



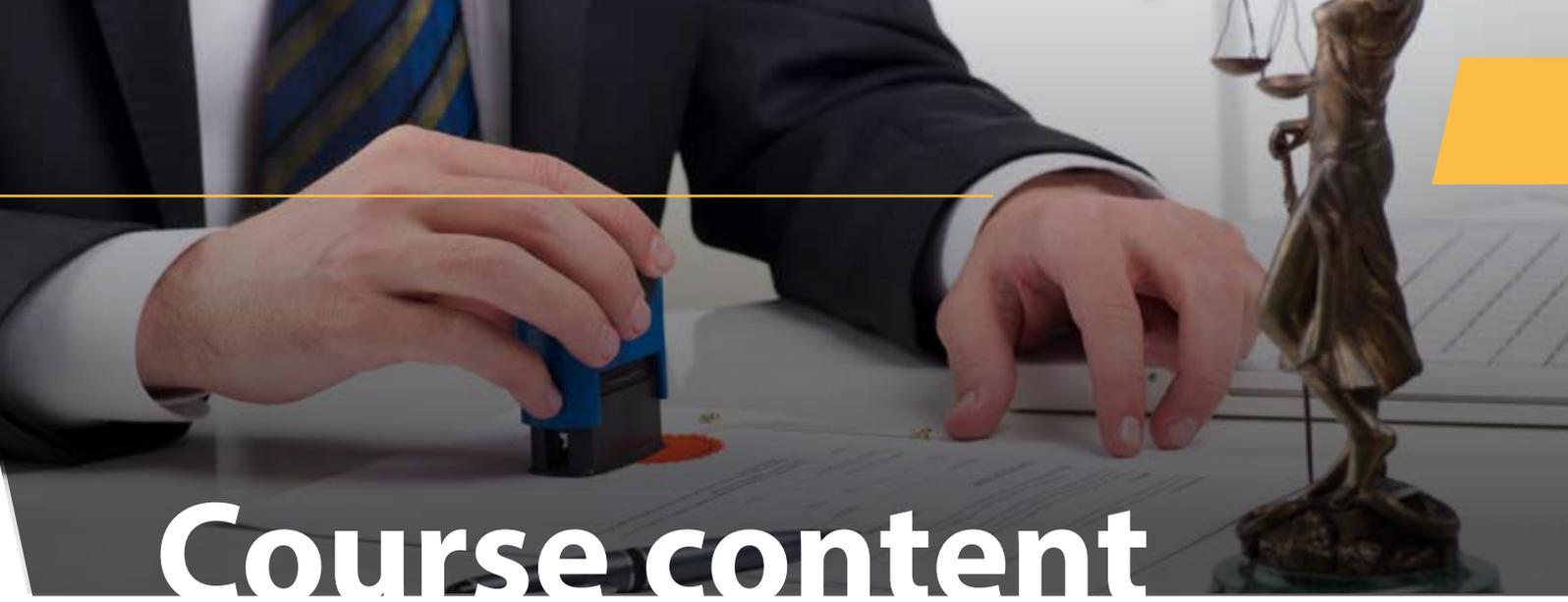
Tendering Procedures and Bid Evaluation

An **informatech** Training Course
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(5 Days Training Course)





Course content

Why Attend

The overall aim of this course is to provide participants with the knowledge, concepts and skills needed to perform all tendering tasks. The course covers each step of the tendering processes and procedures as well as the different techniques and approaches used in evaluating the bids.

Participants in this interactive course will learn essential tools and techniques used in analyzing submitted bids including preliminary examination, technical evaluation and commercial evaluation.

Course Methodology

This course relies on the use of individual and group exercises aimed at helping participants learn all key activities in contract management. The course also features the use of a number of case studies and presentations by participants followed by discussions. In addition, this course incorporates pre and post testing.

