



Tendering & Procurement

Objective

A two day work-based training course for delegates who need to develop an understanding of tendering and procurement.

Content

Day 1

Day one will focus on the procurement process and legislation, the development of the specification and the start of the tendering process.

Introduction

The procurement process

Procurement legislation and Guidance

- Procurement Obligations under the EU Treaty
- The Public Contract Regulations 2006
- European Commission guidance on procurement
- The Transfer of Undertakings (Protection of Employment) Regulations 2006

Specification design

- Types of service model and specification
- Output and outcome specifications
- Method statements
- Developing the specification
- Specification checklist

Planning a tendering exercise

- Objectives of tendering
- Selecting the tendering process
- Preparing a timetable for tendering

Placing the Notice of Tender

Selecting Tenderers

- Expression of Interest or PQQ?
- Test of Eligibility
- Test of Suitability

Conclusions and Questions (Day 1)

Tendering & Procurement

6 Beaufort Court, Admirals Way, London E14 9XL.

Telephone 020 7863 7517 Fax 020 7863 7510 www.lgsolutions.co.uk

Registered in England no 4322757 Registered Office: 27 Old Gloucester Street, London, WC1N 3XX

Day 2

Day two will focus on preparing and issuing the tender documents, evaluating the tender responses, negotiating the commercial terms and implementing the contract.

Preparing tender documents

- Invitation to Tender
- Conditions of Contract
- Specification
- Other tender documents

Contents of the Invitation to Tender

Issuing the ITT

Managing the tendering period

Evaluating tenders

- Evaluation criteria
- Developing an evaluation model
- The evaluation process
- The evaluation team
- Post tender negotiation

The contract award

Contract Implementation

- Service transition

Managing contract performance

- Applying the performance regime
- Incentives and defaults

Influencing Contractor Behaviour

- Pro-active contract management
- Managing change
 - Price
 - Service requirements

Contract Renewal

- Options for extension
- Re-tendering arrangement
- Preparing for change

Conclusions

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.

6 Beaufort Court, Admirals Way, London E14 9XL.

Telephone 020 7863 7517 Fax 020 7863 7510 www.lgsolutions.co.uk

Registered in England no 4322757 Registered Office: 27 Old Gloucester Street, London, WC1N 3XX