



*Training Course:
Tendering Procedures and Strategies*

*29 June - 3 July 2026
Geneva (Switzerland)*

Training Course: Tendering Procedures and Strategies

Training Course code: PC4058 From: 29 June - 3 July 2026 Venue: Geneva (Switzerland) - Training Course Fees: 6050 € Euro

Introduction

Tendering is a critical function for organizations seeking to acquire goods, services, or projects efficiently, fairly, and competitively. This program provides participants with practical insights into the full tendering lifecycle, from planning and developing tender documents to evaluating bids and awarding contracts. Participants will learn best practices, strategies, and tools to improve procurement outcomes, mitigate risk, and ensure transparency and compliance in the tendering process.

Program Objectives

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

- Understand the principles and legal framework governing tendering.
- Develop comprehensive and clear tender documents.
- Establish evaluation criteria aligned with organizational objectives.
- Apply competitive tendering strategies to optimize value and performance.
- Evaluate bids effectively and select the most suitable supplier or contractor.
- Manage risks associated with tendering and procurement.
- Understand how to manage post-award activities and maintain contract compliance.

Target Audience

- Procurement and contract managers
- Supply chain and purchasing professionals
- Project managers involved in procurement processes
- Legal or compliance staff handling tender documentation
- Executives overseeing supplier and contractor selection

Course Outline

Day 1 - Introduction to Tendering

- Overview of tendering and procurement principles
- Importance of tendering in organizational strategy
- Legal, ethical, and regulatory considerations
- Key stakeholders in the tendering process

Day 2 - Tender Preparation & Planning

- Developing the scope of work and specifications
- Preparing tender documents and schedules
- Defining pre-qualification requirements and eligibility criteria
- Risk identification and mitigation in tender preparation

Day 3 - Tendering Strategies

- Competitive vs. non-competitive tendering
- Framework agreements and long-term contracts
- Strategic sourcing and market analysis
- Selection of the right procurement method for the project

Day 4 - Bid Evaluation & Selection

- Establishing tender evaluation criteria
- Technical and financial evaluation techniques
- Using scoring models and weighted criteria
- Conducting fair and transparent evaluations

Day 5 - Award & Post-Tender Management

- Awarding the contract and issuing notifications
- Managing clarifications, disputes, and negotiations
- Contract monitoring and compliance considerations
- Lessons learned and continuous improvement in tendering

Registration form on the Training Course: Tendering Procedures and Strategies

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