



PROCUREMENT AND MATERIALS MANAGEMENT

Tendering and Bid Evaluation Excellence

3 day course

Classroom, online or in-house

Course overview

A tender is won or lost on documents written before anybody bid, and an evaluation that cannot be explained afterwards is the one that gets challenged. This course covers running a process that holds. Delegates work through the tender documents themselves, specification, conditions and the instructions that determine whether bids arrive comparable, and the evaluation criteria and weightings that must be published rather than decided once bids are open. Receipt, opening and the handling of a late or incomplete bid are covered. Scoring is practised, including moderating a panel that has rated the same bid differently. Abnormally low bids, clarification and the line between clarifying and negotiating are addressed. The course closes on the evaluation report, award, debriefing and defending a challenge.

What you will learn

- Write tender documents that produce comparable bids
- Publish criteria and weightings before bids are opened
- Handle receipt, opening, late and incomplete bids correctly
- Score consistently and moderate a divided panel
- Assess an abnormally low bid rather than simply accepting it
- Clarify without straying into negotiation
- Write an evaluation report that withstands a challenge

Who should attend

- Tender committee members and bid evaluators
- Procurement and contracts officers preparing tender documentation
- Project managers overseeing works and services tenders
- Legal and compliance staff reviewing tender processes
- Consultants supporting client tender exercises

Course outline

- 01 Won and lost before anybody bid
- 02 Tender documents and comparability
- 03 Criteria and weightings published in advance
- 04 Receipt, opening, late and incomplete bids
- 05 Scoring and panel moderation
- 06 Abnormally low bids
- 07 Clarification against negotiation
- 08 Evaluation report, award, debriefing and challenge

Upcoming dates

Dates	Venue	Format	Fee per delegate
4 to 6 November 2026	Johannesburg, South Africa	Classroom	R14,950
25 to 27 January 2027	Lagos, Nigeria	Classroom	USD 995
17 to 19 February 2027	Online	Online	R6,500
10 to 12 March 2027	Port Louis, Mauritius	Classroom	USD 995



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

AfriScience Group | +27 61 536 6531 | info@afriscience.co.za | Pretoria, Gauteng, South Africa