Advanced Tendering, Bidding, and Contract Awarding Training Course



02 - 06 Nov 2026

Cape town

4600 € (Per Person)

Ref: #CM5562_294622

Course Introduction / Overview:

The global marketplace is driven by competitive tendering and bidding, a complex process that determines the success or failure of major projects and contracts. Mastering this domain is no longer an option but a necessity for organizational growth and sustainability. This course provides a comprehensive, A-to-Z journey through the entire lifecycle of tendering, from initial strategy to post-award management. It delves into the strategic frameworks essential for creating compelling, compliant, and winning proposals. Drawing upon principles discussed in seminal works like "Procurement and Supply Chain Management" by Kenneth Lysons and Brian Farrington, the program emphasizes a structured approach to risk assessment, proposal development, and negotiation. Participants will learn to navigate the intricate legal and ethical landscapes of public and private sector procurement. BIG BEN Training Center has designed this curriculum to transform participants into strategic assets for their organizations, equipping them with the practical skills and theoretical knowledge to consistently outperform the competition and secure high-value contracts, thereby driving revenue and market position. This is more than a procedural walkthrough; it is a strategic immersion into the art and science of winning bids.

Target Audience / This training course is suitable for:

- Procurement Managers and Officers.
- Contract Managers and Administrators.
- Bid and Proposal Managers.
- Sales and Business Development Professionals.
- Commercial Managers and Directors.
- Project Managers and Engineers.
- Supply Chain and Logistics Specialists.
- Finance Managers involved in costing and pricing bids.
- Legal Advisors and Corporate Counsel.
- Consultants involved in the bidding process.

Target Sectors and Industries:

- Construction and Engineering.
- Information Technology and Telecommunications.
- Oil, Gas, and Energy.
- Manufacturing and Industrial Goods.
- Healthcare and Pharmaceuticals.
- Professional Services and Consulting.
- Transportation and Logistics.
- Governmental agencies and public sector bodies.
- Aerospace and Defense.

Target Organizations Departments:

- Procurement and Purchasing Department.
- Contracts and Commercial Department.
- Sales and Business Development Department.
- Project Management Office (PMO).
- Finance and Accounting Department.
- Legal Department.
- Operations Department.
- Engineering and Technical Departments.

Course Offerings:

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

- Develop a robust bid/no-bid decision-making framework.
- Analyze tender documents (RFP, RFQ, ITT) with precision to identify key requirements and risks.
- Formulate a winning bid strategy based on competitor analysis and client intelligence.
- Craft compelling technical and commercial proposals that are fully compliant.
- Implement effective pricing strategies to ensure profitability and competitiveness.
- Navigate e-tendering portals and digital submission processes confidently.
- Master negotiation techniques to secure favorable contract terms.
- Understand the legal and ethical considerations in public and private procurement.
- Manage the post-award phase, including contract mobilization and performance monitoring.
- Conduct post-bid reviews to capture lessons learned for continuous improvement.

Course Methodology:

The training methodology at BIG BEN Training Center is designed for maximum engagement and practical application. This course moves beyond traditional lectures to create a dynamic and interactive learning environment. We utilize a blended approach that includes expert-led presentations, real-world case study analysis of successful and unsuccessful bids, and collaborative group workshops. Participants will engage in hands-on exercises, such as deconstructing complex tender documents and drafting key sections of a bid proposal. A significant portion of the course is dedicated to simulation and role-playing, particularly in modules covering client clarification meetings and contract negotiations, allowing participants to practice and refine their skills in a controlled, supportive setting. Facilitated discussions and peer-to-peer feedback are integral components, encouraging the sharing of diverse experiences and perspectives. The instructor will provide personalized feedback and coaching to help each participant identify strengths and areas for development. This immersive, practice-based approach ensures that participants leave not just with knowledge, but with the confidence and competence to apply their new skills immediately in their professional roles.

Course Agenda (Course Units):

Unit One: The Strategic Procurement and Tendering Landscape

- Introduction to the procurement lifecycle.
- Understanding different types of tenders (RFP, RFQ, ITT).
- The legal and regulatory framework in public and private sectors.
- Ethical considerations and anti-corruption practices in bidding.
- Key terminology and concepts in tendering.
- The role of the bid manager and the bid team.
- Global trends in procurement and e-tendering.

Unit Two: Pre-Bid Analysis and Strategy Formulation

- Developing a strategic bid/no-bid decision matrix.
- Analyzing client requirements and hidden needs.
- Conducting thorough competitor analysis and positioning.
- Identifying and mitigating potential risks in a tender.
- Forming and managing a high-performance bid team.
- Creating a detailed bid plan and timeline.
- Gathering intelligence and asking effective clarification questions.

Unit Three: Crafting a Winning Proposal

- Structuring a compliant and persuasive proposal document.
- Writing a compelling executive summary.
- Developing the technical proposal and showcasing value.
- Creating a competitive and profitable commercial proposal.
- Mastering pricing strategies and cost estimation techniques.
- The importance of proofreading, editing, and professional presentation.
- Developing a compliance and responsibility matrix.

Unit Four: Bid Submission, Evaluation, and Negotiation

- Navigating e-procurement portals and online submission protocols.
- Best practices for timely and error-free bid submission.
- Understanding the bid evaluation process from the client's perspective.
- Preparing for and managing pre-award presentations and interviews.
- Strategic negotiation planning and tactics.
- Techniques for handling objections and reaching a mutually beneficial agreement.
- Understanding the Best and Final Offer (BAFO) process.

Unit Five: Contract Award and Post-Award Management

- The letter of award and contract finalization.
- Key elements of contract administration.
- Developing a contract mobilization and transition plan.
- Managing stakeholder relationships post-award.
- Handling contract variations, claims, and disputes.
- Performance monitoring and key performance indicators (KPIs).
- Conducting a lessons-learned review for continuous process improvement.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

In an era of increasing automation and AI in procurement, what is the enduring value of human intuition and strategic relationship-building in the tendering process?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by offering a holistic, 360-degree perspective on the tendering process, seamlessly integrating strategic planning, technical execution, and post-award management. Unlike programs that focus narrowly on proposal writing or software tools, our curriculum emphasizes the critical thinking and strategic decision-making that precede and follow the bid submission. We delve into the "why" behind the "how," exploring the psychology of evaluation committees and the nuances of building a value proposition that resonates beyond mere compliance. The methodology is deeply rooted in practical application, using real-world case studies that reflect the complexities and pressures of competitive bidding across various industries. A key differentiator is the significant focus on negotiation and commercial acumen, equipping participants not just to win, but to win profitably and sustainably. Furthermore, the course content is continuously updated to reflect the latest trends, including the rise of e-procurement, sustainable procurement criteria, and the importance of robust risk management. It is an immersive strategic workshop designed to cultivate leaders in the field of tendering and contracts.