



Procurement & Supply Chain Operations

Certificate in Bids and Tender Management

Course Introduction

Tendering for goods, works and services is a key part of the procurement cycle because the quality of the tendering activities directly affects the success of the procurement process as a whole. A number of interlinking skills are required to achieve optimal results i.e. the effective coordination of the identification of need, writing tender documents and specifications, selecting tendering procedures and evaluating responses.

This training course is designed to provide participants with the essential and relevant concepts, principles and techniques to operate effectively in the modern demanding commercial environment and to provide the necessary support to the organization during any Bid and Tender process.

Target Audience

This training course is designed and beneficial for professionals handling functions related to preparation and management of bids and tenders such as Procurement Managers, Buyers, Supplier Managers, Supply Chain Consultants, Project Managers, Finance Directors / Finance Managers, Sales Managers, Business Development Managers, and Business Owners.

Learning Objectives

- Gain a comprehensive understanding of the concept of bidding and tendering.
- Understand the processes involved in tendering and bidding.
- Understand the needs, document requirements and specifications for the bidding and tendering process.
- Determine the supply markets using a number of tools

- Identify potential suppliers and potential customers
- Explore what makes both a good ITT (Invitation to Tender) and a good bid
- Learn the rules, regulations and guidelines to follow in bidding and tendering
- Publish tenders that can attract and appoint the best supplier
- Enhance communication, stakeholder management and negotiation skills to win contracts.
- Identify and utilize e-tendering tools

Course Outline

• Day 01

- **Introduction to bids and tendering**
- What is Bidding and Tendering all about?
- What makes a good Invitation to Tender (ITT)?
- What makes a good Bid?
- Why is it important?
- **Understanding the procurement cycle**
- The procurement lifecycle from A to Z
- It all starts here – identifying the need and writing the specification
- Strategic Sourcing – key to choosing the right supplier
- P2P (Purchase to Pay)
- **Stakeholder Management**
- Stakeholder mapping – who do we need to involve?
- Stakeholder analysis
- Involving the stakeholders
- Communicating with the stakeholders

• Day 02

- **Identifying the need**
- Business alignment and cross-functional working is key
- Baselining – where are we now, and where do we want to be?
- Gathering requirements
- Needs – not wants
- **Markets, customers and suppliers**
- Analysing markets – Porter's Five Forces and other tools
- How do buyers look at suppliers?
- How do suppliers look at customers?

- Finding the match – the right supplier for the right customer
- **Writing the specification**
- From requirements to a specification
- What makes a good specification?
- What should and shouldn't it include
- Output- and outcome-based specifications

• Day 03

- **The tendering process**
- The tendering process from A to Z
- Fairness and transparency – avoiding corruption in all its forms
- Awarding the contract – with an emphasis on value
- Giving feedback to the bidders
- **Putting together the Invitation to Tender (ITT)**
- What's in a name – ITT, RFP, RFQ and PQQ explained
- Who does what? – good organisation is key to success
- Contents of a good ITT
- Starting with the end in mind – good evaluation criteria
- **Understanding the sales cycle**
- The sales lifecycle from A to Z
- Approaching the prospect
- Writing and presenting the bid
- Handling objections and closing the sale

• Day 04

- **The bidding process**
- The bidding process from A to Z
- To bid or not to bid – the bid /no-bid decision
- Writing, reviewing and submitting the bid
- Getting the response you want
- **Putting together the bid**
- What's in a name – is this an ITT, or a PQQ, or something else?
- Who does what? – good organisation is key to success
- Contents of a good bid
- It's all about winning!
- **Bid evaluation**
- Longlisting and shortlisting
- Bid evaluation techniques – informal and formal
- Weighting and scoring – keep it simple!
- Looking for value – all the time

• Day 05

- **E-tendering**

- What is e-tendering and how does it work?
- E-auctions
- The E-RFx
- Responding to an e-tender
- **Soft skills for procurement and bid-writing professionals**
- Communication skills for bidding and tendering
- Persuasion as a key selling skill
- Engagement and motivation
- The art of negotiation

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 8, 2025	Dec. 12, 2025	5 days	4250.00 \$	UAE - Dubai