PARTNERS IN KNOWLEDGE UK LTD
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Strategic Tender Evaluation and Contract Award Masterclass

PIK861-0527 TRK-IST-2

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Place	: Istanbul	**Venue**	: Levni Hotel (Hoca Pa?a, Mahallesi, Ankara Cd. No:12, 34110 Fatih/?stanbul, TURKEY) - TBC		
Start Date	: 03-05-2027	**End Date**	: 14-05-2027	**PPP**	: £5550

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

Short Description:

This comprehensive training program provides participants with the knowledge, skills, and tools required to design, manage, and execute transparent tender evaluation processes. Through interactive learning, real-world examples, group exercises, and guided analysis, participants will gain a practical understanding of procurement best practices and compliance requirements. The program bridges theory with application, ensuring that learners understand evaluation criteria, documentation, scoring methodologies, stakeholder roles, and ethical considerations. By the end of the training, participants will be able to contribute confidently to tendering activities within their organisations and uphold value-for-money principles.

Course Overview:

COURSE OBJECTIVES

- Understand procurement and tendering principles aligned with international best practices.
- Develop tender evaluation criteria and scoring models.
- Conduct technical and financial evaluations and ensure compliance.
- Apply risk management during the evaluation and award process.
- Prepare evaluation reports and recommendations.
- Maintain transparency, fairness, and integrity in procurement.
- Use hands-on analysis to manage real-world tendering scenarios.

TARGET AUDIENCE

- Procurement and supply chain professionals.
- Finance and project management staff involved in contract award.
- Government officials and regulatory officers.
- Tender committee members and evaluators.
- Consultants, auditors, and contract administrators.

Program Outline:

COURSE LAYOUT

DAY 1: Introduction to Procurement & Tendering

1. Procurement lifecycle overview.
2. Principles of transparency and fairness.
3. Procurement frameworks and governance.
4. Tendering vs other procurement methods.

5. Key terminologies and concepts.

DAY 2: Tender Planning & Documentation

1. Developing procurement plans.
2. Market analysis for sourcing.
3. Drafting tender documents.
4. Mandatory vs weighted criteria.
5. Defining roles and responsibilities.

DAY 3: Tender Evaluation Framework

1. Overview of evaluation methodologies.
2. Designing scoring templates.
3. Weighting models and justification.
4. Pre-qualification and eligibility screening.
5. Importance of documented evaluation procedures.

DAY 4: Technical Evaluation Techniques

1. Evaluating technical capacity.
2. Methodology assessment and deliverables.
3. Demonstrated past performance.
4. Clarifications and compliance checks.
5. Technical scoring exercises.

DAY 5: Financial Evaluation Approaches

1. Price comparison and analysis.
2. Life-cycle costing vs lowest price.
3. Value-for-money principles.
4. Handling abnormally low/high bids.
5. Financial scoring models.

DAY 6: Risk & Ethical Considerations

1. Conflict of interest mitigation.
2. Confidentiality and integrity rules.
3. Fraud indicators in tendering.
4. Appeals/complaints mechanisms.
5. Risk mapping and controls.

DAY 7: Evaluation Committee Processes

1. Formation and roles of evaluation teams.
2. Consensus scoring.
3. Documenting evaluation outcomes.

4. Stakeholder communication.
5. Approval and endorsement procedures.

DAY 8: Preparing Evaluation Reports

1. Report structure and content.
2. Supporting rationale for scores.
3. Recommendations and justifications.
4. Compliance certification.
5. Approval workflow documentation.

DAY 9: Contract Award & Post-Award Review

1. Award decision making.
2. Negotiation and contract finalisation.
3. Public notice requirements.
4. Performance monitoring mechanisms.
5. Debriefing unsuccessful bidders

Day 10: Practical Evaluation Workshop & Case-Study

1. Group simulation of tender evaluation.
2. Hands-on scoring and reporting exercise.
3. Committee decision-making simulation.
4. Risk scenario responses.
5. Final presentation of evaluation outcomes.