

## Effective Tender Evaluation

### Objective

A one day training course for delegates who need understand the tender evaluation process.

### Content

#### Introduction

- An outline of the tendering process
- When should we consider tender evaluation?
- An outline of the legal framework

#### Pre-tender Evaluation – “the PQQ stage”

- Expression of interest or Pre-Qualification Questionnaire
- Acceptable selection criteria
- Applying the criteria in shortlisting

#### Post Tender Evaluation

- What constitutes evaluation?
- Evaluation methodologies explained
  - Lowest price
  - Most economically advantageous tender (MEAT)
- Developing a MEAT evaluation model
  - Establishing the overall price/quality weighting
  - What is quality?
  - Defining the quality assessment criteria
  - The scoring system
- Resourcing the evaluation team
  - Briefing evaluators on their roles
  - Achieving an objective evaluation
- What do we evaluate
  - Tender submission
  - Bidder presentations
  - Reference site visits
- Post tender clarification
- Best and Final Offer

#### Making the Decision

- Advising the preferred bidder
- Do we appoint a reserve bidder?
- Feedback to unsuccessful bidders

#### Conclusions and Questions

### Format

This is an interactive session that includes presentation, discussion, practical examples and case studies. All delegates will receive a comprehensive delegate handbook and supporting CD.

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