MERCURY

Tendering Procedures and Bid Evaluation Conference



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Introduction

This tendering procedures and bid evaluation training will examine all the inputs influencing and directly impacting tendering procedures and bid evaluation. The key elements include understanding the business needs, market analysis, supply chain cost modeling, contracting strategy, and contract award up to and including contract initiation.

The tendering procedures and bid evaluation conference introduce a methodology for classifying an organization's third-party goods or services 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 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 is a fit-for-purpose supplier selection process? How best to master tender negotiation? How do you handle or avoid contract award disputes? How do we meet the increasingly aggressive local content requirements in developing countries? What is the unwanted by-product of chasing for localization targets?

Adding Value Through Advanced Tendering Procedures and Bid Evaluation

In today's procurement landscape, mastering advanced tendering procedures and conducting robust bid evaluations are pivotal to the success of any project. Participants in this tendering procedures and bid evaluation course will be equipped with knowledge about the detailed tendering process training course, which encapsulates best practices in both bidding and tendering and critical insights into evaluating bids with efficacy.

This module strengthens the foundation of tender procedures and delves into sophisticated techniques for tender evaluation, ensuring that delegates are skilled in interpreting and managing conference tenders with finesse.

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Targeted Groups

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

Conference Objectives

At the end of this tendering procedure and bid evaluation conference, 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 negotiations with suppliers.
- Handle the outcomes from a competitive bid process.

Targeted Competencies

At the end of this tendering procedure and bid evaluation conference, the participants will be able to:

- Select the right market approach.
- Formulate the best-fit contracting strategy.
- Understand planning and managing a tender process.
- Optimize the interaction between Requesting Departments and Procurement teams.
- Prepare for and conduct professional negotiations with suppliers.

Conference Content

Unit 1: Formulating the Contracting Strategy

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- 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.

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 Estimates?
- 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 and 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.

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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.