



London TDM

# Civil and Construction Engineering Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 16 November 2025 To 20 November 2025

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

The "Tendering and Bidding Procedures" course is designed to enhance the knowledge and skills of participants in the meticulous processes of tendering and bidding within various industries. This professional course aims to provide a comprehensive understanding of the strategies, compliance requirements, and practical tools necessary to effectively participate in bidding processes and secure contracts.

### Objectives

- Understand the fundamentals of tendering and bidding processes.
- Develop skills to prepare comprehensive and compliant bid proposals.
- Learn strategies to enhance the competitiveness of bids.
- Identify and mitigate potential risks associated with tenders.
- Enhance knowledge of ethical standards and compliance requirements in tendering.

## Course Outlines

### Day 1: Introduction to Tendering and Bidding

- Definition and Importance of Tendering
- Types of Tenders and Bidding Methods
- Key Principles and Steps in Tendering
- Roles and Responsibilities in the Tendering Process
- Overview of Industry Standards and Regulations

### Day 2: Preparation of Bidding Documents

- Components of a Bidding Document
- Crafting a Comprehensive Bid Proposal
- Understanding Terms, Conditions, and Specifications
- Cost Estimation and Financial Assessment
- Common Pitfalls in Proposal Preparation

### Day 3: Evaluation and Selection Criteria

- Understanding Tender Evaluation Criteria
- Techniques for Bid Comparison and Analysis
- Legal and Ethical Considerations in Evaluation
- Strategies for Enhancing Bid Competitiveness
- Best Practices in Tender Assessment

### Day 4: Risk Management and Contracting

- Identifying Risks in the Tendering Process
- Risk Mitigation Strategies for Bidders
- Understanding Contract Terms and Conditions
- Negotiation Techniques in Contracting
- Managing Disputes and Amendments

## **Day 5: Ethical Standards and Compliance**

- Code of Conduct in Tendering and Bidding
- Legal Framework Governing Tendering Processes
- Ensuring Compliance with Industry Standards
- Addressing Ethical Dilemmas and Conflicts
- Case Studies and Real-World Applications