



TCM 324

TENDER FUNDAMENTALS

Course Introduction:

Tender Fundamentals Course is the first step to recognizing and harnessing the capacity of your organization, regardless of its size. The Tender Fundamentals Course gives you the skills, tools and confidence to develop:

- The tender planning and response process
- Your understanding of the procurement process, and the right strategy and scale for your approach to win the work

Course Objectives:

At the end of the course participants will be able to:

- To understand the Dimensions of Effective Leadership
- To understand the Psychological Processes underlying Leadership Behavior
- To develop Support for Leadership Development
- To welcome the Challenges and Opportunities in Becoming a Principled Leader

Who Should Attend?

Tender Fundamentals is designed for anyone who is:

- Inexperienced with tenders
- Unsure of the tender process
- Intimidated by complex tender processes
- In need of a tender workflow solution, or
- Looking for a competitive advantage
- Trades people
- Small business owners
- Submission coordinators
- Bid managers, or
- Anyone involved in the preparation of tenders.

Course Outline:

Understand the tender process

- What is a tender?
- The procurement process.

Preparing to tender

- Capture planning.
- What else can be done before the bid is released?

Bid planning

- Conducting the 'GO | NOGO' process
- Understanding your competitors

Bid management

- Who should this be?
- Roles and responsibilities of the bid team

Tender strategy

- Creating a point of difference
- The secret to winning

Preparing your tender response

- The tender analysis
- Laying out your tender response

Independent peer review

- When should this occur?
- Who should do this?

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods

- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per the course location. This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

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