GATI

PURCHASING AND SUPPLY CHAIN

Tendering and Procurement Practices Training

DURATION	CONTACT HOURS	LEVEL	FEE PER DELEGATE
5 days	30	Intermediate	US$1,500

Running a tender that produces a defensible award, and a contract somebody can actually manage afterwards.

A tender is where most of a contract's problems are created: a specification written around one supplier's product, criteria weighted after the bids arrive, an evaluation nobody recorded, and an award that cannot be explained to an unsuccessful bidder or to an auditor. The commercial damage usually arrives later, when the contract turns out to have bought something nobody needed at a price nobody can compare. This week runs the process in order, from specification to award and handover, with the documentation each stage has to leave behind.

Available as classroom, live online, in house.

Who it is for

Procurement officers and buyers running competitive processes, technical staff who write specifications, evaluation panel members, and internal auditors reviewing awards.

What you will be able to do

- Write a specification in terms of requirement and outcome rather than of a product.
- Set and weight evaluation criteria before bids are opened, and record them.
- Run an evaluation an unsuccessful bidder and an auditor could both follow.
- Handle a clarification, a deviation and a late bid without compromising the process.
- Hand the awarded contract over so it can be managed against what was bid.

The outline

DAY 1

Before the tender

Establishing the requirement rather than restating a request · Market engagement without pre selecting a supplier · Choosing the route: quotation, tender, framework or negotiation · Thresholds, approvals and the authority to proceed

DAY 2

The specification

Outcome and performance terms instead of a product name · Where a brand reference is unavoidable, and how to handle it · Whole life cost, and what the specification has to ask for · Reviewing a specification for who it excludes

DAY 3

Running the process

Documents, timetable and a single point of contact · Clarifications answered to every bidder at once · Receipt, opening, and the late bid · Confidentiality and conflicts, declared and recorded

DAY 4

Evaluation and award

Criteria and weightings fixed before opening · Scoring guidance, so a panel scores consistently · Price and quality combined without hiding the trade off · Abnormally low bids, deviations and non compliant tenders

DAY 5

Award and handover

A recommendation that explains the decision · Debriefing an unsuccessful bidder · The record an auditor or a challenge would need · Handing over to whoever manages the contract

What you leave with

- A specification rewritten in outcome terms for one of the delegate's own requirements.
- An evaluation matrix with weightings and scoring guidance set in advance.
- An award recommendation and handover pack in audit ready form.

Published dates

DATES	WHERE	FEE
23 to 27 November 2026	Nairobi, Kenya	**US$1,500**
30 November 2026 to 4 December 2026	Kampala, Uganda	**US$1,500**
7 to 11 December 2026	Dubai, United Arab Emirates	**US$1,500**
14 to 18 December 2026	Port Louis, Mauritius	**US$1,500**

Fees are per delegate and co
arranged by the delegate. Reg

Register or ask a question

globalaxistraining.co.za/courses/tendering-and-procurement-practices-training
info@globalaxistraining.co.za
+27 72 337 9234

250 Beyers Naude Drive, Rustenburg, North West, 2999, South Africa

This copy was produced on 30 October 2026.