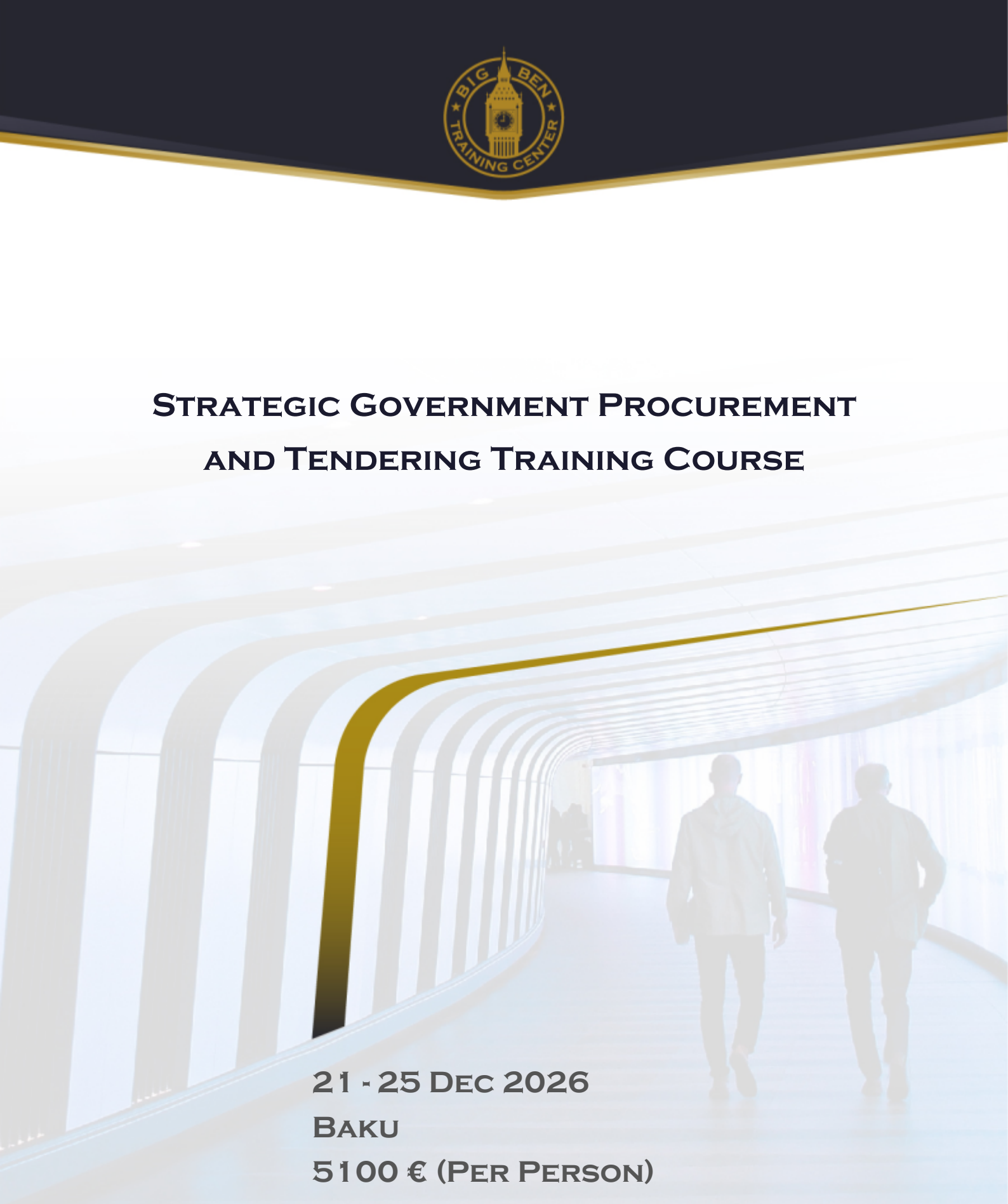
Strategic Government Procurement and Tendering Training Course



21 - 25 Dec 2026

Baku

5100 € (Per Person)

Ref: #GOV9055_103902

Course Introduction / Overview:

This comprehensive training course provides an in-depth exploration of the government procurement and tendering lifecycle, designed to equip professionals with the skills to navigate its complexities with confidence and integrity. In the realm of public expenditure, ensuring transparency, fairness, and value for money is paramount. This course delves into the core principles and advanced strategies that underpin effective public sector procurement. Drawing on established frameworks and contemporary best practices, participants will gain a robust understanding of the entire process, from initial needs assessment and strategic sourcing to bid evaluation, contract management, and process optimization. The curriculum is informed by the work of leading academics like Sue Arrowsmith, whose book "The Law of Public and Utilities Procurement" is a cornerstone in the field, providing a rigorous legal and practical foundation. BIG BEN Training Center has developed this program to bridge the gap between theoretical knowledge and practical application, empowering attendees to manage procurement functions that are not only compliant but also strategically aligned with public service objectives, ultimately enhancing efficiency and accountability in government spending.

Target Audience / This training course is suitable for:

- Procurement Officers and Managers.
- Contract Administrators and Specialists.
- Bid and Tender Managers.
- Supply Chain Professionals in the public sector.
- Government Officials and Public Sector Executives.
- Project Managers involved in public projects.
- Legal and Compliance Officers.
- Finance and Audit Professionals.
- Consultants working with government agencies.
- Business Development Managers targeting public contracts.

