

GLOBAL EXPERTS INSTITUTE FOR TRAINING.
ISO 9001-2008 TRAINING PROVISION CERTIFIED

Effective Tendering Leading to Contract

Schedule Dates:

Start Date	End Date	Place
29 Sept 2025	3 Oct 2025	London – Double Tree by Hilton Kensington

Program Introduction:

Tendering is a critical phase in procurement and project delivery that directly impacts contract success, supplier relationships, and business outcomes. An effective tendering process ensures transparency, competitiveness, risk mitigation, and value for money. This training course is designed to equip participants with the practical knowledge, tools, and best practices needed to manage tendering processes efficiently — from planning and issuing tenders to evaluating bids and finalizing contracts. Whether you're in the public or private sector, mastering tendering strategies will significantly enhance your organization's ability to select the right partners and secure successful project delivery.

Program Objectives:

- ✓ Understand the complete tendering cycle and its significance in project and procurement success.
- ✓ Design and issue clear, legally sound, and competitive tender documents.
- ✓ Apply best practices in prequalification, bid evaluation, and contractor selection.
- ✓ Identify and manage legal, financial, and operational risks in the tendering phase.
- ✓ Align the tendering process with contract objectives and stakeholder requirements.
- ✓ Develop strategies for ethical, transparent, and efficient tendering.
- ✓ Improve communication with bidders and handle tender clarifications effectively.
- ✓ Transition smoothly from tendering to contract award and execution.

Who should attend?

- Procurement Officers and Contract Managers
- Engineer Technology Management Staff
- Project Managers and Engineers
- Legal Advisors and Compliance Officers
- Government Tender Committee Members
- Consultants and Tender Coordinators
- Entrepreneurs and Vendors involved in public/private tenders

Program Outlines

Day One

- Overview of Tendering in Project and Contract Management
- Types of Tendering Methods (Open, Restricted, Negotiated, E-Tendering)
- The Tender Lifecycle: From Planning to Contract Award
- Tender Planning and Scheduling: What Needs to Be Done and When
- Preparing Tender Documents: Scope, Instructions, Criteria

Day Two

- Terms of Reference (ToR) and Technical Specifications
- Defining Evaluation Criteria: Price vs. Quality
- Prequalification of Bidders: Purpose and Process
- Managing Requests for Information (RFIs) and Clarifications
- Bid Submission Procedures: Ensuring Fairness and Security

Day Three

- Conducting Pre-Bid Meetings and Site Visits
- Bid Opening and Compliance Checks
- Bid Evaluation Committees: Structure and Role
- Technical and Financial Bid Evaluation Techniques
- Dealing with Non-Responsive or Incomplete Bids

Day Four

- Best Value vs. Lowest Cost Approaches
- Ethics and Transparency in Tendering
- Legal Considerations in Tendering and Bidding
- Risk Assessment During Tendering
- Using Technology and E-Procurement Tools

Day Five





- Drafting Tender Notices and Communication Strategy
- Contract Award Process and Notifications
- Debriefing Unsuccessful Bidders
- Transitioning from Tender to Contract Execution
- Case Studies and Common Pitfalls in Tendering

Training Methodology:

- Slide presentations
- Interactive discussion
- Simulations and Gamification
- Online Video material

Cost Quotation in Kuwaiti Dinars

The total cost includes:

-  Instructor(s) expenses
-  Training materials
-  Certification
-  Lunch

Total Cost: 1800 KD per Participant

(One Thousand Eight Hundred Kuwaiti Dinar)