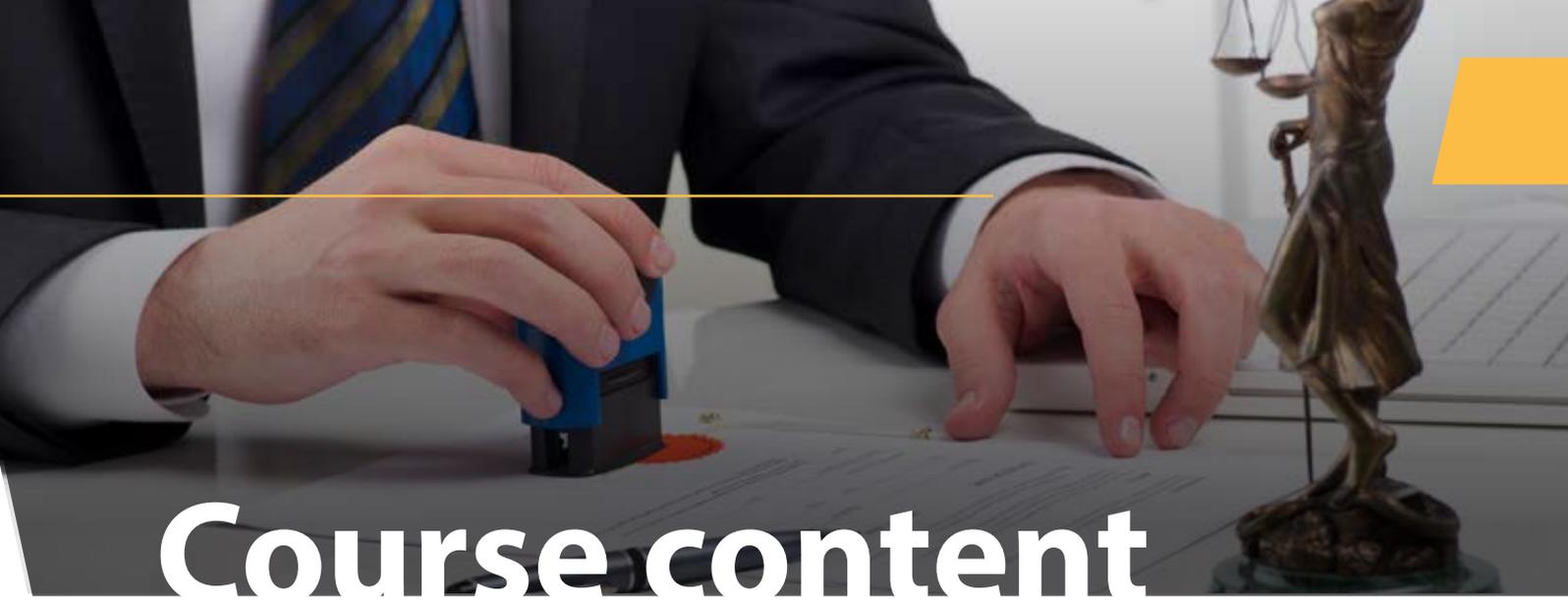
Course Objectives

By the end of the course, participants will be able to:

- List the contracting stages from setting the scope of work to awarding the contract
- Outline the main objectives for the tendering process and recognize other alternative contracting methods
- Prepare the tendering strategy, determine the sourcing method and scope of work of the project, and plan the evaluation process of the bidders
- Evaluate in-depth the process of preparing tenders and selecting potential contractors
- Identify preliminary, technical and commercial evaluation procedures and apply several methodologies using criteria, weights and scoring protocols to optimize bidder's selection process

Target Competencies

- Contract preparation
- Writing scope of work
- Preparing contract plan
- Determining pricing strategy
- Understanding tendering process
- Evaluating bids



Course content

Course Outline

Overview of contracting and tendering

- Definition of a contract
- Stages in contracting
- Preparation and tendering
- Award and administration
- Defining tendering
- Purpose of tendering
- Alternatives of tendering

Objectives of tendering

- Tendering process
- Contracting methods
- Competitive bidding
- Competitive proposals
- Reverse auction

Tendering preparation

- Identifying requirements
- Setting scope of work
- Planning the evaluation process
- Identifying suppliers
- Developing tender documents
- Invitation to tender
- Terms and conditions
- Tender briefing
- Receiving and opening bids

Commercial and financial consideration

- Contract pricing, fixed price, cost plus, unit price and measured work
- Special forms of contracting
- Payment terms
- Value for money
- Whole life costing
- Most Economically Advantageous Tender (MEAT)
- Contractor's strategy
- Bid and no-bid decision

Tender evaluation and award

- Evaluation process
- Preliminary examination of bids
- Detailed examination of bids
- Rating scale
- Scoring protocol
- Compliance matrix
- Technical bid scoring
- Evaluation report
- Awarding of contract
- Post award conference
- Debriefing unsuccessful bidders
- Mistakes and protests

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Typical interventions are to accelerate performance, execute strategy and embed capability and change. Our programmes are part of the core curriculum in many of our client's corporate universities, and our leadership development programmes have over 300,000 executive alumni. Methodologies are based on more than 100 corporate turnarounds and performance acceleration assignments in FTSE 100 and Fortune 500 companies. Austria, Belgium, Brazil, Canada, China, Colombia, Denmark, Finland, France, Germany, Italy, Mexico, Norway, Poland, Portugal, Russia, Serbia, South Africa, Spain, Sweden, The Netherlands, UK, Uruguay, and the USA.



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