

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: Technical Specifications & Evaluating Proposals

Code	City	hotel	Start	End	price	Language - Hours
PM-717SA	Abha	Hotel Meeting Room	2027-03-28	2027-04-01	12950 SR	En - 25

Course Description

The Request for Proposal (RFP) is a tool includes the technical and financial used by organizations to solicit bids from vendors for goods and services. More importantly however, the RFP itself is an important document in project management. This course will start by identifying the characteristics of a successful RFP, and then will follow the RFP process step-by-step to construct a request that will meet those characteristics. The course will allow participants to gain hands-on experience in writing and evaluating RFPs, both by creating their own RFP and by researching and evaluating RFPs.

Course Goal

To enhance the participant’s knowledge, skills, and abilities necessary for understanding the philosophy and benefits of project management,.

Course Objectives

By the end of this course the participant will be able to:

- Understand what is an RFP and why to be written
- Determine qualities of a successful RFP
- Differentiate between RFP (Request for Proposal) vs. RFI (Request for Information)
- Plan and prepare RFP
- Determine administrative requirements
- Determine technical requirements

- Determine management requirements
- Determine prices
- Evaluate proposals

Who Can Benefit?

Tender and contract managers, project managers and engineers, purchasing managers, specification and standards engineers, materials managers, quality engineers, design engineers, and product engineers

Course Outline

What is an RFP?

Why write an RFP?

Qualities of a Successful RFP

RFP (Request for Proposal) vs. RFI (Request for Information)

RFP Planning and Preparation

Anatomy of an RFP

Administrative Requirements

Technical Requirements

- Creating Realistic, Concise, Comprehensive And Unambiguous Specifications

- Organization of Specification Writing
- Specifications and Contracts
- Scoping and Defining Requirements
- Structuring the Specification
- Writing the Specification
- Document Publication and Control

Management Requirements

Pricing

Evaluating Proposals

- General
- The Evaluation Process
- The Scope of Evaluation
- Information used in Evaluation Process
- Evaluating Costs
- Determining whether a proposal unacceptable
- Establishing a Short List of Vendors

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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