

## Engineering Tendering & Bid Management

### Course general description:

In the competitive world of engineering projects, success begins with a well-crafted tender submission. This course is designed to guide participants through the entire bid lifecycle—from analyzing Request for Quotations (RFQs) to submitting compliant and competitive proposals. Participants will learn how to align technical and commercial elements, estimate costs accurately, assess risks, and ensure compliance with client specifications and industry standards. Through real-world case studies, practical tools, and interactive sessions, this course equips participants with the skills needed to craft winning bids while avoiding common pitfalls.

### Audience:

This course is designed for:

- Engineers and project managers involved in tendering processes.
- Proposal writers and bid coordinators seeking to enhance their skills.
- Procurement and contracts professionals working on bid submissions.
- Consultants and contractors in construction, oil & gas, and infrastructure sectors.
- Graduates or early-career professionals aiming to specialize in tendering and proposal development.

### Course objectives:

Upon completion of the course, participants will acquire:

- Understand the bid lifecycle and its key stages, from RFQ analysis to submission.
- Develop proficiency in writing technical and commercial proposals that align scope, timelines, and budgets.
- Gain hands-on experience in cost estimation for materials, labor, and overheads.
- Learn to identify and mitigate risks such as delays, cost overruns, and non-compliance.
- Master the interpretation of client specifications, legal terms, and industry standards (e.g., FIDIC contracts).
- Be equipped to use software tools like Estimation Pro, Bid Manager, and Microsoft Project for efficient bid preparation.

### Course duration:

5 days

### Course location:

Cairo-Dubai-Istanbul

### Course contents:

#### **Day-1: Introduction to the Bid Lifecycle**

1. Understanding the Tendering Process – Definition, importance, and key stages (RFQ → Analysis → Proposal → Submission).
2. Challenges & Success Factors – Common issues in bidding and strategies for success.
3. RFQ Analysis – Understanding scope, deliverables, timelines, and evaluation criteria.
4. Clarifying Client Requirements – Identifying ambiguities and asking critical questions.
5. Case Study & Quiz – Analyzing an RFQ and identifying key components.

#### **Day-2: Technical and Commercial Proposal Writing**

1. Structuring a Winning Proposal – Key sections: Executive summary, technical approach, commercial offer.
2. Aligning Scope, Budget, and Timeline – Using Gantt charts/MS Project for scheduling and budgeting.

3. Persuasive Writing Techniques – Clear, client-focused proposal development.
4. Workshops & Tutorials – Drafting proposal outlines, creating project timelines, peer reviews.
5. Group Activity – Reviewing and refining proposal drafts.

**Day-3: Cost Estimation for Engineering Projects**

1. Principles of Cost Estimation – Types of costs (material, labor, equipment, overheads) and estimation methods.
2. Tools for Cost Estimation – Using software like Estimation Pro, Bid Manager, and Excel templates.
3. Accuracy & Contingency Planning – Addressing uncertainties and incorporating profit margins.
4. Hands-On Exercise – Estimating costs for an infrastructure project.
5. Case Study & Quiz – Resolving discrepancies in cost estimates.

**Day-4: Risk Assessment and Mitigation**

1. Identifying Bid Risks – Common risks (delays, cost overruns, scope changes, regulatory issues).
2. Risk Assessment Tools – Using SWOT analysis, risk registers, and prioritization techniques.
3. Developing Mitigation Strategies – Contingency planning, insurance, contract clauses.
4. Risk Communication – Addressing risks transparently in proposals.
5. Case Study & Quiz – Managing risks in an oil & gas tender.

**Day-5: Compliance and Final Assessment**

1. Ensuring Compliance – Understanding specifications, contracts (FIDIC), and industry standards.
2. Best Practices in Bidding – Avoiding common pitfalls and improving submission quality.
3. Course Recap – Reviewing key lessons on RFQs, proposal writing, cost estimation, and risk assessment.
4. Final Assessment – Written exam covering all course topics.
5. Wrap-Up & Certification – Course feedback session and certificate distribution.

**Methodology:**

- 50% Lectures & concepts
- 20% Case studies
- 30% Workshop & discussion

**Course code: (CONT002)**