



PROCUREMENT AND SUPPLY CHAIN MANAGEMENT | PSCM-002

## Tender Evaluation

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# Course content

## Why Attend

Tender evaluation is a critical stage in procurement and project delivery where organizations select the most suitable contractor or supplier based on technical, commercial, and compliance criteria. Poor evaluation processes can lead to cost overruns, contractual disputes, and project failure. This course provides participants with a structured and practical approach to evaluating tenders fairly, transparently, and in line with international best practices. It is designed to enhance decision-making, ensure compliance, and improve value-for-money outcomes in procurement and contracting processes.

## Course Methodology

This course combines procurement theory with hands-on evaluation exercises using real tender scenarios. Participants will review sample bids, apply scoring systems, and conduct technical and financial assessments. Group workshops will simulate tender committees and evaluation panels. Case studies from construction, oil and gas, and infrastructure projects will be used to demonstrate best practices and common pitfalls in tender evaluation.

## Course Objectives

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

- Understand the principles and stages of tender evaluation
- Develop transparent and objective evaluation criteria
- Evaluate technical and commercial bids effectively
- Apply weighted scoring and comparative analysis methods
- Identify compliant and non-compliant bids
- Manage procurement fairness and transparency requirements
- Reduce risks in contractor and supplier selection
- Improve decision-making in procurement processes



# Course content

## Target Audience

- Procurement and Purchasing Professionals
- Contract and Commercial Managers
- Project Managers and Engineers
- Tender Committee Members
- Supply Chain Professionals
- Consultants and Advisors involved in procurement

## Target Competencies

- Tender evaluation and bid analysis
- Commercial and technical assessment skills
- Procurement governance and compliance
- Decision-making and analytical thinking
- Risk identification in supplier selection
- Documentation and reporting skills
- Fairness and transparency in procurement

## Course outline

### Day 1: Fundamentals of Tendering and Evaluation

- Overview of procurement and tendering process
- Types of tenders (open, selective, negotiated)
- Roles and responsibilities in evaluation committees
- Evaluation principles: fairness, transparency, objectivity
- Introduction to evaluation frameworks



# Course content

## Course outline

### Day 2: Technical Evaluation of Bids

- Technical compliance assessment
- Understanding specifications and requirements
- Scoring methodologies for technical evaluation
- Identifying deviations and clarifications
- Risk assessment in technical proposals

### Day 3: Commercial and Financial Evaluation

- Financial bid analysis and comparison
- Price evaluation methods and adjustments
- Total cost of ownership (TCO) approach
- Hidden costs and commercial risks
- Value-for-money assessment

### Day 4: Evaluation Methods and Decision Making

- Weighted scoring systems and matrices
- Bid comparison techniques
- Normalization of bids
- Handling ambiguities and inconsistencies
- Preparing evaluation reports

### Day 5: Advanced Practices and Tender Committee Simulation

- Tender committee roles and governance
- Ethical considerations in tender evaluation
- Case studies of procurement failures and successes



# Course content

## Course outline

- Practical simulation: full tender evaluation exercise
- Final recommendations and award decision process



# Seminar dates

## Available seminar dates

Live dates and pricing for Tender Evaluation generated from the course details page.

| Date                   | Location                | Format    | Fee      |
|------------------------|-------------------------|-----------|----------|
| 14 - 18 September 2026 | Barcelona - Spain       | Classroom | €3,520.- |
| 5 - 9 October 2026     | London - U.K            | Classroom | €3,600.- |
| 16 - 20 November 2026  | Munich - Germany        | Classroom | €3,360.- |
| 7 - 11 December 2026   | Amsterdam - Netherlands | Classroom | €3,360.- |
| 21 - 25 December 2026  | Istanbul - Turkey       | Classroom | €2,280.- |
| 18 - 22 January 2027   | London - U.K            | Classroom | €3,360.- |
| 15 - 19 February 2027  | Barcelona - Spain       | Classroom | €3,080.- |
| 15 - 19 March 2027     | Istanbul - Turkey       | Classroom | €2,280.- |
| 19 - 23 April 2027     | Amsterdam - Netherlands | Classroom | €3,400.- |
| 17 - 21 May 2027       | Paris - France          | Classroom | €3,600.- |
| 21 - 25 June 2027      | Barcelona - Spain       | Classroom | €3,080.- |
| 19 - 23 July 2027      | London - U.K            | Classroom | €3,360.- |
| 16 - 20 August 2027    | Munich - Germany        | Classroom | €3,400.- |
| 20 - 24 September 2027 | Amsterdam - Netherlands | Classroom | €3,400.- |
| 18 - 22 October 2027   | Istanbul - Turkey       | Classroom | €2,280.- |
| 15 - 19 November 2027  | London - U.K            | Classroom | €3,360.- |
| 20 - 24 December 2027  | Barcelona - Spain       | Classroom | €3,080.- |