



MAESTRO
CONSULTANTS

BIDS & TENDERING MANAGEMENT: LEADING CONTRACT

COURSE OUTLINE 2025

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TRAINING TITLE

BIDS & TENDERING MANAGEMENT: LEADING CONTRACT

VENUE

DUBAI, UAE

DURATION

5 Days

DATES

11-15 August 2025

PRICE

\$5,250 per attendee including training material/handouts, morning/afternoon coffee breaks and Lunch.

TRAINING INTRODUCTION

The **Bids & Tendering Management Leading Contract** course is designed to provide participants with the essential knowledge and skills needed to successfully manage the bidding and tendering process. This course covers everything from preparing winning bids to managing the contract once it's awarded. Participants will learn how to navigate the competitive tendering process, assess risks, and ensure contracts are executed smoothly, while maintaining strong relationships with clients and suppliers.

TRAINING OBJECTIVES

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

- Understand the key elements of the bidding and tendering process.
- Develop a competitive and compliant bid.
- Effectively manage the tendering process from start to finish.
- Assess and manage risks in the tendering process.
- Ensure successful contract execution after winning a tender.
- Improve communication and stakeholder management during bidding.

TRAINING AUDIENCE

- Bidding and Tendering Managers

- Project Managers
- Procurement Professionals
- Contract Managers
- Sales and Business Development Teams

TRAINING OUTLINE

Day 1: Introduction to Bidding and Tendering

- Understanding the Bidding Process
 - What is tendering and why it matters?
 - Types of tenders: open, closed, and invited tenders
 - Stages of the tendering process
- Key Documents in the Tendering Process
 - Request for Proposal (RFP), Request for Quotation (RFQ), Invitation to Tender (ITT)
 - Tender specifications and terms of reference

Day 2: Preparing a Winning Bid

- How to Write a Strong Tender
 - Responding to the tender requirements
 - Crafting a compelling value proposition
 - Ensuring compliance with all technical and financial conditions
- Pricing Strategies and Cost Management
 - How to price your bid competitively
 - Cost breakdowns and pricing strategies

Day 3: Managing the Tendering Process

- Effective Tender Submission
 - Preparing and submitting tender documents
 - Meeting deadlines and requirements
- Evaluation of Bids
 - Understanding how tenders are evaluated
 - Key evaluation criteria: technical, financial, and commercial

Day 4: Risk Management in Tendering

- Identifying Tendering Risks
 - Common risks in the bidding process
 - Legal and contractual risks
- Risk Mitigation Strategies
 - How to manage risks during the bidding process
 - Best practices for reducing risks in contract execution

Day 5: Post-Award Contract Management

- Executing the Contract Successfully
 - Managing the contract once awarded
 - Communicating with stakeholders and suppliers
 - Ensuring delivery and performance as agreed
- Closing and Lessons Learned
 - Contract closeout process
 - Reviewing the tendering process and identifying areas for improvement

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.