



*Training Course:
Workshop on Technical Evaluation of Bids and
Tenders*

*20 - 26 October 2025
Madrid (Spain)
Pestana CR7 Gran Vía*

Training Course: Workshop on Technical Evaluation of Bids and Tenders

Training Course code: FI236246 From: 20 - 26 October 2025 Venue: Madrid (Spain) - Pestana CR7 Gran Vía Training Course Fees: 6000 € Euro

Introduction

In this workshop, we will explore the fundamentals of technical evaluation of bids and tenders. The focus will be on developing the skills required to effectively evaluate bids and to understand how to select the optimal bid that aligns with project objectives.

Workshop Objectives

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

- Understand the fundamentals of technical evaluation and its importance in bids and tenders.
- Develop skills to analyze and evaluate bids based on precise technical and qualitative criteria.
- Identify the key competencies required to conduct effective evaluations.
- Guide decision-making towards selecting the most suitable bid.
- Use modern tools to manage and analyze technical data.
- Gain practical skills through real-life case studies.

Competencies Acquired

Participants in this workshop will learn how to:

- Analyze bids from a technical and qualitative perspective.
- Understand project requirements and integrate them into the evaluation process.
- Apply advanced tools and methodologies in bid evaluation.
- Make informed decisions based on evaluation outcomes.
- Enhance personal and team skills within a professional work environment.

Target Audience

This workshop is designed for:

- Project Managers.
- Contract and Procurement Officers.
- Bid and Tender Analysts.
- Anyone interested in acquiring technical evaluation skills.

General Outline of the Workshop 7 Days

Day 1: Introduction to Technical Evaluation

- Definition of technical evaluation in bids and tenders.
- Its importance in ensuring project success.
- Stages of the technical evaluation process.
- Analyzing project requirements and objectives.

Day 2: Tools and Techniques for Technical Evaluation

- Methods for analyzing the technical content of bids.
- Criteria used in technical evaluation.
- Use of modern tools and software in evaluation.
- Practical applications in assessing technical quality.

Day 3: Decision-Making Criteria in Technical Evaluation

- Technical and qualitative factors influencing decisions.
- Evaluation of risks and rewards.
- Environmental and economic considerations.
- Balancing multiple factors in decision-making.

Day 4: Core Competencies for Evaluators

- Critical and logical analysis skills.
- Development of personal and group skills.
- Strengthening communication and negotiation skills.
- Modern trends in technical evaluation.

Day 5: Case Studies Part 1

- Analysis of real or simulated bids.
- Comparing bids against defined criteria.
- Using a technical evaluation matrix.
- Peer-to-peer knowledge sharing.

Day 6: Case Studies Part 2

- Workshops on evaluating complex cases.
- Discussion of common errors in technical evaluation.
- How to improve and document the evaluation process.
- Developing technical reporting skills.

Day 7: Best Practices and Final Recommendations

- Review of global best practices in technical evaluation.
- Lessons learned from past projects.
- Preparing practical recommendations for workplace application.
- Final evaluation of the workshop and presentation of participants' projects.

Registration form on the Training Course: Workshop on Technical Evaluation of Bids and Tenders

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