

# PREPARING A WINNING BID



**DURATION: 2 Days**

**Technical: 4**

**Leadership: 4**

**Strategic: 6**

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**TOTAL PDU: 14**

## **COURSE OVERVIEW**

This course is intended to give the participants a clear understanding of procurement and tender processes and how to put in a bid for an RFP or a tender.

This program will take the contractor/ vendor through the fundamentals of how to select, read, understand, decide, strategize, respond and manage a tender/RFP.

## **TARGET AUDIENCE**

Anyone involved in bidding processes, RFP selection and response preparation

## **LEARNING OUTCOMES**

- Understand the fundamentals of bid preparation
- To be sharp and identify all requirements clearly
- How to decide to participate
- Understanding the Contract requirements
- How to strategize the win-win factor
- Prepare a win-win proposal
- Effective management of a tender/ bid preparation team

## **COURSE OUTLINE**

- Types of bids and how to select to bid
- Analyse the specifications and Identify requirements
- Decisions to Bid or Not Bid - Risk Assessment
- Set up a bid management team
- Understand the Technical and Commercial Requirements
- Understand contractual/ compliances requirements and terms
- Strategize the solution, partnerships and alliances
- Manage effectively the bid preparation
- Bidder conferences and how to prepare for them
- Prepare for allowed clarifications
- Delegate the various tasks
- Prepare a schedule
- Ensuring Technical and Commercial compliances are met
- Content and Quality Review of proposal
- Post submission preparation
  - Prepare for bid presentation to client
  - Prepare for negotiations