

OPERATIONS & SUPPLY CHAIN | COURSE BROCHURE

Tendering and Bid Evaluation

5 days | Classroom training | English

SMART HORIZON

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Amsterdam
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Course content

Why attend

Fair, transparent tendering is essential for value and compliance. This course covers the tender process from planning to award: tender strategy, specifications, evaluation criteria and weightings, bid clarifications, technical and commercial evaluation, best value analysis, award recommendations and debriefing unsuccessful bidders.

Poor evaluation methods expose organisations to challenge and poor value. You will learn to run defensible, value-focused tenders.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Evaluation exercises with sample bids, criteria design workshops, case studies of tender challenges and debrief role plays.

Course objectives

By the end of this course, participants will be able to:
• Plan tender strategies and timelines
• Write clear specifications and requirements
• Design evaluation criteria and weightings
• Conduct technical and commercial evaluations
• Prepare award recommendations
• Debrief bidders and handle challenges

Target audience

This course is suitable for:
• Procurement officers and managers
• Tender committee members
• Contract managers
• Technical evaluators
• Public sector procurement staff



Course content

Target competencies

Participants will develop competencies in:

- Tender planning
- Specification writing
- Evaluation design
- Bid analysis
- Debriefing

Course outline

Day 1: Tender Process

09:00–10:08	Tender types
10:08–11:00	Planning
11:00–11:30	**Coffee break**
11:30–11:45	Planning (continued)
11:45–12:53	Probity
12:53–14:00	Exercise

Day 2: Specifications

09:00–10:08	Output and input specifications
10:08–11:00	Requirements
11:00–11:30	**Coffee break**
11:30–11:45	Requirements (continued)
11:45–12:53	Avoiding bias
12:53–14:00	Workshop

Day 3: Evaluation Criteria

09:00–10:08	Criteria and weightings
10:08–11:00	Scoring scales
11:00–11:30	**Coffee break**



Course content

11:30–11:45	Scoring scales (continued)
11:45–12:53	Price evaluation
12:53–14:00	Exercise

Day 4: Evaluation

09:00–10:08	Clarifications
10:08–11:00	Technical and commercial evaluation
11:00–11:30	**Coffee break**
11:30–11:45	Technical and commercial evaluation (continued)
11:45–12:53	Moderation
12:53–14:00	Simulation

Day 5: Award

09:00–10:08	Recommendations
10:08–11:00	Debriefing
11:00–11:30	**Coffee break**
11:30–11:45	Debriefing (continued)
11:45–12:53	Handling challenges
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Rome Confirmed dates	16 Nov 2026	20 Nov 2026	**€2,450.-**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.-**
Barcelona Confirmed dates	7 Dec 2026	11 Dec 2026	**€2,840.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.-**
Dubai Confirmed dates	11 Jan 2027	15 Jan 2027	**€3,150.-**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,250.-**
London Confirmed dates	1 Feb 2027	5 Feb 2027	**€2,450.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,250.-**
Amsterdam Confirmed dates	22 Feb 2027	26 Feb 2027	**€2,540.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**€1,250.–**
Frankfurt Confirmed dates	8 Mar 2027	12 Mar 2027	**€2,650.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.–**
Dubai Confirmed dates	29 Mar 2027	2 Apr 2027	**€3,150.–**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,250.–**
Cape Town Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,890.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,250.–**
Vienna Confirmed dates	10 May 2027	14 May 2027	**€2,940.–**
Online Confirmed dates	10 May 2027	14 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Kuala Lumpur Confirmed dates	31 May 2027	4 Jun 2027	**€1,450.-**
Online Confirmed dates	31 May 2027	4 Jun 2027	**€1,250.-**
Vienna Confirmed dates	14 Jun 2027	18 Jun 2027	**€2,940.-**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.-**
Paris Confirmed dates	5 Jul 2027	9 Jul 2027	**€2,860.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.-**
Istanbul Confirmed dates	26 Jul 2027	30 Jul 2027	**€2,650.-**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**€1,250.-**
Rome Confirmed dates	16 Aug 2027	20 Aug 2027	**€2,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**€1,250.-**
London Confirmed dates	6 Sept 2027	10 Sept 2027	**€2,450.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**€1,250.-**
Cape Town Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,890.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
Dubai Confirmed dates	11 Oct 2027	15 Oct 2027	**€3,150.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,250.-**
Barcelona Confirmed dates	1 Nov 2027	5 Nov 2027	**€2,840.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,250.-**



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Dates, venues and fees (continued)

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Rome Confirmed dates	22 Nov 2027	26 Nov 2027	**€2,450.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**€1,250.-**
Cape Town Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,890.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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