

SSM 41 - TENDERING PROCESSES

The aim of the course is to help you fully understand the competitive tendering process and how to negotiate successfully in order to achieve the best value for money and obtain the most out of available funds.

WHO SHOULD ATTEND?

Those people who are involved in the planning, creation, issue, receipt and evaluation of tenders. The organisation will benefit through the development of a well managed and controlled process which should be beyond reproach.

PROGRAMME CONTENTS

Day 1 - Best Practice in Issuing Tenders

- Understanding the legal framework surrounding the tendering process – where offer and acceptance are perceived to be - formation of the contract
- Incorporating the terms and conditions of contract
- Specification and schedules, period of contract

The Procurement Process

- Determining the rules of the bidding process
- How to use non-collusion clauses
- How to handle bidders conferences and/or site meetings
- Preparing the pricing schedules
- The legal aspects of returned tenders
- Dealing with returned tenders
- Bid validation processes

Day 2 - Preparing Specifications

- Elements of good specification
- Obtaining Competitive Bids
- Whole life costing
- Freedom of Information Act 2000

The Tendering Process

- Gathering Information
- Drafting Tender Documents
- Evaluating the bids, both commercially and technically
- Preparing for and undertaking post tender negotiation
- Preparing the recommendations
- Advising non-successful bidders
- Awarding the contract

Day 3 - Negotiation

- What is Negotiation?
- The negotiation cycle
- What to negotiate when Purchasing
- Negotiation Styles

Contract Formation: The Law

- General Conditions of Purchase
- Retention of Documents
- Code of Ethics