

Course No. 1610

Government Tendering, Bidding & Contract Management Training Course

GOVERNMENT PROCUREMENT, SUPPLY CHAIN & LOGISTICS
GOVERNMENT & PUBLIC SECTOR

DURATION

5 Days

DELIVERY

Classroom



Course Overview

Government tendering, bidding, and contract management are critical stages of the public procurement lifecycle, directly influencing transparency, competition, value for money, service quality, and the effective use of public resources. A well-structured tendering process enables government entities to obtain competitive offers while maintaining fairness, consistency, accountability, and compliance.

This course provides a practical framework for managing government tendering and bidding processes from procurement planning and tender preparation through bid submission, evaluation, award, and contract implementation. It focuses on developing clear tender documents, establishing objective evaluation criteria, managing bidder communications, and maintaining a transparent and defensible procurement process.

The course also addresses the transition from tender award to effective contract management, including contract administration, performance monitoring, payment controls, variations, claims, supplier performance, risk management, and contract closeout.

Participants will develop practical skills to manage competitive tendering processes, evaluate bids objectively, make well-supported award decisions, establish effective contracts, and monitor supplier performance throughout the contract lifecycle.

Objectives

- By the end of this course, participants will be able to:
- Understand the complete government tendering and contract management lifecycle.
- Plan and structure effective government tendering processes.
- Develop clear and comprehensive tender documents.
- Establish objective and measurable bid evaluation criteria.
- Manage bidder communications and clarification processes.
- Apply transparent and consistent bid evaluation methods.
- Identify common risks and weaknesses in tendering processes.
- Evaluate commercial, technical, and financial aspects of bids.

- Develop well-supported tender evaluation and award recommendations.
- Establish effective contract management arrangements following award.
- Monitor supplier performance against contractual requirements.
- Manage contract changes, variations, claims, and disputes.
- Apply appropriate contract risk management and performance controls.
- Strengthen documentation, auditability, and procurement transparency.
- Improve value for money throughout the tender and contract lifecycle.

Who Should Attend

This course is designed for Government Procurement Managers, Tendering and Bidding Specialists, Procurement Officers, Contract Managers, Purchasing Professionals, and Public Sector Supply Chain Specialists.

It is also suitable for Project Managers, Finance and Budget Professionals, Legal and Contract Advisors, Technical Evaluation Committee Members, Internal Control and Audit Professionals, Governance and Compliance Specialists, and managers involved in tender evaluation or contract administration.

The course is particularly valuable for professionals responsible for preparing tenders, managing competitive bidding processes, evaluating offers, supporting award decisions, and overseeing the implementation of government contracts.

Learning Outcomes

- Upon successful completion of this course, participants will be able to:
- Map the complete government tendering and contract management process.
- Develop procurement and tendering strategies aligned with organizational requirements.
- Prepare clear and structured tender documentation.
- Establish appropriate technical, commercial, and financial evaluation criteria.
- Manage bidder questions, clarifications, and communications.
- Apply fair and consistent bid evaluation procedures.

- Identify risks, conflicts, and potential weaknesses in the tendering process.
- Conduct structured technical and commercial bid evaluations.
- Prepare defensible tender evaluation and award recommendations.
- Establish effective post-award contract management arrangements.
- Monitor supplier performance and contractual deliverables.
- Manage contract variations, claims, delays, and disputes.
- Apply risk-based contract monitoring and performance controls.
- Maintain complete procurement documentation and audit trails.
- Improve value for money from tendering through contract completion.
- Targeted Competencies
- Government Tendering.
- Competitive Bidding.
- Tender Strategy.
- Tender Documentation.
- Bid Evaluation.
- Technical Evaluation.
- Commercial Evaluation.
- Financial Evaluation.
- Tender Governance.
- Procurement Compliance.
- Contract Administration.
- Contract Performance Management.
- Contract Risk Management.
- Claims and Variation Management.
- Supplier Performance.
- Value for Money.

Course Outline

DAY 01

Government Tendering Strategy and Procurement Planning

- Understanding the government tendering lifecycle.
- Linking tendering with procurement strategies and organizational objectives.
- Defining procurement requirements and specifications.
- Market analysis and supplier market assessment.
- Choosing the appropriate tendering and bidding approach.
- Open, restricted, competitive, and other tendering approaches.
- Developing a tendering strategy.
- Tender planning, timelines, responsibilities, and approvals.
- Governance and segregation of responsibilities.
- Identifying tendering risks and control requirements.

PRACTICAL APPLICATION

Developing a tendering strategy and procurement plan for a government requirement.

DAY 02

Tender Documents, Specifications and Bid Management

- Principles of effective government tender documentation.
- Structuring invitations to tender.
- Developing clear technical specifications and statements of requirements.
- Defining commercial and contractual requirements.
- Developing bidder instructions and submission requirements.
- Establishing qualification and eligibility criteria.
- Developing objective evaluation criteria.
- Weighting technical and financial evaluation components.
- Managing bidder questions and clarifications.
- Issuing amendments and maintaining tender integrity.

DAY 02 — CONTINUED

PRACTICAL APPLICATION

Developing the key components of a government tender package.

DAY 03**Bid Evaluation, Commercial Analysis and Award**

- Principles of fair and transparent bid evaluation.
- Establishing evaluation committees and responsibilities.
- Technical bid evaluation.
- Commercial and financial bid evaluation.
- Evaluating price, quality, capability, and delivery.
- Handling non-responsive and incomplete bids.
- Clarifications during the evaluation process.
- Identifying abnormal, unrealistic, or unbalanced bids.
- Managing conflicts of interest and confidentiality.
- Preparing evaluation reports and award recommendations.

PRACTICAL APPLICATION

Conducting a structured evaluation of competing bids and developing an award recommendation.

DAY 04**Contract Formation and Post-Award Contract Management**

- Transitioning from tender award to contract implementation.
- Key elements of effective government contracts.
- Contract terms, obligations, deliverables, and milestones.
- Contract governance and roles of the contracting parties.
- Contract administration and documentation.
- Supplier mobilization and implementation planning.

DAY 04 — CONTINUED

- Performance standards and Key Performance Indicators.
- Service Level Agreements and performance monitoring.
- Payment verification and financial controls.
- Contract risk management.

PRACTICAL APPLICATION

Developing a post-award contract management plan.

DAY 05

Contract Performance, Variations, Claims and Closeout

- Monitoring supplier performance and contractual compliance.
- Managing delays, non-performance, and corrective actions.
- Contract variations and change control.
- Assessing the impact of changes on cost, time, and scope.
- Managing contractual claims and disputes.
- Maintaining contract records and audit trails.
- Managing payment, completion, and final acceptance.
- Contract renewal, extension, termination, and closeout.
- Evaluating final supplier performance.
- Capturing lessons learned for future tenders.
- Measuring value for money across the procurement lifecycle.

PRACTICAL APPLICATION

Developing a 90-day action plan to strengthen government tendering and contract management performance.



Register or Request More Information

Course page: <https://quest-training.com/courses/government-tendering-bidding-contract-management-training-course>

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