

## Developing Tender Documents

### Objective

A one day training course for delegates who need to produce effective Invitation to Tender Documents.

### Content

#### Introduction

- An outline of the tendering process
- What we should achieve from tendering
- An outline of the legal framework

#### What constitutes an Invitation to Tender

- Conditions for tendering
- Terms and conditions of contract
- Service Specification
- Other Documents

#### Conditions of tendering

- The purpose of the conditions of tendering
- What should we cover?
  - Notices to bidders
  - Describing the procurement process
  - Considering the pricing structuring
  - Defining evaluation criteria
  - Defining the structure of the tender response

#### Terms and conditions of contract

- Reviewing “standard” terms and conditions of contract
- Ensuring that the contract terms meet your requirements
- Linking the contract terms and the specification

#### The Service Specification

- Writing an output based specification
  - Defining the deliverables
  - Do we need a performance scheme?
  - Developing method statements

#### Other Tendering Documents

- What other information might we need to provide?
- Answering questions from tenderers
- Providing additional information during the tendering period

#### 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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