



Arabian Institute For Training

# Advanced Tendering Procedures & Bid Evaluation

## INTRODUCTION

- This Advanced Tendering Procedures & Bid Evaluation training course will examine all the input that has influence and direct impact on tendering procedures and bid evaluation. The key elements include understanding business need, market analysis, supply chain cost modelling, contracting strategy, and contract award up to and including contract initiation. It introduces a methodology in classifying the 3rd party goods or services for an organization into categories based on supply risk to spend value. Then a methodology will be introduced to help assign the best-fit market approach to a particular category or its sub-category. All of these will lead to the best-fit tendering procedures and bid evaluation.
- When should we play it safe by only allowing experienced and proven suppliers to bid? When and how can we develop new suppliers? What are a fit-for-purpose suppliers selection process? How best to master a tender negotiation? How to handle (or avoid) contract award disputes? How to meet the increasingly aggressive local contents requirements in developing countries? What is the unwanted by-product of chasing for localization targets?

This training course will highlight:

- Selecting the right market approach
- Formulating the best-fit contracting strategy
- Planning and managing a tender process
- How to optimize the interaction between Requesting Departments and Procurement teams?
- How to prepare for and conduct professional negotiation with suppliers?

## OBJECTIVES

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

- Classify 3rd party goods and services based on supply risk and value of spend
- Determine the procurement strategy choices available for a given opportunity
- Plan and manage a competitive tender process from A to Z
- Identify, assess and make proposals on how to manage procurement risks
- Create an appropriate evaluation methodology to judge bids and tenders
- Evaluate vendor proposals from a technical and commercial perspective
- Prepare for and conduct professional negotiation with suppliers

---

## **TRAINING METHODOLOGY**

- Leveraging world best practices proven in the real business, this Advanced Tendering Procedures & Bid Evaluation training course will be delivered by a recognized Contracts & Procurement Professional who has been involved in delivering complex projects around the world. Exercises, role play built on carefully designed case studies will maximize hands-on practice.

## **ORGANISATIONAL IMPACT**

Impact on the organisation in attending this Advanced Tendering Procedures & Bid Evaluation training course is profound, including:

- Procurement becomes a competitive edge of the company
- More effective and efficient procurement practices
- Better-fit approach to the supplier market
- Reduction in failed procurements, where contractors and vendors decline to participate in competitive procurements
- Reduction in financial and other risks to the organisation, by making better contracts
- Improvement in the performance of contractor performance, by choosing better contractors, and using more appropriate terms and conditions

## **PERSONAL IMPACT**

- Immediate new capability to articulate a structural contracting strategy
- A greater sense of Professionalism
- Updated with World-Class practices and trends
- More exceptional ability to negotiate and manage contracts
- Increased recognition by the organization because of bigger impact
- Visible improved capability to seek buy-in from and impress senior stakeholders

## **WHO SHOULD ATTEND?**

- Engineering Project Professionals
  - Contract Professionals and Administrators
  - Contract Analysts
  - Contract 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
-

---

## Course Outline

### 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 Contracts
- Cost Plus Contracts
- Day rate Contracts
- Time and Materials Contracts

### 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?

### 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

### 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
-

---

## 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



Arabian Institute For Training