

Tender Management Procedures Course Details

Department: Procurement & Supply Chain Management

Presented by Magna Skills Development Institute

[Registration Link](#)

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Course Summary

Magna Skills presents the **Tender Management Procedures** course to provide professionals with the knowledge and skills needed to navigate the tendering process effectively. The course focuses on every stage of tender management, from preparation and advertising to evaluation, awarding, and post-award monitoring. Participants will learn to ensure compliance with procurement laws, achieve transparency, and maximize value for money in public and private sector procurement activities.

Suppliers will seek to optimise their return and need to be engaged in a way that ensures an appropriate relationship for the short and long term. Having the right knowledge and skills in tendering, procurement and negotiation is essential for any organisation to be successful, and requires appropriate planning and preparation rather than luck and optimism

Course Objectives

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

1. **Understand Tendering Frameworks:**
 - Grasp the principles, policies, and legal standards governing tenders.
 - Differentiate between various tendering methods (open, restricted, negotiated).
2. **Develop Robust Tender Documents:**
 - Prepare detailed and clear tender specifications and terms.
 - Define comprehensive evaluation criteria to facilitate fair competition.
3. **Effectively Evaluate and Award Tenders:**
 - Analyze and assess bids using structured frameworks.
 - Select suppliers and award contracts based on objective criteria.
4. **Mitigate Risks and Ensure Compliance:**
 - Identify common risks in tendering and procurement processes.
 - Implement measures to ensure adherence to ethical and legal standards.
5. **Manage Contracts and Supplier Relationships:**
 - Transition smoothly from tender to contract execution.
 - Foster strong, sustainable partnerships with vendors and suppliers.

Course Outline

Module 1: Introduction to Tendering and Procurement

- Importance and objectives of tendering.
- Overview of tendering methods and their applications.
- Key stakeholders in the tendering process.

Module 2: Planning the Tendering Process

- Needs analysis and procurement planning.
- Setting timelines and milestones for tenders.
- Budgeting and approvals for tendering projects.

Module 3: Drafting Tender Documents

- Components of effective tender documentation.
- Writing technical specifications and contractual terms.
- Defining scoring and evaluation criteria.

Module 4: Advertising and Issuing Tenders

- Strategies for publicizing tenders to reach a wide audience.
- Managing pre-bid meetings and responding to inquiries.
- Ensuring transparency in the tender announcement process.

Module 5: Bid Submission and Evaluation

- Accepting and managing bidder submissions.
- Techniques for bid assessment and scoring.
- Conducting bidder interviews and clarifications.

Module 6: Awarding the Tender

- Selecting the most suitable bidder.
- Communicating tender decisions to participants.
- Handling objections or disputes from unsuccessful bidders.

Module 7: Risk Management in Tendering

- Identifying fraud, collusion, and conflict of interest risks.
- Tools for mitigating tender-related risks.
- Ensuring auditability and accountability in procurement processes.

Module 8: Contract Management

- Transitioning from tender award to contract implementation.
- Monitoring contractor performance and managing deliverables.
- Addressing contract amendments and dispute resolutions.

Module 9: Ethical and Legal Considerations

- Ethical principles in procurement and tendering.
- Legal frameworks governing tenders (local and international).
- Anti-corruption measures and reporting mechanisms.

Module 10: Case Studies and Practical Applications

- Analysis of real-world tendering scenarios.
- Practical exercises in preparing and evaluating tenders.
- Developing action plans to implement best practices.



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Company Overview

Who We Are: Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

Our Mission: To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

Our Vision: To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[____] Face to Face [____]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.