



Effective Bids and Tender Management Workshop

January 15 – 19, 2024, 1st Run: Lagos & Abuja

July 8 – 12, 2024, 2nd Run: Lagos & Port Harcourt

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N250, 000 per Participant

For online: Delivery via Zoom

Time: 9am – 4:00pm everyday

Online course fee: N200, 000 per Participant

Available for In-plant Training

**500 USD for foreign
Participants**

Program Overview:

This program is designed to cover the fundamentals of bid and tender management, with a goal of giving participants the practical tools necessary to drive a compelling bid. It covers the entire bid cycle, it uses hands-on examples and exercises to ensure that participants leave the classroom with the business tools to: Analyze and assess bid requirements, Determine the resources needed, Structure bid documentation effectively, carry out bidding process effectively, Control a structured submission and evaluation. In addition, participants will learn how to plan and review skills needed to stick to tight deadlines and drive continual improvement in their bid and tender activities.

For whom:

This program is designed for officers and managers in both public and private sectors of the economy saddled with the responsibilities of bidding and tender management. Business development managers, Project managers and others in charge of preparing and bidding for tender requests will also benefit from this program.

Learning objectives:

At the end of the program, participants will be able to:

- manage the bid and tender process to ensure successful bidding;
- understand and appreciate the organization's need for bids and tender;
- establish a bid plan for an effective bid and tender roadmap;
- ensure effective documentation requirements for bid qualification;
- ensure a clear, structured submission process;
- meet time scales and deadlines;
- carry out post-tender activities;
- negotiate the final deal; and
- monitor and evaluate suppliers' performance.

Course outline:

Day 1 Bids and Tender Management: An Overview

- What is bid and tender management?
 - Bidding terminologies: RFP, RFI, RFQ, ITT
 - Bid capture process
 - Analyzing the bid document
 - Decisions of Bid/No Bid
- Bid specification management
- Evaluation criteria
 - Contractor/Supplier registration,
 - Contractor/Supplier appraisal,

- Invitation to tender,
- Risks associated with different contract types,
- Contract design – selection of Clauses,
- Pre-qualification and approved contractors’/suppliers’ lists,
- Tender evaluation processes.
- Award of Contract

Day 2: Types of Contract and Request for Proposal (RFP)

- Legal aspects of contract for projects
- Supply of goods and services
- Contract Scope and Requirements
- Writing a structured Request for Proposal (RFP)

Day 3: Managing an Effective Bid and Response

- Managing an Effective Bid
- The First Meeting
- The Bid Plan
- Understanding the Competition
- The Bid Team
- Writing the Bid
- Special skills in bid writing
- language of bids and tendering,
- gathering comprehensive and Quality information,
- expressing activities, outputs, milestones and results,
- drafting, Revising and perfecting,
- bid layout and style
- Proposal Structure
- Production and Submission
- Monitoring the Bid Process

Day 4: Post Tender Meetings / Clarifications / Negotiations

- Bid management process
 - Updating supporting documents
 - Management of deadlines
- Post-Submission
 - The Evaluation Process
 - Assessment, Review, and Improvement
 - Clarification Requests and Negotiation
 - Presentations & Interviews

Day 5: Award of Contract

- Bid closure
- Award of Contract
- Vendor Performance Monitoring and Evaluation
- Program Review
- Case Studies

Training Methodology

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods.

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor,
23, Acme Road, Ogba, Industrial Scheme,
Ikeja, Lagos, Nigeria

2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05,
E. Ekukinam Street, Utako District, Abuja

3 – Pakiri Hotel Ltd, 4 Okwuruola Street, off Stadium Road,
Port Harcourt, Rivers, Rivers

Open Course Fee: N250, 000
In-plant Fee Negotiable

WORKSHOP FEE:

N250, 000 per participant, VAT –N18, 750.

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name:

Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

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