

Tender Management Evaluation

Cape Town (South Africa)

7 - 11 April 2025

UK Training

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Tender Management Evaluation

Code: LM28 From: 7 - 11 April 2025 City: Cape Town (South Africa) Fees: 3700 Pound

Introduction

Tender management is a critical aspect of procurement and project management. Evaluating tenders effectively is essential for ensuring that organizations make informed decisions when selecting suppliers and contractors for their projects. The Tender Management Evaluation course is designed to provide participants with the knowledge and skills needed to assess and evaluate tenders accurately and efficiently. Whether you are a procurement professional, project manager, or part of a tender evaluation team, this course will equip you with the tools and techniques to make informed decisions that contribute to the success of your projects.

Objectives

1. Understand the Role and Importance of Tender Evaluation
2. Legal and Ethical Awareness
3. Defining Evaluation Criteria and Weightings
4. Building a Strong Evaluation Team
5. Preparing for the Evaluation Process
6. Evaluation Methods and Techniques
7. Data Analysis and Decision-Making
8. Post-Evaluation Activities and Feedback
9. Maintaining Transparency and Accountability

Course Outline

Day 1

Fundamentals of Tender Evaluation

- Understand the role of tender evaluation in the procurement process.
- Learn the legal and ethical considerations in tender evaluation.
- Explore the key principles of fair and transparent evaluation processes.

Day 2

Preparing for Tender Evaluation

- Discuss the importance of defining evaluation criteria and weightings.
- Learn to create a robust evaluation team and assign roles and responsibilities.
- Understand the documentation and communication required before the evaluation process begins.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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Day 3

Evaluation Methods and Techniques

- Explore various evaluation methods, including the two-envelope system and point scoring.
- Learn how to assess qualitative and quantitative aspects of tender submissions.
- Practice evaluating sample tenders to develop critical evaluation skills.

Day 4

Data Analysis and Decision-Making

- Dive into data analysis techniques for evaluating tenders.
- Discuss risk assessment and mitigation in the context of tender evaluation.
- Understand how to make informed decisions and reach a consensus within the evaluation team.

Day 5

Post-Evaluation Activities and Feedback

- Explore the post-evaluation activities, including negotiations and awarding contracts.
- Learn how to provide constructive feedback to suppliers and contractors.
- Discuss best practices for maintaining transparency and accountability in the evaluation process.

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 International House 185 Tower Bridge
Road London SE1 2UF United Kingdom

 +44 7401 1773 35
+44 7480 775526

 Sales@blackbird-training.com

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