

# **BID AND TENDER MANAGEMENT**

Expanding business opportunities often requires writing formal proposals in response to tenders. This course teaches how to deliver high quality bids within strict timescales, and effectively manage them in accordance with the tender specifications. The whole bid cycle will be examined; tools to help you analyse the requirements, pull together resources and develop outstanding bid will be provided.

## **Learning Objectives**

Participants will:

- Increase bid win rate
- Manage the bid capture process
- Understand what the customer's explicit needs are
- Effectively analyse competition
- Establish a bid plan
- Ensure effective document design & Presentation
- Ensure a clear, structured submission
- Meet time scales and deadlines
- Carry out post-tender activities
- Negotiate the final deal

## **Learning Contents**

- What is bid management?
- Bidding terminologies (RFP, RFI, RFQ, ITT, etc.)
- Bid capture process
- Analysing the bid document
- Bid or No bid decision
- Bid specification management
- Bid evaluation criteria
- Writing a structured Request for Proposal (RFP)
- Negotiating the deal
- Post-tender meetings/clarifications/negotiations
- Bid closure

## WHO Should Attend?

Business development managers, HODs, Client service personnel, Project managers and others in charge of preparing tender requests.

### Fee:

Physical	Virtual (local)	Virtual (International)
₦ 210,000.00	₦ 179,900.00	\$ 145.00

Discounts off regular fees for open programmes: 3-5 nominations – 5%

Programme also available as in-plant. **Fee:** Negotiable

March 8 – 10,

June 10 – 11,

September 16 – 17, 2026.

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