PARTNERS IN KNOWLEDGE UK LTD
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# Tender Management and Modern Global Practices

PIK844-0127 USA-OR-2

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| **Place** | : Orlando | **Venue** | : Hampton Inn & Suites (7448 International Dr, Orlando, FL 32819, USA) - TBC | | |
| **Start Date** | : 11-01-2027 | **End Date** | : 20-01-2027 | **PPP** | : £5750 |

# Tender Management and Modern Global Practices

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

## Short Description:

This intensive training program on Tender Management and Modern Global Methods is designed to equip procurement professionals, project managers, and relevant stakeholders with the critical skills needed to effectively manage tendering processes. With increasing complexities in procurement and contracting, the course provides a structured understanding of tender strategies, compliance, risk management, and evaluation mechanisms, ensuring participants can confidently navigate both public and private sector tendering. The program also incorporates globally recognised modern practices such as e-procurement platforms, sustainable tendering, and digital transformation tools. Case studies from different industries and regions will highlight emerging trends and best practices, allowing participants to benchmark their processes against international standards and adopt innovative approaches to enhance transparency, efficiency, and value-for-money in procurement.

## Course Overview:

### COURSE OBJECTIVES

- Understand the complete tender management lifecycle from planning to award.
- Learn how to prepare effective tender documents and requests for proposals (RFPs).
- Gain insight into international best practices and legal frameworks in tendering.
- Develop evaluation criteria to ensure transparency and objectivity.
- Identify risks and develop mitigation strategies in tender processes.
- Learn about e-procurement systems and digital innovations in global tendering.
- Enhance contract negotiation and post-award contract management skills.

### TARGET AUDIENCE

- Procurement and supply chain professionals.
- Project and contract managers.
- Strategic Planning professionals.
- Government and NGO procurement officers.
- Legal and compliance officers involved in tenders.
- Business Developers.
- Private sector bidders and tender consultants.

## Program Outline:

### DAY 1: Introduction to Tender Management

- Overview of procurement & tendering principles.
- Types of tenders (Open, Restricted, Negotiated, etc.)

- Legal & ethical considerations in tendering.
- Stakeholder roles & responsibilities.
- Tender lifecycle overview.

## DAY 2: Planning & Preparing Tender Documents

- Needs assessment & market research.
- Defining specifications & scope of work.
- Drafting Invitation to Tender (ITT), RFPs, & RFQs.
- Budget planning & cost estimation.
- Legal terms, conditions, & compliance.

## DAY 3: Tender Advertisement & Supplier Engagement

- Advertising strategies & platforms.
- Pre-qualification & supplier shortlisting.
- Bidder conferences & communication protocols.
- Managing queries & clarifications.
- Ensuring fairness & transparency in outreach.

## DAY 4: Bid Evaluation & Selection Criteria

- Developing evaluation frameworks & scoring systems.
- Technical vs. financial evaluation.
- Use of automated tools in bid evaluation.
- Conflict of interest & confidentiality controls.
- Finalising evaluation reports & recommendations.

## DAY 5: Contract Award & Negotiation

- Notification of award & debriefing unsuccessful bidders.
- Contract negotiation techniques.
- Drafting & finalising contract terms.
- Performance bonds & guarantees.
- Handling disputes & objections.

## DAY 6: E-Procurement & Digital Innovations

- Introduction to e-tendering platforms.
- Digital signature & secure online submission.
- Use of procurement management software (e.g., SAP Ariba, Oracle).
- Blockchain in procurement.
- Global case studies in e-procurements.

## DAY 7: Risk Management & Ethics in Tendering

- Identifying & mitigating procurement risks.
- Anti-corruption & anti-collusion mechanisms.
- Regulatory compliance (local & international).
- Due diligence & supplier vetting.
- Whistleblowing & grievance redress mechanisms.

## DAY 8: Global Trends & Sustainable Tendering

- Sustainable procurement principles (ESG, green sourcing).
- International procurement guidelines (World Bank, UN, EU, etc.)

- Agile & collaborative procurement models.
- Cross-border & multi-lateral procurement.
- Final group presentations & certification.