Target Sectors and Industries:

- Federal, State, and Local Government Agencies.
- Public Utilities and State-Owned Enterprises.
- Defense and National Security sectors.
- Healthcare and Public Health organizations.
- Education institutions including universities and schools.
- Infrastructure, Construction, and Engineering firms.
- Information Technology and Telecommunications companies.
- Non-Governmental Organizations (NGOs) receiving public funding.
- Professional Services and Consulting firms.
- Transportation and Logistics sectors.

Target Organizations Departments:

- Procurement and Purchasing Departments.
- Contracts and Commercial Management.
- Legal and Compliance Departments.
- Finance and Accounts Departments.
- Project Management Office (PMO).
- Operations and Facilities Management.
- Strategic Planning and Development.
- Internal Audit and Risk Management.
- Supply Chain and Logistics.

Course Offerings:

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

- Master the complete government procurement lifecycle from planning to contract closeout.
- Develop clear, concise, and effective tender documents, including RFPs and RFQs.
- Implement fair and transparent bid evaluation methodologies based on best-value principles.
- Navigate the complex legal and ethical frameworks governing public procurement.
- Conduct effective negotiations with suppliers and manage government contracts efficiently.
- Identify and mitigate risks throughout the procurement and tendering process.
- Leverage e-procurement systems to enhance efficiency and transparency.
- Integrate sustainability and social value criteria into procurement decisions.
- Manage supplier relationships strategically to ensure long-term value and performance.
- Prepare for and respond to procurement audits and compliance reviews.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, practical, and engaging, ensuring that participants can immediately apply their learning in their professional roles. We move beyond traditional lectures to create an immersive learning environment. The course heavily utilizes real-world case studies of government procurement projects, allowing participants to analyze successes and failures in a controlled setting. Interactive group discussions and workshops encourage the sharing of experiences and collaborative problem-solving. Practical exercises, such as drafting tender specifications and conducting mock bid evaluations, provide hands-on experience with critical procurement tasks. Role-playing scenarios for contract negotiations and supplier meetings will build confidence and refine interpersonal skills. Our expert instructors facilitate sessions that blend theoretical knowledge with actionable insights, providing continuous feedback and guidance. This participant-centered approach ensures a deep understanding of strategic government procurement and equips attendees with the practical tools needed to optimize tendering processes and deliver public value.

Course Agenda (Course Units):

Unit One: Fundamentals of Public Sector Procurement

- Introduction to government procurement principles.
- The legal and regulatory framework for public tendering.
- Ethical considerations and maintaining integrity in procurement.
- Understanding the complete procurement lifecycle.
- Key stakeholders and their roles in the procurement process.
- Differentiating between RFQ, RFP, and ITT.
- The importance of transparency, fairness, and competition.

Unit Two: Strategic Procurement Planning and Specification Development

- Conducting a thorough needs assessment and analysis.
- Effective market research and supplier identification.
- Developing a strategic procurement plan.
- Writing clear and unambiguous statements of work (SOW).
- Defining technical and performance specifications.
- Avoiding restrictive or biased specifications.
- Incorporating sustainability and social value criteria.

Unit Three: The Tendering Process and Bid Evaluation

- Crafting and issuing comprehensive tender documents.
- Managing the pre-bid conference and bidder inquiries.
- Procedures for the receipt and opening of tenders.
- Establishing a clear and objective evaluation committee.
- Developing robust technical and financial evaluation criteria.
- The process of scoring and weighting bids for best value.
- Documenting the evaluation process for audit purposes.

Unit Four: Contract Award and Supplier Relationship Management

- The principles of effective contract negotiation.
- Finalizing the contract and managing the award process.
- Debriefing unsuccessful bidders.
- Key elements of a government contract.
- Strategies for effective contract management and administration.
- Monitoring supplier performance and managing KPIs.
- Building and maintaining strategic supplier relationships.

Unit Five: Advanced Procurement and Process Optimization

- Introduction to e-procurement and digital tendering platforms.
- Managing procurement risks and developing mitigation strategies.
- Identifying and preventing procurement fraud and corruption.
- Conducting procurement audits and performance reviews.
- Techniques for optimizing the tendering process for efficiency.
- Managing contract variations and claims.
- The future of government procurement and emerging trends.

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 rapid technological advancement, how can public procurement balance the drive for efficiency through AI and automation with the core principles of transparency, fairness, and accountability?

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

This course distinguishes itself by moving beyond theoretical frameworks to provide a deeply practical and strategic immersion into the world of government procurement. While many programs focus solely on compliance and procedural steps, this training course emphasizes the "why" behind the "how," empowering participants to think critically and make strategic decisions that deliver true public value. Our curriculum is built around real-world case studies, allowing for a nuanced exploration of complex scenarios that cannot be captured by textbooks alone. The focus on advanced topics such as sustainable procurement, e-tendering optimization, and strategic supplier relationship management ensures that participants are prepared for the future challenges of the field. BIG BEN Training Center has designed this course to be a highly interactive workshop where participants don't just listen; they actively engage in mock evaluations, negotiation role-plays, and strategic planning exercises. This hands-on approach, guided by seasoned experts, ensures that attendees leave not just with knowledge, but with the confidence and skills to implement transformative improvements within their organizations' procurement functions.