

Training
Course

Bids & Tendering Management Leading Contract

Course Plan

Introduction

Effective management of bids and tenders is crucial for securing profitable contracts and driving organizational growth. This training program provides participants with an in-depth understanding of the entire bidding and tendering process, from identifying opportunities to preparing competitive proposals and leading contract negotiations. Through practical frameworks and real-world examples, participants will gain the skills needed to enhance their bidding strategies, improve success rates, and build strong client relationships.

Course Objectives:

- ✓ Understand the full lifecycle of bids and tendering processes.
- ✓ Learn how to identify, analyze, and evaluate tender opportunities.
- ✓ Develop skills for preparing high-quality, competitive bids and proposals.
- ✓ Master techniques for pricing, compliance, and risk management in tenders.
- ✓ Improve negotiation skills to secure favorable contract terms.
- ✓ Lead and manage contract execution effectively after winning bids.
- ✓ Strengthen internal coordination among departments involved in tendering.
- ✓ Enhance the organization's reputation through professional tender management.

Who Should Attend?

- Business development managers and executives
- Bid managers and tendering professionals
- Sales and marketing managers
- Project managers involved in contract delivery
- Procurement and supply chain professionals
- Legal and compliance officers supporting contracts
- Any professional involved in preparing, reviewing, or managing bids and tenders

Training Methods:

- ✓ Online Video material.
- ✓ Presentation.
- ✓ Live Interactive sessions.
- ✓ Course presenter will make extensive use of all tools that will be needed for the virtual environment.
- ✓ Questions & Answers

Course Outline:

Day One

- Introduction to Bids and Tendering
- Understanding the Tendering Process
- Types of Tenders (Open, Selective, Negotiated, etc.)
- Identifying and Qualifying Tender Opportunities
- Analyzing Tender Documents and Client Requirements

Day Two

- Formulating a Bid Strategy
- Building a Winning Bid Team
- Preparing Bid Plans and Schedules
- Technical Proposal Writing and Presentation
- Commercial Proposal Development and Pricing Strategies

Day Three

- Understanding and Managing Tender Compliance
- Risk Assessment in Bidding and Contracting
- Cost Estimation and Budgeting for Bids
- Building Competitive Advantage in Proposals
- Common Mistakes in Bids and How to Avoid Them

Day Four

- Legal and Ethical Considerations in Tendering
- Subcontractor and Partner Management in Bids
- Bid Review and Approval Processes
- Submission Best Practices and Requirements
- Bid Presentation and Client Engagement Techniques

Day Five

- Negotiating Contract Terms and Conditions
- Contract Award and Post-Tender Activities
- Contract Mobilization and Execution
- Lessons Learned: Post-Bid Review and Analysis
- Continuous Improvement in Bids and Tendering Practices

Training Details

Course Duration	5 Days
Pre-Schedule	15 – 19 Dec 2025
Venue	Ramada Plaza by Wyndham - Istanbul
Training Fees Per Person	KWD 1500 (One Thousand Five Hundred Only)
Course Fees Include	<ul style="list-style-type: none"> ✓ Tuition documentation ✓ Curriculum and Training Handout ✓ Five star Lunch ✓ Completion Certificates