COURSE BROCHURE

Tendering and Bid Evaluation

A practical course in planning tenders, preparing tender documents, and opening and evaluating bids technically and financially with fairness and transparency, through to the award report.

Code	HT-SCM-106
Category	Procurement & Supply Chain
Duration	1 week
Level	Intermediate

Introduction

A tender can be launched correctly and still fail at evaluation because the criteria were vague, the committee unprepared or the report too weak to survive a challenge. Tender teams need an evaluation method that is clear and defensible.

Objectives

- Choose the right route among open, restricted and negotiated tendering
- Prepare complete tender documents that state evaluation criteria and weights
- Manage bid receipt and opening under the two-envelope system
- Evaluate bids technically and financially with documented scoring methods
- Write an evaluation report and award recommendation that stand up to review and audit

Who should attend

- Tender and evaluation committee members
- Tender and contracts officers in companies
- Engineers and technical staff who take part in technical evaluation
- Procurement reviewers and compliance officers

Skills you will develop

- Tender document preparation
- Evaluation criteria design
- Technical and financial bid evaluation
- Award report writing

Learning Outcomes

- Prepare a criteria table with weights and clear scoring scales
- Review tender documents and find their gaps before release
- Evaluate three bids technically and financially and reach a final ranking
- Write an evaluation report that records the reasons and withstands a challenge

Course Outline

Day 1: Planning the Tender

- When to tender and when a request for quotation or direct award is enough

- Open, restricted and negotiated tendering
- The tender plan, its timeline and prequalification

Day 2: Tender Documents

- Instructions to bidders, specifications and scope of work
- Contract conditions, price schedules and bills of quantities
- Disclosing evaluation criteria, clarifications and addenda

Day 3: Receiving and Opening Bids

- Submission rules, late bids and bid bonds
- The two-envelope system for technical and financial offers
- The opening session and its minutes

Day 4: Evaluating Bids

- Forming the evaluation committee and conflict of interest declarations
- Technical scoring with defined scales and consensus among members
- Financial evaluation, arithmetic corrections, abnormally low bids and price-quality methods

Day 5: Award and After

- The evaluation report and the award recommendation
- Notifying the winner, debriefing unsuccessful bidders and handling complaints
- Applied project: evaluating the bids of a complete sample tender and preparing the award report

Training methodology

A complete sample tender pack with three fictional bids
A committee simulation in which members score alone and then reach consensus
Reviewing tender documents that contain planted gaps
Drafting a reply to a complaint from an unsuccessful bidder

Certification

Participants receive a Harbor Training Center certificate of attendance on completing the course.

Upcoming dates

City	Dates	Language	Fee
Istanbul	26 – 30 April 2027	AR	EUR 4,800
Dubai	3 – 7 May 2027	AR	EUR 4,500
London	10 – 14 May 2027	EN	EUR 5,700
Amsterdam	17 – 21 May 2027	AR	EUR 5,500
Online	24 – 28 May 2027	EN	EUR 1,800
Istanbul	25 – 29 October 2027	EN	EUR 4,800
Dubai	1 – 5 November 2027	EN	EUR 4,500

Fees are per participant.

Contact us

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To register and for details, scan the code or visit:

https://harbor4training.com/en/courses/tendering-bid-evaluation