# Training Course:
# Government Tenders and Procurement System

1 - 5 September 2025
Barcelona (Spain)
Grupotel Gran Via 678

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Training Course code:  PC236025  From:  1 - 5 September 2025  Venue:  Barcelona (Spain) - Grupotel Gran Via 678 Training Course Fees:  5500  ◻ Euro

## Introduction

The Government Tenders and Procurement System is a critical process that ensures transparency, fairness, and efficiency in the acquisition of goods, services, and works by government entities. Proper understanding and management of tenders and procurement not only safeguard public resources but also enhance competitiveness and compliance with legal frameworks.

This comprehensive training program is designed by Global Horizon Training Center to equip participants with in-depth knowledge and practical skills in managing government tenders and procurement processes. The program covers all essential phases including planning, tendering, evaluation, awarding contracts, and post-contract management, with a focus on best practices, legal requirements, and ethical considerations.

## Objectives

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

- Understand the framework and principles governing government tenders and procurement systems.

- Navigate the legal and regulatory requirements related to public procurement.

- Develop and manage tender documents, including specifications, evaluation criteria, and contract terms.

- Conduct fair and transparent tendering processes, including the use of electronic procurement tools.

- Apply best practices in supplier evaluation, contract awarding, and vendor management.

- Identify and mitigate risks associated with government procurement.

- Ensure compliance with ethical standards and anti-corruption policies.

- Enhance organizational procurement performance through effective planning and monitoring.

## Course Methodology

- Interactive lectures and presentations

- Case studies and real-world examples

- Group discussions and role-playing exercises

- Hands-on workshops on tender document preparation and evaluation

- Use of electronic procurement simulation tools

- Quizzes and knowledge checks for reinforcement

- Q&A sessions with procurement experts

- Post-training action plan development

## Organizational Impact

- Improved efficiency and transparency in procurement processes.

- Reduced risks of legal non-compliance and corruption.

- Enhanced capability in drafting and managing tenders and contracts.

- Increased competitive advantage through effective supplier management.

- Strengthened internal controls and accountability in procurement.

- Better alignment with government procurement policies and regulations.

## Target Audience

- Government procurement officers and officials

- Tender committee members and evaluators

- Contract managers and legal advisors are involved in procurement

- Public sector project managers

- Auditors and compliance officers

- Suppliers and vendors interested in government contracts

- Consultants and advisors supporting public procurement

## Outlines

### Day 1: Introduction to Government Procurement Systems

- Overview of government procurement: importance and challenges

- Legal and regulatory framework governing public procurement

- Key principles: transparency, fairness, competition, and accountability

- Roles and responsibilities of procurement stakeholders

- Overview of procurement lifecycle

- Introduction to electronic procurement systems e-Procurement

## Day 2: Planning and Preparing for Tenders

- Procurement planning and needs assessment

- Developing tender documents: specifications, scope of work, and terms

- Defining evaluation criteria and scoring methodology

- Market research and supplier prequalification

- Procurement methods: open tendering, restricted tendering, direct procurement

- Ethical considerations and conflict of interest management

## Day 3: Managing the Tender Process

- Tender advertisement and invitation to bid

- Handling bidder inquiries and clarifications

- Tender submission and opening procedures

- Evaluation of bids: technical, financial, and compliance checks

- Use of evaluation committees and decision-making protocols

- Handling disputes and appeals during tendering

## Day 4: Contract Awarding and Management

- Award decision and notification processes

- Contract negotiation principles and practices

- Contract documentation and signing

- Performance monitoring and reporting

- Managing changes, claims, and contract variations

- Supplier relationship management and dispute resolution

## Day 5: Risk Management and Compliance in Government Procurement

- Identifying procurement risks and controls

- Anti-corruption measures and compliance programs

- Auditing and reporting requirements

- Use of technology and data analytics in procurement oversight

- Case studies on procurement failures and lessons learned

- Developing continuous improvement plans for procurement functions

- Final review, assessments, and action planning

# Registration form on the Training Course:
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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

## Delegate Information

Full Name (Mr / Ms / Dr / Eng): ...................................................................................................................
Position: ......................................................................................................................................................
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## Company Information

Company Name: ..........................................................................................................................................
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City / Country: .............................................................................................................................................

## Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): ...................................................................................................................
Position: ......................................................................................................................................................
Telephone / Mobile: ....................................................................................................................................
Personal E-Mail: .........................................................................................................................................
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## Payment Method

☐ Please find enclosed a cheque made payable to Global Horizon

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## Easy Ways To Register

| Telephone: +201095004484 to provisionally reserve your place. | Fax your completed registration form to: +20233379764 | E-mail to us : info@gh4t.com or training@gh4t.com | Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt. |