



PROJECT AND CONTRACT MANAGEMENT

Tendering and Bid Management

5 day course

Classroom, online or in-house

Course overview

A tender process decides who does the work and on what terms, and a poorly run one produces either no competition or a winner who cannot deliver at the price. This course covers running and responding to one. Delegates work through tender strategy and the choice of procurement route, preparing tender documents that produce comparable bids, and evaluation methodology that can be defended when an unsuccessful bidder challenges it. The bidder's side is covered too: bid or no bid decisions, pricing strategy, qualifying an assumption and clarification questions. The course addresses public procurement requirements and closes on award, standstill and debriefing.

What you will learn

- Select a procurement route appropriate to the work and the risk
- Prepare tender documents that produce genuinely comparable bids
- Design an evaluation methodology that withstands challenge
- Make a bid or no bid decision on evidence
- Price a bid and qualify assumptions correctly
- Meet public procurement requirements where they apply
- Manage award, standstill and bidder debriefing

Who should attend

- Procurement and tender officers
- Bid managers and proposal writers
- Contract and commercial managers
- Project managers preparing scopes
- Public sector procurement staff

Course outline

- 01 Tender strategy and procurement route
- 02 Preparing documents that produce comparable bids
- 03 Scope, specification and pricing schedules
- 04 Evaluation methodology and defensibility
- 05 The bidder's view: bid or no bid
- 06 Pricing, assumptions and qualifications
- 07 Public procurement requirements
- 08 Award, standstill and debriefing

Upcoming dates

Dates	Venue	Format	Fee per delegate
16 to 20 November 2026	Online	Online	R8,500
28 December 2026 to 1 January 2027	Kampala, Uganda	Classroom	USD 1,325
1 to 5 February 2027	Durban, South Africa	Classroom	R19,950
22 to 26 February 2027	Windhoek, Namibia	Classroom	R19,950



Fees and how to register

This 5 day course is **R8,500** per delegate online, **R19,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 1,325** 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**.

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