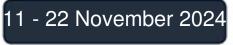






Tendering Procedures and Bid Evaluation







Barcelona (Spain)



# **Tendering Procedures and Bid Evaluation**

course code: C8108 From: 11 - 22 November 2024 Venue: Barcelona (Spain) - 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

