



MAESTRO
CONSULTANTS

ADVANCED TENDERING PROCEDURES & BID EVALUATION

COURSE OUTLINE 2024

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TRAINING TITLE

ADVANCED TENDERING PROCEDURES & BID EVALUATION

VENUE

Kuala Lumpur, Malaysia

DURATION

5 Days

DATES

25 – 29 November 2024

PRICE

\$5,750 per attendee including training material/handouts, morning/afternoon coffee breaks and Lunch.

INTRODUCTION

Advanced tendering procedures and bid evaluation are essential for effective procurement in both public and private sectors. These methods enhance efficiency, transparency, and value for money by incorporating strategies like e-procurement, risk management, and sustainability criteria.

Key Components:

- **E-Procurement:** Streamlines processes and improves communication.
- **Risk Management:** Mitigates potential procurement risks.
- **Criteria Development:** Establishes clear evaluation benchmarks.

Benefits:

- **Transparency:** Builds trust among stakeholders.
- **Improved Supplier Selection:** Ensures alignment with organizational goals.
- **Cost Savings:** Reduces expenses and optimizes resource allocation.

TRAINING OBJECTIVES

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

- **Enhance Efficiency:** Streamline procurement processes to save time and reduce costs.

- **Ensure Transparency:** Promote open procedures to build trust and accountability.
- **Achieve Value for Money:** Select the best suppliers for quality, cost, and service.
- **Mitigate Risks:** Manage potential risks for compliance and success.
- **Promote Sustainability:** Integrate environmental and social considerations.
- **Encourage Competition:** Foster innovation and creativity among bidders.
- **Facilitate Stakeholder Engagement:** Involve diverse teams for well-rounded evaluations.

TRAINING AUDIENCE

- **Procurement Professionals**
- **Project Managers**
- **Decision Makers**
- **Bidders and Suppliers**
- **Regulatory Authorities**
- **Consultants and Advisors**
- **Academic and Research Institutions**

TRAINING OUTLINE

Day 1: Introduction to Tendering Processes

- Overview of Procurement Fundamentals
- Types of Tendering Methods
- Regulatory Framework and Compliance

Day 2: Advanced Tendering Techniques

- E-Procurement Systems
- Developing a Tender Strategy
- Sustainability in Tendering

Day 3: Bid Preparation and Submission

- Creating Comprehensive Bid Documents
- Key Components of a Winning Proposal
- Common Pitfalls in Bid Preparation

Day 4: Bid Evaluation and Supplier Selection

- Establishing Evaluation Criteria
- Scoring Systems and Methodologies
- Conducting Bid Evaluations and Finalizing Selection

Day 5: Contract Management and Continuous Improvement

- Negotiation Techniques and Strategies
- Performance Measurement and KPIs
- Case Studies and Group Discussions on Best Practices

TRAINING CERTIFICATE

MAESTRO CONSULTANTS Certificate of Completion for delegates who attend and complete the training course.

METHODOLOGY

Our courses are highly interactive, typically taking a case study approach that we have found to be an effective method of fostering discussions and transferring knowledge. Participants will learn by active participation during the program through the use of individual exercises, questionnaires, team exercises, training videos, and discussions of “real-life” issues in their organizations. The material has been designed to enable delegates to apply all of the material with immediate effect back in the workplace.