

Tender Evaluation

Course code: PSCM-002



SPARK TRAINING

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— Workshop Overview

Tender evaluation is a critical stage in procurement and project delivery where organizations select the most suitable contractor or supplier based on technical, commercial, and compliance criteria. Poor evaluation processes can lead to cost overruns, contractual disputes, and project failure. This course provides participants with a structured and practical approach to evaluating tenders fairly, transparently, and in line with international best practices. It is designed to enhance decision-making, ensure compliance, and improve value-for-money outcomes in procurement and contracting processes.

Why Attend

This course combines procurement theory with hands-on evaluation exercises using real tender scenarios. Participants will review sample bids, apply scoring systems, and conduct technical and financial assessments. Group workshops will simulate tender committees and evaluation panels. Case studies from construction, oil and

Who Should Attend

Procurement and Purchasing Professionals
Contract and Commercial Managers
Project Managers and Engineers
Tender Committee Members
Supply Chain Professionals
Consultants and Advisors involved in procurement

— Learning Objectives

- Understand the principles and stages of tender evaluation
- Develop transparent and objective evaluation criteria
- Evaluate technical and commercial bids effectively
- Apply weighted scoring and comparative analysis methods
- Identify compliant and non-compliant bids
- Manage procurement fairness and transparency requirements
- Reduce risks in contractor and supplier selection
- Improve decision-making in procurement processes

— Course Outline

DAY
1

Fundamentals of Tendering and Evaluation

- Overview of procurement and tendering process
- Types of tenders (open, selective, negotiated)
- Roles and responsibilities in evaluation committees
- Evaluation principles: fairness, transparency, objectivity
- Introduction to evaluation frameworks

DAY
2

Technical Evaluation of Bids

- Technical compliance assessment
- Understanding specifications and requirements
- Scoring methodologies for technical evaluation
- Identifying deviations and clarifications
- Risk assessment in technical proposals

DAY
3

Commercial and Financial Evaluation

- Financial bid analysis and comparison
- Price evaluation methods and adjustments
- Total cost of ownership (TCO) approach
- Hidden costs and commercial risks
- Value-for-money assessment

DAY
4

Evaluation Methods and Decision Making

- Weighted scoring systems and matrices
- Bid comparison techniques
- Normalization of bids
- Handling ambiguities and inconsistencies
- Preparing evaluation reports

DAY
5

Advanced Practices and Tender Committee Simulation

- Tender committee roles and governance
- Ethical considerations in tender evaluation
- Case studies of procurement failures and successes
- Practical simulation: full tender evaluation exercise

- Final recommendations and award decision process

— Upcoming Classroom Dates

DATE	LOCATION	FEE
5 - 9 October 2026	London - United Kingdom	€2,250
16 - 20 November 2026	Munich - Germany	€2,100
7 - 11 December 2026	Amsterdam - Netherlands	€2,100
21 - 25 December 2026	Istanbul - Türkiye	€1,425
18 - 22 January 2027	London - United Kingdom	€2,100
15 - 19 February 2027	Barcelona - Spain	€1,925
15 - 19 March 2027	Istanbul - Türkiye	€1,425
19 - 23 April 2027	Amsterdam - Netherlands	€2,125

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.