



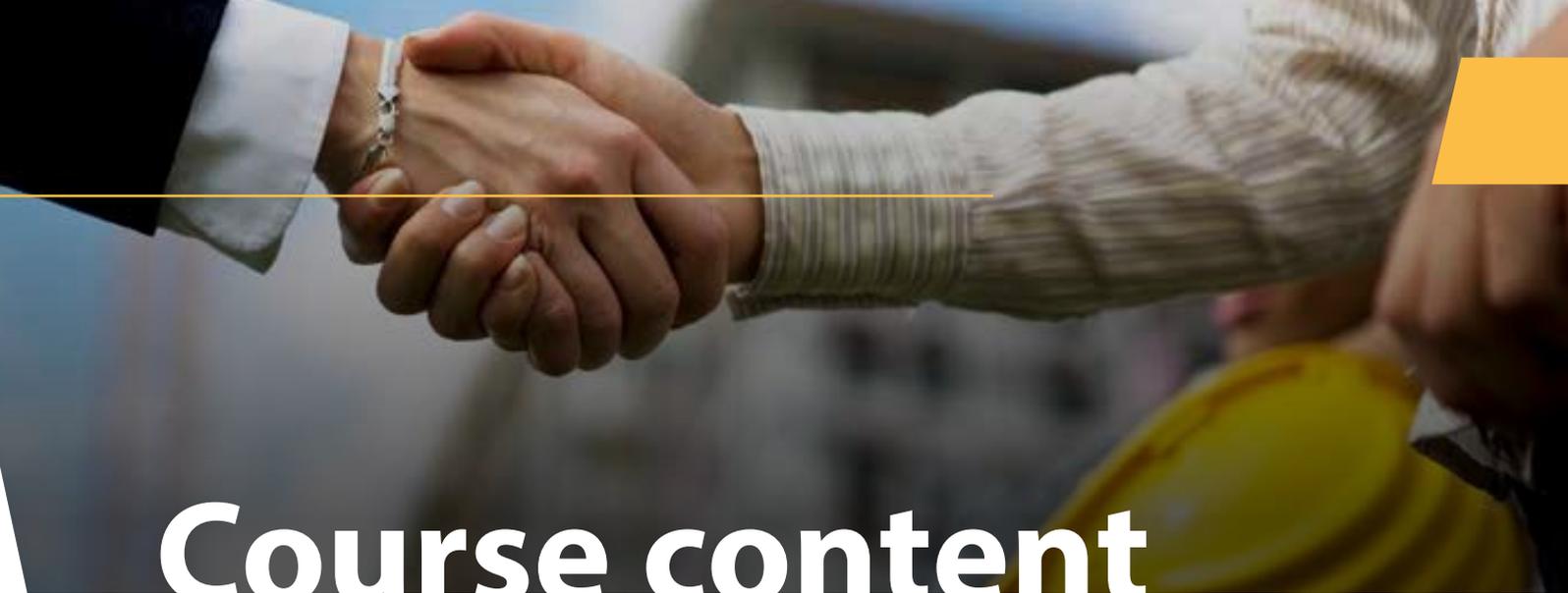
# Tendering: Contract Preparation And Bid Evaluation

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( 5 Days Training Course )





# Course content

## Why Attend

The overall aim of this course is to provide participants with the knowledge, concepts and skills needed to perform all the tasks required in the pre-award phase of a contract. The course covers different contract types and various contracting methods with concentration on tendering.

Participants in this interactive course will learn essential tools and techniques used in analyzing submitted bids including preliminary examination, technical evaluation and commercial evaluation.

## Course Methodology

This course relies on the use of individual and group exercises aimed at helping participants learn all key contract management activities. The course also features the use of a number of case studies, presentations and role plays by participants followed by plenary discussions. In addition, this course incorporates pre and post testing.

## Course Objectives

**By the end of the course, participants will be able to:**

Outline the basic elements of contracting

List the major steps involved in contract preparation procedures including developing an effective scope of work, terms and conditions and sourcing strategy

Describe different types of contracts and discuss several contracting strategies including pricing

Evaluate in-depth the process of preparing tenders and selecting potential contractors

Use evaluation criteria to select the most appropriate contractors for the project

## Target Competencies

Contract preparation

Tendering

Bids evaluation

Writing scope of work

Planning pre-award process

Understanding bidding process



# Course content

## Course Outline

### Overview of contracting and tendering

- Elements of a contract
- Important concepts used in contract management
- Problems in preparing contracts
- Stages in contracting
- Tendering objectives
- One step versus two step sealed bidding
- Tendering process

### Contract preparation

- Set-up contracting strategy
- Contracting methods
- Drafting of scope of work
- Decision analysis worksheet
- Drafting fundamentals
- Implications of poor scope of work
- Terms and conditions
- Determining sourcing strategy

### Contract types and strategies

- Fixed price (lump sum) contracts
- Firm fixed contracts
- Economic price adjustment
- Incentive contracts
- Cost reimbursable (cost plus) contracts
- Percentage of cost
- Fixed fee
- Award fee
- Incentive fee
- Time and material contracts
- Intellectual properties
- Special forms of contracting
- International contracting
- Amendments

### Bidding Procedures

- Invite potential bidders
- Tender briefing
- Receiving and opening of bids
- Recommendation report

### Bids evaluation and contract award

- Evaluation process
- Preliminary examination of bids
- Detailed examination of bids
- Commercial Evaluation
- Value for money
- Whole life costing
- Most economic advantageous tender
- Technical Evaluation
- Scoring protocol
- Method of awarding contract

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Typical interventions are to accelerate performance, execute strategy and embed capability and change. Our programmes are part of the core curriculum in many of our client's corporate universities, and our leadership development programmes have over 300,000 executive alumni. Methodologies are based on more than 100 corporate turnarounds and performance acceleration assignments in FTSE 100 and Fortune 500 companies. Austria, Belgium, Brazil, Canada, China, Colombia, Denmark, Finland, France, Germany, Italy, Mexico, Norway, Poland, Portugal, Russia, Serbia, South Africa, Spain, Sweden, The Netherlands, UK, Uruguay, and the USA.



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