



*Training Course:
Advanced Tendering Management, Specifications
& Evaluation*

*12 - 16 October 2026
Vienna (Austria)*

Training Course: Advanced Tendering Management, Specifications & Evaluation

Training Course code: PC234829 From: 12 - 16 October 2026 Venue: Vienna (Austria) - Training Course Fees: 6050 € Euro

Introduction

This program provides participants with practical skills and techniques for managing the full tendering lifecycle. It covers tender preparation, specification drafting, evaluation, contract award, and post-award processes, emphasizing best practices, transparency, ethical conduct, and legal compliance. Participants will learn to optimize bidder selection using criteria, weighting, and scoring protocols to achieve fair and effective tender outcomes.

Objectives

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

- Formulate criteria and contracts for tendering.
- Prepare effective tenders and bids, considering legal and ethical issues.
- Draft specifications aligned with business needs, HSE, KPIs, and SLAs.
- Evaluate tenders using preliminary, technical, and commercial methods.
- Apply best practices in tender management, negotiation, and contract finalization.
- Implement risk mitigation strategies during the tendering process.
- Manage the tender process from scope definition to awarding and debriefing.

Target Audience

- Procurement and Supply Chain Managers
- Tendering Committee Members
- Chief Procurement Officers
- Procurement Team Leaders
- Cross-Functional Team Members
- Commercial Specialists
- Contract Managers
- Sourcing Managers

Outline Condensed for 5 Days

Day 1 - Tender Specification & Pre-Tender Assessment

- Understanding business needs and stakeholder inputs
- Types of specifications: Conformance, Performance, Sustainable specifications
- KPIs, SLAs, and benchmarking

- Pre-tender considerations: anti-collusion, transparency, scope, quality, and delivery
- Initial contract scoping and project drivers

Day 2 - Tender Preparation & Governance

- Tender strategies, types, and governance in procurement policies
- Tender committee formation and RACI matrix
- Preparation of tender documents: ITT, IFB, pre-qualification
- Cross-functional involvement in tendering
- Legal and ethical considerations in tender processes

Day 3 - Tender Evaluation & Scoring

- Bid evaluation team roles and responsibilities
- Technical and commercial criteria
- Weighting, scoring, and joint evaluation matrix
- Pre- and post-tender negotiation principles
- Case studies and evaluation summary reports

Day 4 - Contract Award & Risk Management

- Finalizing contracts and Letters of Intent LOI
- Contract management principles: indemnities, liabilities, cost mechanisms
- Risk management in tendering: binding vs. non-binding processes
- Diligence in documentation and tender compliance
- Managing bid teams and ethical considerations

Day 5 - Post-Tender Processes & Best Practices

- Debriefing successful and unsuccessful bidders
- Handling scope changes pre-contract
- Lessons learned from past tenders
- Strategies for winning bids: bid/no-bid decisions, client expectations
- Consolidation of best practices, guidelines, and operational strategies

Registration form on the Training Course: Advanced Tendering Management, Specifications & Evaluation

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

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