

Scandinavian Academy
Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

# Course: Tendering Procedures and Bid Evaluation

| Code | City | hotel | Start | End | price | Language - Hours |
|---|---|---|---|---|---|---|
| PI-354SA | Riyadh | Hotel Meeting Room | 2027-03-28 | 2027-04-01 | 9950 SR | En - 25 |

## Program Objectives

### By the end of the program, participants will be able to:

- Recognize the contracting stages from setting the scope of work to awarding the contract.
- Evaluate, in-depth, the process of preparing tenders and selecting potential suppliers.
- Identify the issues involved in assessing tenders for quality as well as value for money including e-Auction.
- Apply several approaches to bid evaluation using criteria, weights and scoring measures.

### This Program is designed for

All those involved in the early stages of contracting for them to review and have a full understanding of the tendering process as well as the different approaches to tender evaluation and assessment

## Program Outline

### Stages in Contracting

- Preparation
- Tendering
- Award

- Administration

## Taking Stock of Our Situation

- Problems
- Description of Applicable Procedures

## Tendering Procedures

- Common Procedures
- Procedures Specific to Each Organization

## Homework Stage

- Identify Requirements
- Set Scope of Work and Specs
- Planning and Pricing
- Sourcing and Pre-Qualification
- Expression of Interest
- Bidders Selection

## Invitation to Tender

- Issue Documents
- Answer Questions
- Receive and Open Bids

## Evaluation ProcessTender Evaluation Principles

- Technical Analysis
- Commercial Analysis

## Evaluation Plan

- Evaluation Criteria
- Weighting for Each Criteria
- Scoring Protocol

## Tender Evaluation Report

- Form
- Contents

## On-Line Reverse Auction

- Practices
- Advantages and Disadvantages

## Debriefing Unsuccessful Bidders

- Reasons for Debriefing
- Modes of Debriefing

**The Scandinavian Academy for Training Center** adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

**Program Timings:  9:00 AM to 2:00 PM**

**The program includes:**

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

# Our Success Partners

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