

An Introduction to Tendering

Objective

A one day training course for delegates who wish to gain an understanding of the public sector tendering process and develop a toolkit for managing a successful procurement.

Content

Introduction

- Why we should tender?
- What we should achieve from tendering

The Tendering Process

- Defining the steps in the tendering process
- An outline of the legislative framework
- The EU procurement regulations

Key Steps in Tendering

- Selecting the appropriate process
 - Open, restricted and negotiated routes
 - The competitive dialogue
- Selecting tenderers
 - Expressions of interested and pre-qualification questionnaires
 - Criteria for shortlisting
- Developing the Invitation to Tender
 - Conditions for tendering
 - Contract terms and conditions
 - The service specification
- Managing the Tendering Period
 - Answering questions from tenderers
 - Holding a tenderers forum

Evaluating the Responses

- Developing the evaluation model
- Resourcing the evaluation team
- Managing the evaluation process

Appointing the Successful Supplier

- The preferred supplier appointment
- Feedback for unsuccessful suppliers
- The contract award

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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