CONCEPT

Etimad Platform Training: Bidding, e-Contracting and Payment Claims on Government Tenders



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Introduction

Public sector procurement portals require rigorous operational compliance, where an administrative oversight, an expired registration record, or an incorrectly structured pricing file can result in immediate technical disqualification. Suppliers frequently encounter procedural barriers during submission, while procuring entities experience administrative delays from non-compliant documentation and disputed billing submissions. Operating across the full digital procurement cycle, this Etimad platform training guides participants through enterprise registration, tender evaluation, offer uploading, electronic contracting, and payment claims under statutory procurement rules. Delivered through structured hands-on platform simulations, this one-week programme is provided by Core Concept.

Course Objectives

- Register an enterprise profile and assign administrative user roles with verified commercial classification and formal authorisations.
- Screen public tenders, purchase tender documentation through integrated electronic payment gateways, and manage clarification inquiries within statutory deadlines.
- Structure and submit compliant technical and financial offers meeting technical specifications, bill of quantities requirements, and local content criteria.
- Manage electronic bid security and mandatory compliance documentation in accordance with platform validation rules.
- Track award decisions, complete electronic contract execution, and submit milestone-based payment claims with necessary supporting documentation.
- Assemble an Etimad Tender Submission Pack that standardises tendering operations and reduces procedural re-work.

Target Audience

- Tender coordinators and bidding specialists managing submissions on public procurement portals
- Commercial directors and business development professionals pursuing government contracts
- Contract administrators and commercial officers managing post-award execution and compliance
- Procurement specialists and institutional buyers administering electronic tendering workflows
- Finance officers and billing accountants processing digital invoices and statutory payment claims
- Enterprise managers seeking compliant entry into public sector tendering frameworks

Course Outline

Day 1: Platform Framework and Supplier Onboarding

- Digital Procurement Lifecycle: Planning, Tender Announcement, Offer Evaluation, Contracting, and Disbursement
- Statutory Tendering Legal Architecture and Platform Governance Compared with the UNCITRAL Model Law
- Enterprise Profile Registration: Commercial Records, Chamber Validation, and User Role Governance
- Commercial Activity Classification Mapped Against UNSPSC Coding Conventions
- Bid Readiness Audit: Tax Compliance, Social Insurance, and Economic Contribution Documentation

Day 2: Platform Standards and Tender Documentation

- Tender Notice Architecture and Open Contracting Data Standard Specifications
- Tender Specification Dossier Deconstruction and Requirements Compliance Matrix
- Digital Certificate Deployment and Electronic Authentication Based on X.509 Standards
- Procurement Methods: Open Competition, Limited Tendering, Direct Purchase, and Framework Agreements
- Electronic Reverse Auction Operational Mechanics and Dynamic Bidding Protocols

Day 3: Offer Preparation and Submission Controls

- Technical Dossier Architecture and Electronic Document Upload Verification
- Financial Offer Formulation, Bill of Quantities Populating, and National Product Price Preference Application
- Electronic Bid Security Administration Under URDG 758 Uniform Rules
- Tender Booklet Acquisition via Electronic Payment, Clarification Log Tracking, and Addenda Verification
- Upload Window Management, Contingency Buffers, and Digital Submission Receipt Authentication

Day 4: Award Governance, Contracting and Invoicing

- Public Offer Opening Registers and Technical Evaluation Milestones Tracking
- Award Notification Protocols, Standstill Observation, and Formal Grievance Escalation Procedures
- Post-Award Contract Execution and Final Performance Guarantee Processing
- Milestone Payment Claims Administration and Statutory Electronic Invoicing Alignment
- Bid Disqualification Root Cause Diagnostics and ISO 37001 Anti-Bribery Integrity Declarations

Day 5: Practical System Labs and Deliverable Assembly

- Simulated Lab: Enterprise Profile Setup, Role Delegation, and Tender Discovery
- Simulated Lab: Separate Technical and Financial Proposal Upload Sequence
- Simulated Lab: Contract Finalisation, Performance Bond Filing, and First Payment Claim Processing
- Assembly and Review of the Etimad Tender Submission Pack
- Peer Submission Compliance Evaluation and Remediation Workshop

Skills You Will Gain

- e-Procurement Platform Operation
- Public Tenders Screening
- Bid Compliance Verification
- Technical Proposal Assembly
- Financial Schedule Pricing
- Bank Guarantee Management
- Contract Administration
- Payment Claims Processing

Why Attend This Course

- Implement an enterprise Etimad Tender Submission Pack to standardise bidding workflows across upcoming tender opportunities.
- Eliminate administrative defects, documentation misalignments, and calculation errors that disqualify viable technical and financial offers.
- Accelerate post-award administration by streamlining electronic contracting and initial payment claim processing.
- Standardise cross-functional workflows between commercial, legal, and finance departments responding to public sector tenders.

Conclusion

Operational success on digital procurement platforms demands procedural precision and systematic adherence to statutory tendering regulations. This course establishes complete operational proficiency across the public tendering lifecycle, covering enterprise onboarding, specification analysis, dual-envelope offer submission, guarantee issuance, digital contracting, and payment claims. Practical simulation sessions reinforce routine platform actions, enabling participants to deploy an operational Etimad Tender Submission Pack that mitigates procedural risks and enhances institutional tendering efficiency.