

## Bid Management & Evaluation

This workshop is designed to develop skills in preparing and evaluating competitive bids and give you the confidence to apply those skills.

### Program outline

The Workshop will cover:

- understanding the legal framework surrounding the tendering process
- determining the rules of the bidding process
- how to handle bidders' conferences and/or site meetings
- preparing the paperwork
- evaluation methods, both commercially and technically
- preparing for post tender negotiation
- advising non-successful bidders

### Benefits to the delegate

The course will give a broader understanding of the legal and commercial requirements of the tendering process. It will show how to determine the rules and structure of the process, how to ensure that there has been an evaluation of all bids and the basic rules around tendering & evaluation

### Benefit to the organisation

This course demonstrates that good practice in applying the correct techniques throughout the bid process will deliver value back to the organization through improved results and a consistent approach.

### Duration & level

1 day. Introduction level program

### Who should attend?

Anyone involved in the planning, creation, issue, receipt and evaluation of tenders should attend