
Modern Systems for Preparing and Evaluating Tenders and Competitive Negotiation Course

6 – 10 September 2027
Rome





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Programme Summary

Modern Systems for Preparing and Evaluating Tenders and Competitive Negotiation is a one-week training course for managerial procurement professionals, culminating in an evaluation and negotiation plan for a live tender. Organisations increasingly run tenders through electronic platforms, yet award decisions still suffer from vague specifications, poorly weighted criteria and unstructured negotiation. The approach links tender document design, two-envelope evaluation, weighted scoring and e-reverse auctions with disciplined negotiation planning. Mars Training Centre UK delivers this programme in preparing and evaluating tenders and competitive negotiation.

The Business Case

Tender outcomes are fixed long before contracts are signed: the specification, the evaluation criteria and the negotiation mandate determine what value an organisation can secure and how defensible its award will be. Teams that design tenders as an integrated system, rather than as a sequence of forms, reduce challenge risk, shorten award cycles and capture value that price-only comparisons leave on the table.

- Whole-Life Value Secured: Raises award quality by shifting decisions from lowest price to weighted, best-value assessment of cost, quality and risk.
- Award Cycle Time: Shortens the period from tender release to signature through electronic submission, structured clarifications and prepared evaluation templates.
- Challenge and Audit Exposure: Reduces bidder complaints and audit findings by documenting transparent criteria, scoring rationales and negotiation records.

Principles and Evidence Base

- UNCITRAL Model Law on Public Procurement: Frames the programme's treatment of open tendering, request for proposals with dialogue and competitive negotiations as distinct procurement methods.
- World Bank Procurement Regulations: Inform the value-for-money principle, rated criteria and the conduct of negotiations with the most advantageous bidder.
- Most Economically Advantageous Tender MEAT and Best Value Analysis: Underpin the weighted scoring models built and tested during Sessions 2 and 3.
- BATNA and ZOPA Negotiation Analysis: Structure the preparation, concession planning and closing strategy applied in Sessions 4 and 5.



Intended Participants

- Professionals who draft tender documents, specifications and conditions of contract for goods, works and services.
- Members and chairs of bid opening, technical evaluation and financial evaluation committees.
- Managers who approve evaluation methodologies, award recommendations and negotiation mandates.
- Contracts specialists who lead post-tender negotiations with suppliers and contractors.
- Category and sourcing leads introducing electronic tendering and e-reverse auctions into their teams.

The programme serves procurement, contracts, project delivery and internal audit functions in government entities, energy, construction and healthcare.

Learning Outcomes

1. Participants will be able to construct tender documents with measurable specifications and evaluation criteria aligned to the procurement method selected.
2. Participants will be able to design weighted scoring models that balance price, quality, risk and local value considerations.
3. Participants will be able to evaluate technical and financial envelopes consistently, including abnormally low bids and non-compliant offers.
4. Participants will be able to configure electronic tendering and e-reverse auction events with appropriate rules and safeguards.
5. Participants will be able to prepare a competitive negotiation strategy using BATNA, ZOPA and concession planning.
6. Participants will be able to justify an award recommendation with a documented, auditable evaluation and negotiation record.

Programme Structure

Day 1: Modern Tender Systems and Procurement Methods

Which procurement method and tender architecture fit the requirement and market?

- Procurement Lifecycle and Tender Governance Roles
- Open, Restricted and Two-Stage Tendering Compared
- Request for Proposals with Dialogue and Competitive Negotiations
- Market Analysis and Supplier Engagement Before Release
- Electronic Procurement Platform Workflows and Audit Trails

Day 2: Preparing Tender Documents and Evaluation Criteria

How are requirements translated into specifications and criteria that bidders can price and evaluators can score?



- Output, Performance and Technical Specification Drafting
- Conditions of Contract and Risk Allocation Clauses
- Pass-Fail Qualification and Eligibility Requirements
- Rated Criteria, Sub-Criteria and Scoring Descriptors
- Clarification, Addenda and Pre-Bid Meeting Management

Day 3: Evaluating Tenders with Weighted Scoring

How are bids opened, compared and ranked transparently?

- Two-Envelope Opening and Technical Evaluation Procedure
- Price-Quality Ratio and Most Economically Advantageous Tender Models
- Whole-Life Cost and Financial Normalisation Techniques
- Abnormally Low Bids and Arithmetic Error Treatment
- Evaluation Committee Conduct, Conflicts of Interest and Moderation

Day 4: E-Reverse Auctions and Competitive Negotiation

When should price be tested through auctions, and how is negotiation planned?

- E-Reverse Auction Suitability, Rules and Bid Decrements
- BATNA, ZOPA and Reservation Price Analysis
- Negotiation Mandates, Agendas and Concession Plans
- Multi-Issue Trade-Offs Beyond Price
- Negotiating with the Top-Ranked Bidder When Prices Exceed Budget

Day 5: Award Decisions and Capstone Integration

How are evaluation results and negotiation outcomes combined into a defensible award?

- Applying the Scoring Model to a Multi-Bid Case File
- Negotiation Simulation with Supplier and Contractor Roles
- Award Recommendation Report and Approval Routing
- Debriefing Unsuccessful Bidders and Handling Complaints
- Evaluation and Negotiation Plan Presentation

Methodology

The programme uses case analysis built on realistic tender files from goods, works and services contracts. Participants draft criteria, score competing bids on structured templates, run a simulated e-reverse auction and negotiate in role, then test their decisions through peer moderation of scores and records, mirroring the work of an evaluation committee.



- Suggested activity: Rewriting a vague specification and scoring grid so that three sample bids can be ranked consistently.
- Suggested activity: Running a simulated e-reverse auction and reviewing whether its rules protected competition.
- Suggested activity: Negotiating a works contract price and scope with a top-ranked bidder whose offer exceeds the approved budget.

Capstone Output

Each participant completes an evaluation and negotiation plan for a tender from their own organisation. It contains the selected procurement method, criteria and weightings, a scoring template, an auction or negotiation decision, a negotiation mandate with BATNA analysis and an award report outline, ready for review by an evaluation committee or approving authority.

Frequently Asked Questions

Does this programme on preparing and evaluating tenders suit managers with operational tendering experience?

Yes. It assumes you already take part in tenders and focuses on designing methods, criteria and negotiation strategies at managerial level rather than explaining basic purchasing steps.

Which models underpin the tender evaluation and competitive negotiation content?

The content draws on the UNCITRAL Model Law on Public Procurement, the World Bank Procurement Regulations, Most Economically Advantageous Tender scoring and BATNA and ZOPA negotiation analysis.

How is the tender evaluation and negotiation plan used at work?

You can submit it to your evaluation committee or approving manager as the method statement for a forthcoming tender, adapting its scoring template and negotiation mandate to the requirement.

How does a programme on preparing and evaluating tenders differ from a contract management programme?

It concentrates on the stages before signature: method selection, tender documents, bid evaluation, auctions and negotiation. Contract management programmes address performance, variations and claims after award.