work Breakdown Structures (WBS)

• **Day 03**

TENDER/BID MANAGEMENT

- Time Management
- Time Scale
- Network Diagram
- Critical Path Analysis
- Gantt Chart
- Bid Specification Management

• **Day 04**

TENDER/BID MANAGEMENT (cont.)

- Bid Risk Management
- Managing the Team
- The Communication Process
- Bid Closure

• **Day 05**

TENDER/BID PREPARATION

- Preparing the final document
- The pre-bidding
- Bid Evaluation
- Bid Contract
- Post Tender Meetings/Clarifications/Negotiations
- Bid Closure
- Assessing your Bid Management Skills

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 29, 2025	July 3, 2025	5 days	4250.00 \$	Qatar - El Doha

FROM	TO	DURATION	FEES	LOCATION
Sept. 14, 2025	Sept. 18, 2025	5 days	4250.00 \$	KSA - Riyadh
Dec. 15, 2025	Dec. 19, 2025	5 days	4250.00 \$	UAE - Dubai