



TENDER, BIDS AND PROPOSALS IN PROCUREMENT

January 12-13, 2026 (Monday-Tuesday) **8.45 am – 5.00 pm**

Remote Online Training (Zoom)



This course provides participants with a thorough understanding of the processes involved in tendering, bidding, and proposal development in procurement. It covers best practices, regulatory requirements, and effective strategies for preparing and evaluating tenders and proposals, ensuring participants are well-equipped to manage procurement effectively.

COURSE CONTENTS

DAY 1: UNDERSTANDING TENDERS AND BIDS

1. **Understanding Procurement**
 - Definition and importance of procurement
 - Types of procurement processes
 - Regulatory frameworks and compliance
2. **Overview of Tenders**
 - Overview of procurement processes and terminology.
 - Types of tenders and bids (open, restricted, competitive).
 - Tender documentation: what to include
 - Legal aspects of tenders
3. **The Tender Process**
 - Steps involved in the tendering process.
 - Key roles and responsibilities in managing tenders.
4. **Preparing Effective Bid Proposals**
 - Elements of a successful proposal.
 - Tailoring proposals to meet client specifications and needs.
5. **Best Practices in Tender Writing**
 - Techniques for clear and persuasive writing.
 - Common pitfalls and how to avoid them.
6. **Crafting a Sample Proposal**
 - Participants work in groups to draft a proposal based on a given scenario.

DAY 2: EVALUATING AND MANAGING TENDERS

7. **Developing Competitive Proposals**
 - Crafting a compelling executive summary
 - Tailoring proposals to meet client needs
 - Strategies for highlight
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 - Tailoring proposals to meet client needs
 - Strategies for highlight
8. **Evaluating Bids and Proposals**
 - Establishing evaluation criteria and scoring methods
 - Developing a scoring matrix for fair assessment
 - Assessing technical and financial proposals
 - Identifying potential risks and mitigation strategies
9. **Legal and Regulatory Framework**
 - Understanding the legal aspects of procurement.
 - Compliance with regulations and guidelines.
10. **Negotiating with Suppliers**
 - Strategies for effective negotiation after bids are received.
 - Building relationships with suppliers during the negotiation process.
11. **Workshop: Evaluating Proposals**
 - Participants evaluate sample proposals using developed criteria and scoring matrices.
12. **Contract Management**
 - Understanding the contract lifecycle
 - Key contract clauses and their implications
 - Strategies for effective contract administration

OBJECTIVES

- Explain the key concepts and terminology related to tenders, bids, and proposals.
- Prepare and present effective proposals that align with client needs and expectations.
- Evaluate bids and tenders systematically and fairly.
- Navigate the legal and regulatory aspects of procurement processes.
- Implement best practices for managing tendering and bidding processes.

TRAINING METHODOLOGY

Interactive lectures, Group discussions, Case study analysis, Hand-on workshop

LEARNING OUTCOMES

Upon completion of this course, participants will be able to:

- understand the principles and processes of tendering and bidding in procurement.
- develop skills for creating compelling proposals that meet client requirements.
- learn how to evaluate tenders and bids effectively.
- understand the legal and regulatory framework governing procurement processes.

WHO SHOULD ATTEND

- Procurement professionals and managers
- Bid managers and proposal writers
- Contract managers and administrators
- Project managers involved in procurement
- Anyone interested in understanding and improving their tendering and bidding processes.

TRAINER

MR SHRI SHANMUGANATHAN A/L P. PANCHNATHAN, who is a HRDF accredited corporate trainer, commenced his career in Corporate organization to non-Government organization and has since developed over 20 training programmes for the local needs. He has trained a number of prominent companies such as Boustead Heavy Industry, Sarawak Energy, Lafarge, FELCRA, Petronas and much more. He has an undergraduate degree from the Chartered Institute of Logistics Transport, U.K (CILT-UK), and a Masters Degree from International University and is currently pursuing his DBA. Prior to becoming a full-time trainer in 2004, he served as various positions in corporate companies, government subsidies link and International nonprofit organization. He started his carrier from a buyer with the corporate industry when thru the ladder of progress where his last position was a consultant with a trading house.

MR SHRI SHAN has over 20 years of Procurement and Purchasing, Logistics, Warehouse and Inventory, and Supply Chain Management experience, involving domestic and international activities, for a broad range of manufacturing and service businesses. He has extensive experience in training in the area of Purchasing and Supply Management, Logistics Operations, Warehouse Operations, the management of procurement functions, Supply Chain Management, global sourcing of materials and components, reducing cost of purchased materials and services, and negotiation of complex transactions and contracts. He has given presentations on numerous Supply Chain Management topics and other related topics to the International Federation Purchasing and Supply Management (IFPSM), major universities, and numerous in-house seminars for industrial & services clients in the Malaysia. He was selected to present seminars at the AFRO-ASIAN' Entrepreneurs' Program International Conferences and Asian World Summit's Supply Chain & Logistics Excellence and Shan was selected as IFPSM's Senior Consultant.

COURSE DETAILS

Date **January 12-13, 2026 (Monday-Tuesday)**

Time **8.45am - 5.00pm**

Platform **Remote Online Training (Zoom)**

Medium of Instruction **English**

CPD **14 hours**

Fees **Members RM1,080.00/pax**

Non-Members RM1,188.00/pax

(Fees inclusive of Service Tax at 8%, Downloadable Course Materials and Certificate of Attendance)

- Download and install ZOOM app on your laptop/desktop before the programme
- Good Internet / Wi-Fi connectivity
- Access Links will be provided upon confirmation of the programme

ADMINISTRATIVE DETAILS

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak ■ MyCoID : 475427W_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

PAYMENT

- **Cheques** made in favour of "FMM Institute" should be forwarded to FMM Institute Perak.
- For **HRD Corp Claimable Course**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**
- FMM Institute TIN No. **C10626805080**

CANCELLATION

Must be in Writing with Reasons ■ 7 days before the course – No payment charged ■ 3 – 6 days before the course - 50% payment charged ■ <3 days before the course – Full payment charged ■ Participants who did not turn-up will be charged full payment ■ Replacements can be accepted at no additional cost

~ Registration Form ~

TENDER, BIDS AND PROPOSALS IN PROCUREMENT

FMM Institute
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Closing Date:
JANUARY 5, 2026

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name	Designation	
		HP No	
	NRIC	Email	
2.	Name	Designation	
		HP No	
	NRIC	Email	
3.	Name	Designation	
		HP No	
	NRIC	Email	

(Please attach a separate list if space is insufficient)

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- ☐ We **will be claiming from HRD Corp** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances
- ☐ We will **NOT BE CLAIMING from HRD Corp**. Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name:	Designation:	
Company:	Tel:	Fax:
Address:		
Email:	FMM Membership No	

Enquiries – please contact **Ms Vaani / Pn Eda / Ms Harvindar ☎ (05) 548 8660 📠 (05) 548 8221 ✉ fmm_institute_perak@fmm.org.my**