



Advanced Skills in Bid, RFQ and Tender Management

This course introduces the concept and skills involved in Bidding, RFQ writing and Tender Management.

Objectives of the course

To build the capacity of participants' knowledge in Bidding, RFQ writing and Tender Management

Learning outcomes

Participants will learn how to manage procurement procedures involved.

Upon completion of the workshop, participants will be able to:

- Understand procedures in bidding, RFQ writing and Tender Management
- Conduct RFQ writing
- Conduct Tender Management Process

Target participants

Procurement Manager and personnel, Engineers, Accounts staff, etc.

Module/Subject(s)	Description of the Module/Subject (A descriptive summary of the module/subject)	Duration of the Module(s) (hours / minutes)
The Strategic Foundation	- Welcome & Icebreaker: What's your biggest bid management challenge? - Beyond the Checklist: Redefining the Bid Manager's role as a Strategic Partner. - The Go/No-Go Decision Matrix: Advanced criteria for qualifying opportunities (beyond "can we do it?").	45 minutes
Deconstruction & Mastery of the Solicitation Document	- Reading Between the Lines: Identifying the Client's "real" pain points, strategic drivers, and unstated requirements. - Risk Mitigation Mastery: Advanced techniques for spotting and pricing contractual, technical, and commercial risks. - The Compliance Matrix: Creating a living document to ensure 100% compliance and serve as a project management tool.	60 minutes
Crafting the Winning Response	- The Storytelling Framework: Structuring your response as a persuasive narrative, not just a Q&A.	60 minutes

	- Theming and Key Messages: How to consistently articulate your unique value proposition throughout the document. - Leveraging Cross-Functional Teams: Advanced collaboration techniques with Sales, Legal, Finance, and Technical experts.	
Interactive Exercise	- Teams analyze a complex RFP section to identify key risks and compliance requirements.	30 minutes
The Final Hurdle - Submission & Beyond	- The Gold Standard Review Process: Implementing a multi-stage review (Red Team, Pink Team, Gold Team) to eliminate errors and strengthen arguments. - Presentation & Negotiation Prep: Preparing your team for client presentations and structuring your negotiation strategy based on your bid value. - The Post-Mortem (Win/Loss Analysis): Institutionalizing learning to continuously improve your bid process.	45 minutes

Course Period: Day/Days	22 October 2025 Half-day Workshop: 14:00 ~ 18:00 (with 15 minutes break)
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Language	Class instruction will be conducted in Cantonese.
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Venue	1/F, HKPC Building, 78 Tat Chee Road, Hong Kong
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Fee	Course Fee HK\$900, Free for IPSHK members
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Pre-requisites	Nil
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Certificates	Upon attendance rate reaches 75% and passing the Quiz, participant will be awarded the "Attendance Certificate" issued by IPSHK
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Speaker introduction	Ms. Ceci WONG Supply Chain Executive Ceci Wong is a highly skilled supply chain executive with over 20 years of experience in diverse sectors, including aviation, logistics, retail, hospitality, and fast-moving consumer goods. She specializes in procurement and operations management, with a proven track record of enhancing efficiency and optimizing vendor relationships. Ceci has successfully implemented systems to streamline procurement processes and has led strategic initiatives that drive cost savings and improve supplier performance. Her expertise includes managing complex logistics operations and overseeing procurement for both direct and indirect goods. Ceci holds an Executive MBA from The Chinese University of Hong Kong and a Master's in Strategic Purchasing & Supply Management from The Hong Kong Polytechnic University. She is a Chartered Member of the Chartered Institute of Purchasing & Supply (CIPS) and a member of the Institute of Purchasing & Supply Hong Kong (IPSHK), where she serves as a spokesperson.
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Inquiries	Telephone (852) 27774372 Miss. Ivy Cheung Email: admin@ipshk.org Website: www.ipshk.org
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Application form	
Course Name	
Course Code	
Company Name	
Address	
Participant Name	
Job Title	
Telephone number	
Mobile phone number	
email	
Signature	
Date	

Enrolment Procedure

Please complete and send this enrolment form with requisite documents and fee to the Institute by mail.

Mailing Address: IPSHK, Rm18, 8/F, Career and Kenson Industrial Mansion, 58 Hung To Rd, Kwun Tong, Kowloon. (Please mark the programme title and programme code on the envelope)

Terms and Conditions:

1. Programme fee must be submitted together with this form (or photocopy of this form) before programme commencement, otherwise enrolment will be rejected.
2. Personal Data collected will be used for processing your application for admission, registration, academic, administrative, research and statistical purposes and will also be used for marketing purposes, specifically for the purpose of sending you information relating to IPSHK's latest developments, industry support services, consultancy services, events and training programmes. Personal data will be treated in strict confidence.
3. You may make payment by cheques. Amount received will be imprinted on the official receipt. Only receipt printed with receipt printers at IPSHK is valid. Receipt of cheque payment is subject to bank clearance.
4. Enrolment fee (in full or in part) is not refundable except if IPSHK is notified in writing of your withdrawal:
 - at least 5 working days before the programme commencement for training program run by local speaker
 - at least 15 working days before the programme commencement for training program run by overseas speaker handling charge of HK\$200 will be levied.
5. You may, subject to the prior approval of IPSHK, nominate a person to attend the programme on your behalf. Programme switching request will not be accepted.
6. IPSHK reserves the right to reject any application in any circumstances and for whatever reasons. Payment of fees should only be construed as conditional acceptance of application. To be accepted for any application, you are required to fulfill the admission requirements.
7. IPSHK reserves the right to replace the speaker and/or change the contents, venue and/or time as may be necessary.
8. Classes in the morning (09:00-13:00), afternoon (14:00-17:00) or evening (18:30-22:00) will be cancelled if:
 - (1) Tropical Cyclone Signal No.8 or above OR Black Rainstorm Warning remains hoisted after 6:00 a.m., 11:00 a.m. and 4:00 p.m. respectively; OR
 - (2) Tropical Cyclone Signal No.8 or above OR Black Rainstorm Warning is announced by the Hong Kong Observatory to be hoisted at/after 6:00 a.m., 11:00 a.m. and 4:00 p.m. respectively. You will be notified of the re-scheduling arrangement as soon as possible.
9. These terms and conditions are subject to revision as may be set out in the programme pamphlets and the latest updates in the IPSHK's website