

# € TRAINING

Tendering Procedures and Bid Evaluation





# Tendering Procedures and Bid Evaluation

## Introduction:

Tendering Procedures and Bid Evaluation Program is the systematic process of soliciting bids for a project or service, assessing them based on set criteria, and selecting the best-suited bid for awarding the contract.

## Program Objectives:

At the end of the program, the participants will be able to:

- Assess and categorize third-party goods and services by supply risk and expenditure value.
- Analyze procurement strategy options for specific opportunities.
- Strategize and oversee the entire competitive tender process.
- Identify and mitigate procurement risks through thorough assessment and proposal development.
- Develop effective evaluation criteria for assessing bids and tenders, including technical and commercial aspects, and conduct professional negotiations with suppliers to handle outcomes of the competitive bid process.

## Targeted Audience:

- Engineering Project Professionals.
- Contract Professionals, Administrators, Analysts, and Engineers.
- Specifiers, Buyers and Purchasing Professionals.
- Procurement Officers.
- Anyone involved in the preparation, evaluation, and management of commercial invitations to tender, requests for bids and proposals and contracts for the purchase of services, materials, or equipment.

## Program Outlines:

### Unit 1:

#### Formulating the Contracting Strategy:

- Classifying 3rd Party Spend into Categories.
- Market Approaches.

- Crafting the Contracting Strategy.
- Identifying and Mitigating Contracting Strategy Risks.
- Choosing the Best Contract Type, including.
- Lump-Sum Fixed Price Contracts.
- Unit Rate, Cost Plus, and Day Rate Contracts.
- Time and Materials Contracts.

## Unit 2:

### Best Practices in Tender Procedures:

- The Tendering Process.
- Seeking Expressions of Interest.
- Pre-qualification Methodologies.
- Basic Accounting and Economics.
- Total Cost of Ownership.
- How to Prepare Internal Cost Estimate.
- What is the role of negotiation?

## Unit 3:

### Optimizing the Tender Documents:

- Contents of the Tender Package.
- Ensuring a Robust Specification and Scope of Work.
- Defining the Response, You Require from Bidders.
- Essential Clauses in the Draft Terms and Conditions.
- Bid Security, Performance Security in Public Tenders.
- Anticipating and Reducing the Risk of Scope Change.

## Unit 4:

### Managing the Technical and Commercial Evaluation:

- The Purpose of Bid Evaluation.
- Lowest Price or Best Value for Money.
- Stages of the Evaluation.
- Clarifying Bids to Assist the Evaluation.
- Choosing Evaluation and Award Criteria.
- Bid Evaluation Approaches One-envelop, Two-envelop, Online Bidding.

## Unit 5:

### Managing the Contract Award and Initialization Stage:

- Communicating the Results - Internally and Externally.
- Working with Tender Bonds and Performance Guarantees.
- Dealing with Disputed Contract Awards.
- Operating under Pre-contract Letters of Intent.
- Managing Pre-contract Scope Changes.
- Initiating Contract.