

Training Title

BIDS & TENDERING MANAGEMENT: LEADING CONTRACT

Training Duration

5 days

Training Venue and Dates

Bids & Tendering Management: Leading Contract	5	10th to 14th November 2025	\$.6,500	Milan, Italy.
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Training will be conducted in any of the 4 or 5 star hotels.

Training Fees

- **6,500 US\$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Lunch.**

Training Certificate

Prolific Consultants FZE Certificate of Course Completion will be issued to all attendees.

COURSE OVERVIEW

The course covers the key aspect of technical bidding and tendering, especially projects. The course provides guidance to developing truly effective tenders that enables delivery of more effective bids and negotiating better contracts and claims. It provides understanding of the contracting processes and appropriate strategies for application to specific project bid situations.

COURSE OBJECTIVES:

By the end of the course, participants will be able to:

- **List the contracting stages from setting the scope of work to awarding the contract**
- **Outline the main objectives for the tendering process and recognize other alternative contracting methods**
- **Prepare the tendering strategy, determine the sourcing method and scope of work of the project, and plan the evaluation process of the bidders**
- **Evaluate in-depth the process of preparing tenders and selecting potential contractors**
- **Identify preliminary, technical and commercial evaluation procedures and apply several methodologies using criteria, weights and scoring protocols to optimize bidder's selection process.**

SUITABLE FOR:

This Tendering and Contracts Training Course would be suitable for:

- ✓ **Project Managers**
- ✓ **Contract Managers**

- ✓ Resident Engineers
- ✓ Quantity Surveyors
- ✓ Bid Managers
- ✓ Contractors and Sub-contractors
- ✓ Cost Controllers
- ✓ Company Executives

TRAINING METHODOLOGY:

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions, and motivate everybody find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course. Very useful Course Materials will be given.

COURSE OUTLINE :-

Day One:

How Tendering and Procurement Aligns with the Organisation Strategy

- *Influence of the external environment*
- *Adapting to new business models*
- *Critical supply strategies*
- *Transforming the Supplier relationship*
- *The Procurement cycle*

Day Two:

The Tendering Process

- *Elements of a good procurement process*
- *Selecting the right contracting strategy*
- *Stages in the tendering process*
- *Developing tender evaluation criteria*
- *Negotiating with short-listed suppliers*
- *How can we be sure we are obtaining a good price?*

Day Three:

Advanced Procurement Skills

- *Transforming the supplier relationship*
- *Defining the organization's mission in supplier relationships*
- *How to be a good customer*
- *Differentiating between SRM and collaboration*
- *Optimising the supply base*

Day Four:

The Negotiation Process

- *Avoiding confrontational negotiations*
- *Communication techniques*
- *New techniques in influencing*
- *Understanding the other negotiator's power*
- *Negotiating pressure points and countermeasures*

Day Five:

Implementing Improvements in the Organisation

- *Attract and retain procurement management talent*
- *Producing a realistic personal action plan for improvement*
- *Business continuity and contingency planning for procurement*
- *What is Activity-Based Costing*
- *Ways that procurement can improve finances*

Case Studies, Last Day Review, Discussions & Pre & Post Assessments will be carried out.

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