MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Procurement and Supply Chain Management

Tender Management Procedures

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2709	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

Magna Skills presents the **Tender Management Procedures** course to provide professionals with the knowledge and skills needed to navigate the tendering process effectively. The course focuses on every stage of tender management, from preparation and advertising to evaluation, awarding, and post-award monitoring. Participants will learn to ensure compliance with procurement laws, achieve transparency, and maximize value for money in public and private sector procurement activities.

Suppliers will seek to optimise their return and need to be engaged in a way that ensures an appropriate relationship for the short and long term. Having the right knowledge and skills in tendering, procurement and negotiation is essential for any organisation to be successful, and requires appropriate planning and preparation rather than luck and optimism

Course Outcomes

By the end of this course, participants will be able to:

1. **Understand Tendering Frameworks:**
    - Grasp the principles, policies, and legal standards governing tenders.
    - Differentiate between various tendering methods (open, restricted, negotiated).
2.

Develop Robust Tender Documents:

- Prepare detailed and clear tender specifications and terms.
- Define comprehensive evaluation criteria to facilitate fair competition.

3. **Effectively Evaluate and Award Tenders:**
   - Analyze and assess bids using structured frameworks.
   - Select suppliers and award contracts based on objective criteria.
4. **Mitigate Risks and Ensure Compliance:**
   - Identify common risks in tendering and procurement processes.
   - Implement measures to ensure adherence to ethical and legal standards.
5. **Manage Contracts and Supplier Relationships:**
   - Transition smoothly from tender to contract execution.
   - Foster strong, sustainable partnerships with vendors and suppliers.

Course Outline / Curriculum

Module 1: Introduction to Tendering and Procurement

- Importance and objectives of tendering.
- Overview of tendering methods and their applications.
- Key stakeholders in the tendering process.

Module 2: Planning the Tendering Process

- Needs analysis and procurement planning.
- Setting timelines and milestones for tenders.
- Budgeting and approvals for tendering projects.

Module 3: Drafting Tender Documents

- Components of effective tender documentation.
- Writing technical specifications and contractual terms.
- Defining scoring and evaluation criteria.

Module 4: Advertising and Issuing Tenders

- Strategies for publicizing tenders to reach a wide audience.
- Managing pre-bid meetings and responding to inquiries.
- Ensuring transparency in the tender announcement process.

Module 5: Bid Submission and Evaluation

- Accepting and managing bidder submissions.
- Techniques for bid assessment and scoring.
- Conducting bidder interviews and clarifications.

Module 6: Awarding the Tender

- Selecting the most suitable bidder.
- Communicating tender decisions to participants.
- Handling objections or disputes from unsuccessful bidders.

Module 7: Risk Management in Tendering

- Identifying fraud, collusion, and conflict of interest risks.
- Tools for mitigating tender-related risks.
- Ensuring auditability and accountability in procurement processes.

Module 8: Contract Management

- Transitioning from tender award to contract implementation.
- Monitoring contractor performance and managing deliverables.
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Addressing contract amendments and dispute resolutions.

Module 9: Ethical and Legal Considerations

- Ethical principles in procurement and tendering.
- Legal frameworks governing tenders (local and international).
- Anti-corruption measures and reporting mechanisms.

Module 10: Case Studies and Practical Applications

- Analysis of real-world tendering scenarios.
- Practical exercises in preparing and evaluating tenders.
- Developing action plans to implement best practices.

Target Audience

Key business managers, business development executives, bid writers, key account managers, research and business planning managers will all benefit from this exciting course. Fundamental business skills and concepts are assumed, and will not be covered on this course

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Tender Management Procedures
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____