

THE TENDER PROCESS: FROM PREPARATION TO EVALUATION

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- > A detailed manual/workbook and electronic copy of course material
- > Professional presentation of the course content, case studies and practical exercises
- > One month of free telephonic and e-mail support included
- > Certificate of completion
- > Delivery of course material *(unless otherwise arranged)*
- > Travel and Accommodation for the Facilitator *(if required)*

PLEASE WILL YOU PROVIDE:

- > A suitable training venue with data projector
- > White Board and/or Flip Chart and markers
- > Lunch and refreshments daily

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COURSE OVERVIEW

The issuing of tenders for goods and services encourages fair play and good pricing for organisations issuing them. The process can, however be complex and extensive. To assist you to improve your tender process, AstroTech is running a course entitled "The Tender Process: from Preparation to Evaluation". The course covers the following key topics:

- > Understanding why organisations tender and what they want to achieve
 - > Understanding the tendering bid cycle
 - > Preparing the bid specification
 - > Documenting your requirements clearly
 - > Where and how to advertise tender requests
 - > Communication and transparency in the bidding process
 - > The tender request notice
 - > The PFMA and tendering
 - > Terms and conditions of tendering
 - > Identifying and eliminating fraud in the bidding process
 - > The tender schedule
 - > Closing dates and times
 - > The difference between:
 - > Expressions of interests
 - > Request for proposals (RFP)
 - > Request for tenders (RFT)
 - > Standard forms of contract
 - > Understanding how the tender evaluation is performed
 - > The tender evaluation criteria
 - > Who should be on the tender evaluation board or committee?
 - > Analysing tender documents
 - > The adjudication process
 - > Compliance assessment
 - > Risk assessment
 - > Comparative assessment and ranking
 - > Tender approvals
 - > Tender confidentiality
 - > Do's and don'ts when interacting with bidders
 - > Reasons for disqualification
 - > Negotiation issues
 - > Post tender contracts
- ...AND MUCH MORE!



COURSE INFORMATION

★ WHO SHOULD ATTEND

- Specialists / technical staff involved in the issuing of tenders
- Procurement personnel
- Project managers / team leaders involved in issuing tenders
- Anyone involved in the preparation or evaluation of tenders / bids

★ OUTCOMES

After attending this course attendees should be able to:

- Fully understand the bidding process from start to finish.
- Ensure you can clearly define the tender requirements.
- Establish a qualified evaluation team with all the skills to select the most suitable .
- Learn how to identify the key evaluation criteria.
- Know how to award tenders to qualified, good value suppliers that present an acceptable risk level to your organisation.

★ LEVEL 2 BBBEE STATUS

Spending with AstroTech counts twice! You can claim 125% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

★ TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- Notepad & pen
- One month of free telephonic and e-mail support included

★ TERMS & CONDITIONS

- **PAYMENTS:**
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:
COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course
Absent delegates are charged for.
- **POSTPONEMENTS:**
POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- **CANCELLATIONS:**
CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
- **PRESENTERS:**
Should it be necessary, AstroTech Learning reserves the right to substitute the presenter.
- **VENUE:**
If you have chosen to do training with AstroTech at our venue, then training will be provided to you at The Capital Hotel nearest to you. The Capital specialises in conferencing and superior training facilities. Breakfast, snacks, tea, coffee and a three-course lunch will be included and provided on the days of training.
- **COMMUNICATION:**
When a person registers on the Astro Tech website, is registered on an AstroTech course or sends an email to Astro Tech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER:**
AstroTech Learning will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.