PARTNERS IN KNOWLEDGE UK LTD
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Bid Evaluation & Tendering Procedures

PIK780-0227 UK-LDN-1

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Place	: London	**Venue**	: INDUSTRIOUS (1 and 2, 245 Hammersmith Road Floors, London W6 8PW) - TBC		
Start Date	: 01-02-2027	**End Date**	: 05-02-2027	**PPP**	: £4950

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If you can't train them, you can't blame them!

Short Description:

COURSE OVERVIEW This training program provides in-depth instruction specifically designed for procurement professionals aiming to achieve proficiency in advanced procurement processes. Participants will gain valuable knowledge and skills necessary to navigate the complexities of the procurement landscape. The curriculum focuses on enhancing their ability to effectively select vendors, ensuring that the procurement process is both efficient and strategic. Furthermore, the program emphasises the importance of robust contract management practices. By equipping individuals with the necessary tools and insights, the training prepares them to manage contracts effectively, fostering successful partnerships with vendors. Ultimately, this comprehensive program aims to empower procurement professionals to excel in their roles and contribute significantly to their organisations' success.

Course Overview:

COURSE OBJECTIVES

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

- Acquire an in-depth understanding of advanced tendering procedures.
- Develop knowledge and skills needed for comprehensive bid evaluations.
- Enhance their ability to prepare competitive bids that align with client or organisational requirements.
- Explore effective strategies for optimising the tendering process.
- Maximise success rates in tendering through strategic approaches.
- Manage risks associated with the tendering process effectively.
- Evaluate and improve bid evaluation processes to ensure thoroughness and accuracy.

TARGET AUDIENCE

- Procurement professionals seeking advanced skills in tendering procedures.
- Professionals aiming to enhance bid evaluation techniques.
- Project managers overseeing procurement processes.
- Individuals responsible for vendor selection in projects.
- Contract administrators managing tendering activities.
- Procurement officers involved in the procurement process.
- Government officials and public sector employees engaged in contracting.

Program Outline:

DAY 1: Grasping Tendering Procedures

1. Overview of the tendering process.
2. Legal and regulatory framework.
3. Varieties of tendering procedures.

4. Pre-qualification criteria.
5. Group activity.

DAY 2: Bid Documentation & Submission

1. Drafting bid documents.
2. Adhering to tender requirements.
3. Bid submission protocol.
4. Digital tendering platforms.
5. Quality assurance and best practices.

DAY 3: Criteria for Bid Evaluation

1. Comprehending evaluation criteria.
2. Methods for technical, financial, and qualitative evaluation.
3. Weighting the evaluation criteria.
4. Roles of the evaluation committee.
5. Responsibilities of the evaluation committee.

DAY 4: Negotiation & Awarding Contracts

1. Strategies for negotiation in tendering.
2. Process for awarding contracts.
3. Debriefing those who were not successful.
4. Management of contracts post-award.
5. Risk management during contract execution.

DAY 5: Advanced Techniques & Emerging Trends

1. Sophisticated negotiation techniques.
2. Alternative procurement strategies (e.g., framework agreements, e-auctions).
3. Sustainability factors in tendering.
4. Digitalisation and automation within tendering processes.
5. Future trends and their implications for tendering professionals.