



*Training Course:
Tendering Procedures and Strategies*

*22 - 26 December 2025
Madrid (Spain)
Pestana CR7 Gran Vía*

Training Course: Tendering Procedures and Strategies

Training Course code: PC4058 From: 22 - 26 December 2025 Venue: Madrid (Spain) - Pestana CR7 Gran Vía Training Course Fees: 5500 € Euro

Program Objectives:

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

- Recognize the contracting stages from setting the scope of work to awarding the contract.
- Evaluate, in-depth, the process of preparing tenders and selecting potential suppliers.
- Identify the issues involved in assessing tenders for quality as well as value for money including e-Auction.
- Apply several approaches to bid evaluation using criteria, weights and scoring measures.

Target audience:

All those involved in the early stages of contracting for them to review and have a full understanding of the tendering process as well as the different approaches to tender evaluation and assessment. This program is worth 25 NASBA CPEs.

Program Outline:

Stages in Contracting

- Preparation
- Tendering
- Award
- Administration

Taking Stock of Our Situation

- Problems
- Description of Applicable Procedures

Tendering Procedures

- Common Procedures
- Procedures Specific to Each Organization

Homework Stage

- Identify Requirements
- Set Scope of Work and Specs

Tender Evaluation Principles

- Evaluation Process
- Technical Analysis
- Commercial Analysis

Evaluation Plan

- Evaluation Criteria
- Weighting for Each Criteria
- Scoring Protocol

Tender Evaluation Report

- Form
- Contents

On-Line Reverse Auction

- Practices
- Advantages and Disadvantages

- Planning and Pricing
- Sourcing and Pre-Qualification
- Expression of Interest
- Bidders Selection

Invitation to Tender

- Issue Documents
- Answer Questions
- Receive and Open Bids

Debriefing Unsuccessful Bidders

- Reasons for Debriefing
- Modes of Debriefing

Registration form on the Training Course: Tendering Procedures and Strategies

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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