Tender Evaluation Training Course

Professional Development Training Course Outline

Category	Construction Institute	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Tender Evaluation Training Course is designed to enhance expertise in strategic procurement, competitive bidding, public procurement compliance, supplier assessment, and contract award decision-making. In today's rapidly evolving procurement landscape, organizations require skilled professionals who can conduct transparent, data-driven, ethical, and value-focused tender evaluations while ensuring alignment with procurement governance frameworks, sustainability goals, digital transformation strategies, and international best practices. This course equips participants with advanced skills in bid evaluation methodologies, technical and financial analysis, risk-based evaluation, evaluation committee management, and procurement performance optimization.

Through practical exercises, real-world simulations, and industry-based tender evaluation case studies, participants will learn how to improve procurement outcomes, strengthen supplier selection processes, and achieve greater cost efficiency, compliance assurance, and strategic value creation. The program integrates modern concepts including e-procurement platforms, AI-supported procurement analytics, ESG procurement principles, supplier due diligence, total cost of ownership (TCO), and contract lifecycle management (CLM) to prepare professionals for the future of procurement excellence.

Programme Curriculum

Tender Evaluation Training Course

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Course Duration

5 days

Course Objectives

By the end of this Tender Evaluation Training Course, participants will be able to:

1. Understand advanced tender evaluation frameworks, procurement policies, and international standards.
2. Develop effective technical, commercial, and financial bid evaluation strategies.
3. Apply best-value procurement approaches beyond lowest-price selection.
4. Master weighted scoring models and evaluation criteria development.
5. Improve decision-making through data-driven procurement analytics.
6. Conduct professional supplier qualification and due diligence assessments.
7. Identify and mitigate procurement risks, compliance gaps, and evaluation biases.
8. Strengthen skills in evaluation committee leadership and governance.
9. Apply digital procurement technologies and e-tendering solutions.
10. Evaluate supplier capabilities using performance indicators and benchmarking tools.
11. Integrate sustainable procurement and ESG considerations into tender assessments.
12. Enhance transparency through audit-ready evaluation documentation.
13. Develop strategic procurement capabilities for future-ready supply chain management.

Target Audience

1. Procurement managers and purchasing professionals.
2. Tender evaluation committee members.
3. Supply chain and logistics specialists.
4. Contract managers and administrators.
5. Government procurement officers.
6. Project managers handling procurement activities.
7. Finance and compliance professionals.
8. Suppliers and consultants involved in competitive bidding.

Course Modules

Module 1: Fundamentals of Tender Evaluation and Strategic Procurement

- Overview of modern **tender evaluation principles and procurement lifecycle management**
- Understanding procurement regulations, governance, and ethical requirements.
- Difference between **responsive bids, compliant bids, and competitive proposals**.
- Role of evaluation teams in strategic sourcing decisions.

- **Case Study:** Evaluation challenges in a large infrastructure procurement project.

Module 2: Developing Effective Tender Evaluation Criteria

- Designing clear and measurable **technical evaluation criteria**.
- Creating weighted scoring systems and evaluation matrices.
- Balancing quality, cost, innovation, and supplier capability.
- Using **best-value procurement frameworks**.
- **Case Study:** Selecting a technology supplier using multi-criteria evaluation.

Module 3: Technical Bid Evaluation Techniques

- Reviewing technical proposals and compliance requirements.
- Assessing supplier expertise, methodology, and innovation.
- Evaluating quality assurance and delivery capabilities.
- Identifying strengths, weaknesses, and technical risks.
- **Case Study:** Technical assessment of engineering service bids.

Module 4: Financial Evaluation and Commercial Analysis

- Conducting detailed financial bid comparisons.
- Understanding pricing models and cost structures.
- Applying **Total Cost of Ownership (TCO) analysis**.
- Identifying unrealistic pricing and financial risks.
- **Case Study:** Evaluating competing suppliers for cost optimization.

Module 5: Supplier Risk Assessment and Due Diligence

- Conducting supplier capability evaluations.
- Assessing financial stability and operational risks.
- Applying supplier compliance and background checks.
- Integrating sustainability and ESG supplier criteria.
- **Case Study:** Managing supplier risks in global procurement.

Module 6: Digital Tender Evaluation and Procurement Technology

- Using e-procurement platforms for transparent evaluations.
- Introduction to AI-powered procurement analytics.
- Digital scoring tools and automated evaluation workflows.
- Managing electronic tender documentation.
- **Case Study:** Digital transformation of a public procurement process.

Module 7: Evaluation Governance, Ethics, and Compliance

- Managing confidentiality and conflict-of-interest risks.
- Ensuring fair and transparent evaluation practices.
- Preparing audit-ready evaluation reports.
- Applying international procurement best practices.
- **Case Study:** Resolving evaluation disputes during contract award.

Module 8: Advanced Tender Evaluation Strategies and Future Trends

- Applying strategic sourcing and category management approaches.

- Using procurement analytics for better decisions.
- Integrating sustainability, resilience, and innovation criteria.
- Improving procurement value through continuous improvement.
- **Case Study:** Future-ready procurement transformation program.

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price

23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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