

P06 - MANAGING THE TENDER PROCESS

LEVEL

DURATION

METHOD

Working /Practitioner

1 day

Training course

OVERVIEW

Understanding the tendering process is a vital skill for public procurement staff and other contract users involved in the period between issuing a tender and making a recommendation for contract award. On completion of this course attendees will have gained technical knowledge of, and practical skills for, the tendering process.

AUDIENCE & FORMAT

This course is ideal for procurement staff and other contract users involved in the tendering process. The content is presented by a trainer, supported by discussions and case-study analysis. Training notes are provided for reference.

OUTCOMES

On completion of this course attendees will:

- Be aware of the whole process for evaluating tenders
- Be able to deal appropriately with tender enquiries
- Be able to prepare a contract recommendation report
- Be aware of the legal responsibilities related to tendering
- Understand and able to explain the whole tendering process.
- Understand the importance of the invitation to tender (ITT) document
- Understand the key elements of contract recommendations.

COURSE CONTENT

- The Invitation to Tender (ITT) document: its purpose, key points, risks and issues
- Tender Evaluation: forming an evaluation panel, assessing tender commercial and quality criteria, scoring methods, post tender clarifications and negotiation
- Tender Return Period: clarifications, supplier meetings, receiving and opening tenders, security and confidentiality, electronic systems
- Contract award: recording the outcome, preparing a recommendation report, standstill periods, supplier de-briefing
- Legal status
- Public accountability

Relevant Competencies

- Building tender documents
- EU & regulated tender process
- Tender evaluation

PROCUREMENT JOURNEY

- Zone B (tender process)