



*Training Course:
Tendering Procedures and Strategies*

*1 - 5 March 2027
Madrid (Spain)*

Training Course: Tendering Procedures and Strategies

Training Course code: PC4058 From: 1 - 5 March 2027 Venue: Madrid (Spain) - Training Course Fees: 5775 € 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

Training Course code: PC4058 From: 1 - 5 March 2027 Venue: Madrid (Spain) - Training Course Fees: 5775 € Euro

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

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Company Information

Company Name:
Address:
City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

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.