OUTSOURCING
TRAINING & CONSULTING
OTC Training Centre Sdn Bhd

HRD awards 2022
TRAINING PROVIDER

STRATEGIC BID AND TENDER MANAGEMENT

HYBRID TRAINING

9 & 10 Dec 2026 (Wed & Thu)

Remote Online Training (Zoom) &
Dorsett Grand Subang Hotel, Selangor (Physical)

** Choose either Zoom OR Physical Session

LEARNING OBJECTIVES

The objective of this course is to:

1. Understand the entire bid and tender management lifecycle.
2. Strategically plan, prepare, and respond to tenders.
3. Evaluate tenders using robust and transparent methods.
4. Develop negotiation strategies and supplier performance metrics.
5. Minimize risk and ensure regulatory compliance.

LEARNING OUTCOMES

By the end of the course, participants will be able to:

1. Describe the key phases of the bid and tender process.
2. Analyze tender requirements and prepare competitive submissions.
3. Evaluate bids using strategic and technical criteria.
4. Apply risk assessment techniques in tender evaluation.
5. Develop strategies to improve win rates and supplier selection outcomes.
6. Ensure transparency, ethics, and compliance throughout the process.
7. Implement best practices in post-award contract management.

14 hours ZOOM & PHYSICAL Program

REGISTER 3 PAX, FREE 1 SEAT

100% HRDC CLAIMABLE

"Winning With Strategy: Mastering The Art And Science Of Bid And Tender Excellence "

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COURSE OVERVIEW

INTRODUCTION

Effective bid and tender management is essential to obtaining contracts, maintaining compliance, and optimizing organizational value in the cutthroat and strictly regulated procurement world of today. Participants in this session will get systematic techniques to manage the whole tendering process, as well as strategic insights and useful tools. In accordance with local laws and international best practices, it emphasizes pre-qualification, bid preparation, assessment standards, risk management, compliance, and negotiation...

WHO SHOULD ATTEND

This course is ideal for:

- Procurement and Purchasing Officers
- Contract Managers and Legal Officers
- Project Managers and Tendering Officers
- Finance and Compliance Executives
- Business Development Professionals
- Anyone involved in the preparation, evaluation, or management of tenders and bids.

TRAINING METHODOLOGY

- **Interactive Lectures:** Engaging presentations to introduce key concepts and technologies.
- **Group Discussions:** Facilitated discussions to encourage collaboration and idea-sharing.
- **Case Study Analysis:** Examination of real-world examples to identify best practices.
- **Hands-On Workshop:** Practical activities to design and simulate smart warehouse processes.
- **Action Planning:** Participants develop a sustainability-focused training roadmap.

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COURSE CONTENT

DAY 1: FOUNDATIONS OF STRATEGIC BID AND TENDER MANAGEMENT

Module 1: Introduction to Bid and Tender Management
- Definitions and terminology
- Strategic importance of bidding and tendering
- Differences between public and private sector tenders

Module 2: Tender Planning and Strategy
- Types of tenders: Open, Restricted, Negotiated, E-Procurement
- Understanding the client's needs and bid context
- Bid/no-bid decision-making frameworks
- Strategic sourcing alignment

Module 3: Preparing a Winning Tender Submission
- Understanding tender specifications and requirements
- Document management and compliance checklists
- Developing compelling value propositions
- Pricing strategies and cost breakdowns
- Bid writing and formatting best practices

Module 4: Legal, Ethical and Regulatory Framework
- Local and international procurement laws
- Anti-corruption and anti-collusion measures
- Confidentiality and intellectual property considerations
- Managing conflicts of interest

DAY 2: EVALUATION, RISK, NEGOTIATION, AND POST-AWARD MANAGEMENT

Module 5: Tender Evaluation and Selection Criteria
- Designing fair and transparent evaluation criteria
- Technical vs financial scoring
- Weighted scoring and supplier scoring matrix
- Evaluation panels and documentation

Module 6: Risk Management in Tendering
- Identifying and assessing tender-related risks
- Risk mitigation techniques
- Due diligence and supplier background checks

Module 7: Negotiation and Contract Award
- Strategic negotiation techniques in post-bid stage
- Clarification rounds and BAFO (Best and Final Offer)
- Awarding contracts and communicating results

Module 8: Post-Award and Performance Monitoring
- Contract handover and implementation plans
- Supplier performance KPIs and SLAs
- Dispute resolution and contract amendments
- Continuous improvement in bid/tender cycles

Wrap-Up: Lessons Learned, Final Q&A, and Action Planning