

Course No. 1683

Public Procurement & Government Tender Management

GOVERNMENT CONTRACTS & CONTRACT MANAGEMENT
GOVERNMENT & PUBLIC SECTOR

DURATION

5 Days

DELIVERY

Classroom



Course Overview

The Public Procurement & Government Tender Management Training Course provides a comprehensive and practical framework for managing public procurement and government tendering processes in a transparent, structured, efficient, and value-focused manner. The course examines the complete procurement lifecycle, from identifying requirements and developing procurement strategies to preparing tender documents, evaluating bids, awarding contracts, and monitoring supplier and contractor performance.

Effective public procurement plays a critical role in protecting public resources, achieving value for money, maintaining transparency, and supporting institutional and national development objectives. Government entities must balance cost, quality, technical requirements, competition, compliance, risk, and delivery timelines while ensuring that procurement decisions are properly documented, defensible, and aligned with applicable policies and regulations.

The program covers procurement planning, needs assessment, market analysis, sourcing strategies, tender preparation, specifications, terms and conditions, qualification requirements, evaluation methodologies, bid management, clarification processes, and contract award procedures. Participants will develop practical approaches for designing procurement processes that encourage appropriate competition while maintaining fairness, consistency, transparency, and accountability.

A strong focus is placed on government tender management and bid evaluation. Participants will examine how to establish clear evaluation criteria, organize technical and commercial assessments, manage evaluation committees, document decisions, identify risks, handle bidder communications, and maintain procurement records. The course also addresses common challenges such as unclear specifications, non-responsive bids, conflicts of interest, procurement delays, complaints, and evaluation inconsistencies.

Through case studies, tender document analysis, evaluation exercises, and practical procurement simulations, participants will strengthen their ability to manage public procurement and government tenders effectively. The course is designed for ministries, government entities, municipalities, public-sector organizations, state-owned enterprises, development organizations, and institutions responsible for purchasing goods, services, construction, infrastructure, consulting, and other strategic requirements.

Objectives

- Analyze the principles and objectives of public procurement and government tender management.
- Assess procurement requirements and develop structured procurement plans aligned with organizational priorities.
- Develop appropriate sourcing and tendering strategies based on requirements, market conditions, risk, and procurement objectives.
- Prepare clear and comprehensive tender documentation, specifications, qualification requirements, and contractual conditions.
- Evaluate procurement methods and determine appropriate approaches for different categories of goods, services, works, and consulting requirements.
- Apply transparent and objective technical and commercial bid evaluation methodologies.
- Assess bidder qualifications, responsiveness, capability, compliance, and commercial offers.
- Strengthen procurement governance, documentation, accountability, and segregation of responsibilities.
- Evaluate procurement risks, conflicts of interest, complaints, and potential irregularities and establish appropriate controls.
- Apply effective procedures for tender clarification, communication, evaluation committee management, and procurement records.
- Improve contract award processes and ensure alignment between procurement decisions and contractual requirements.
- Develop an integrated public procurement and government tender management framework by the end of the course.

Who Should Attend

This training course is designed for Procurement Managers, Government Procurement Specialists, Tender Managers, Contract Managers, Purchasing Managers, Sourcing Specialists, Supply Chain Professionals, Commercial Managers, Project Managers, and professionals responsible for public procurement, tendering, bid evaluation, supplier selection, and contract award.

The course is particularly relevant to professionals working in ministries, government departments, municipalities, public authorities, state-owned enterprises, infrastructure organizations, utilities,

healthcare institutions, universities, and other public-sector organizations. It is also suitable for professionals in finance, legal, technical, engineering, project management, audit, risk management, and contract administration who participate in procurement and tendering activities.

The program will benefit executives, senior managers, department heads, procurement committee members, tender evaluation committee members, decision makers, and professionals responsible for procurement governance and public expenditure. It provides practical knowledge for improving procurement efficiency, strengthening transparency, managing procurement risks, and achieving better value from government purchasing and contracting activities.

Learning Outcomes

- Explain the principles and key stages of public procurement and government tender management.
- Identify procurement requirements and translate organizational needs into clear procurement specifications.
- Develop procurement plans aligned with operational priorities, budgets, timelines, and risk considerations.
- Select appropriate procurement and sourcing methods for different requirements.
- Prepare effective tender documents, specifications, qualification requirements, and contractual conditions.
- Develop objective technical and commercial evaluation criteria.
- Evaluate bids based on responsiveness, technical capability, commercial value, compliance, and risk.
- Manage tender clarification processes and bidder communications in a controlled and transparent manner.
- Apply effective governance, documentation, accountability, and conflict-of-interest controls.
- Identify and manage procurement risks, complaints, irregularities, and potential evaluation challenges.
- Support transparent and well-documented contract award decisions.
- Develop an integrated framework for improving public procurement and government tender management.

Course Outline

DAY 01

Public Procurement Strategy & Planning

- Principles, objectives, and governance of public procurement
- Procurement lifecycle and key stages from needs identification to contract award
- Needs assessment, procurement planning, budgeting, and prioritization
- Market analysis, procurement risk assessment, and sourcing strategy

PRACTICAL APPLICATION

Develop a procurement plan for a government requirement and identify the appropriate procurement strategy, risks, timeline, and governance requirements

DAY 02

Tender Strategy & Procurement Documentation

- Procurement methods and selection of appropriate tendering approaches
- Developing technical specifications and statements of requirements
- Tender conditions, qualification requirements, evaluation criteria, and contractual provisions
- Tender preparation, approval, publication, and bidder communication

PRACTICAL APPLICATION

Develop the core structure of a government tender package, including requirements, qualification criteria, evaluation methodology, and key contractual conditions

DAY 03

Bid Evaluation & Tender Committee Management

- Principles of fair, transparent, and objective bid evaluation
- Technical evaluation, commercial evaluation, and compliance assessment
- Bid responsiveness, qualification, capability, and financial analysis
- Evaluation committees, roles, responsibilities, confidentiality, and conflict-of-interest management

DAY 03 — CONTINUED

PRACTICAL APPLICATION

Evaluate sample bids using predefined technical and commercial criteria and prepare a documented evaluation recommendation

DAY 04

Procurement Risks, Challenges & Contract Award

- Identifying and managing procurement and tendering risks
- Bid clarifications, deviations, non-responsive bids, and evaluation challenges
- Managing bidder complaints, objections, conflicts of interest, and potential irregularities
- Contract award procedures, approvals, notifications, and procurement records

PRACTICAL APPLICATION

Analyze a complex tender scenario involving evaluation challenges, bidder clarifications, procurement risks, and competing recommendations

DAY 05

Procurement Governance, Performance & Continuous Improvement

- Procurement governance, accountability, transparency, and audit readiness
- Supplier and contractor performance considerations within the procurement lifecycle
- Procurement performance indicators, reporting, efficiency, and value for money
- Lessons learned, process improvement, digital procurement, and procurement maturity

FINAL WORKSHOP

Develop an integrated Public Procurement & Government Tender Management framework covering procurement planning, sourcing strategy, tender documentation, evaluation, governance, risk management, contract award, performance monitoring, and continuous improvement



Register or Request More Information

Course page: <https://quest-training.com/courses/public-procurement-government-tender-management>

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