Elevora
Global Training

COURSE BROCHURE

Tendering and Contract Preparation

Procurement & Supply Chain

Most demanded

Code	Duration	Formats	Language	Certificate
SC-104	5 or 10 days	Classroom, live online, in-house, blended	English or Arabic	Certificate of completion

A practical procurement and supply chain course covering tendering procedures and governance, writing clear specifications and scopes and technical and commercial bid evaluation. Run as a 5-day core or 10-day extended programme, in 16 cities, live online or in-house, and fully customisable for your team.

About this course

Tendering and Contract Preparation gives delegates a structured, practical understanding of tendering procedures and governance and writing clear specifications and scopes, then builds the skills to apply technical and commercial bid evaluation, contract preparation and terms and award, debrief and handover in real work. Sessions are led by practitioners with at least 15 years in the field.

What you will learn

- Tendering procedures and governance
- Writing clear specifications and scopes
- Technical and commercial bid evaluation
- Contract preparation and terms
- Award, debrief and handover

Who should attend

Procurement, logistics, warehouse, contracts and supply chain professionals.

5-day course outline

Day 1	**Tendering procedures and governance**	Concepts, standards and terminology, with a diagnostic exercise to baseline the group.
Day 2	**Writing clear specifications and scopes**	Methods and tools explained step by step, with worked examples from real operations.
Day 3	**Technical and commercial bid evaluation**	Hands-on practice in small groups using realistic data, cases and templates.
Day 4	**Contract preparation and terms**	Case studies of successes and failures, and how to apply the lessons in your organisation.
Day 5	**Award, debrief and handover**	Integration exercise, final knowledge check and a personal action plan.

10-day extended programme

Includes the full 5-day outline, plus a second week of applied work:

Day 6	**Applied workshop: Tendering procedures and governance** — Deeper practice with your own data or site examples.
Day 7	**Applied workshop: Writing clear specifications and scopes and technical and commercial bid evaluation** — Group exercises that combine methods from week one.
Day 8	**Field case study: Contract preparation and terms** — A detailed industry case worked through from start to finish.
Day 9	**Advanced practice: Award, debrief and handover** — Tools, templates and checklists to take back to work.
Day 10	**Assessed project and presentation** — Each delegate presents an improvement plan and completes the final assessment.

Upcoming classroom dates

More dates, cities and live online sessions on request.

Dates	City	Length	Fee per delegate
9 Nov 2026 to 13 Nov 2026	Dubai	5 days	**$2,450**
21 Dec 2026 to 1 Jan 2027	Kuala Lumpur	10 days	**$4,450**
10 Jan 2027 to 14 Jan 2027	Cairo	5 days	**$2,450**
1 Feb 2027 to 5 Feb 2027	Dubai	5 days	**$2,450**
14 Mar 2027 to 18 Mar 2027	Riyadh	5 days	**$2,450**

Fees per delegate (2026 to 2027)

Format	5 days	10 days
Classroom: Dubai, Istanbul, Cairo, Kuala Lumpur	**$2,450**	**$4,450**
Classroom: London, Europe, Singapore	**$3,450**	**$6,250**
Live online	**$1,450**	**$2,650**
In-house, group of up to 15	**From $12,900**	**From $23,500**

Classroom fees include tuition, materials, lunch and refreshments, and a certificate. 10% group saving for 3 delegates, 15% for 5 or more.

Tailored to your team

Change the level, language, length (1 to 20 days) and format, add topics from other courses or entirely new topics, and include your own case studies, site visits or exam preparation. Build it online for an instant indicative fee.

Register or request an in-house proposal

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