



Tendering Procedures and Bid Evaluation



16 - 27 September 2024



Geneva (Switzerland)

# Tendering Procedures and Bid Evaluation

course code: C8108 From: 16 - 27 September 2024 Venue: Geneva (Switzerland) - course Fees: 4500 Euro

## Conference Objectives:

### By the end of the conference , participants will be able to:

- Recognize the contracting stages from setting the scope of work to awarding the contract.
- Evaluate, in-depth, the process of preparing tenders and selecting potential suppliers.
- Identify the issues involved in assessing tenders for quality as well as value for money including e-Auction.
- Apply several approaches to bid evaluation using criteria, weights and scoring measures.

### This conference is designed for:

All those involved in the early stages of contracting for them to review and have a full understanding of the tendering process as well as the different approaches to tender evaluation and assessment. This program is worth 25 NASBA CPEs.

## Conference Outline:

### Stages in Contracting

- Preparation
- Tendering
- Award
- Administration

### Taking Stock of Our Situation

- Problems
- Description of Applicable Procedures

### Tendering Procedures

- Common Procedures
- Procedures Specific to Each Organization

### Homework Stage

- Identify Requirements
- Set Scope of Work and Specs
- Planning and Pricing
- Sourcing and Pre-Qualification

### Tender Evaluation Principles

- Evaluation Process
- Technical Analysis
- Commercial Analysis

### Evaluation Plan

- Evaluation Criteria
- Weighting for Each Criteria
- Scoring Protocol

### Tender Evaluation Report

- Form
- Contents

### On-Line Reverse Auction

- Practices
- Advantages and Disadvantages

### Debriefing Unsuccessful Bidders

- Expression of Interest
- Bidders Selection

- Reasons for Debriefing
- Modes of Debriefing

### **Invitation to Tender**

- Issue Documents
- Answer Questions
- Receive and Open Bids