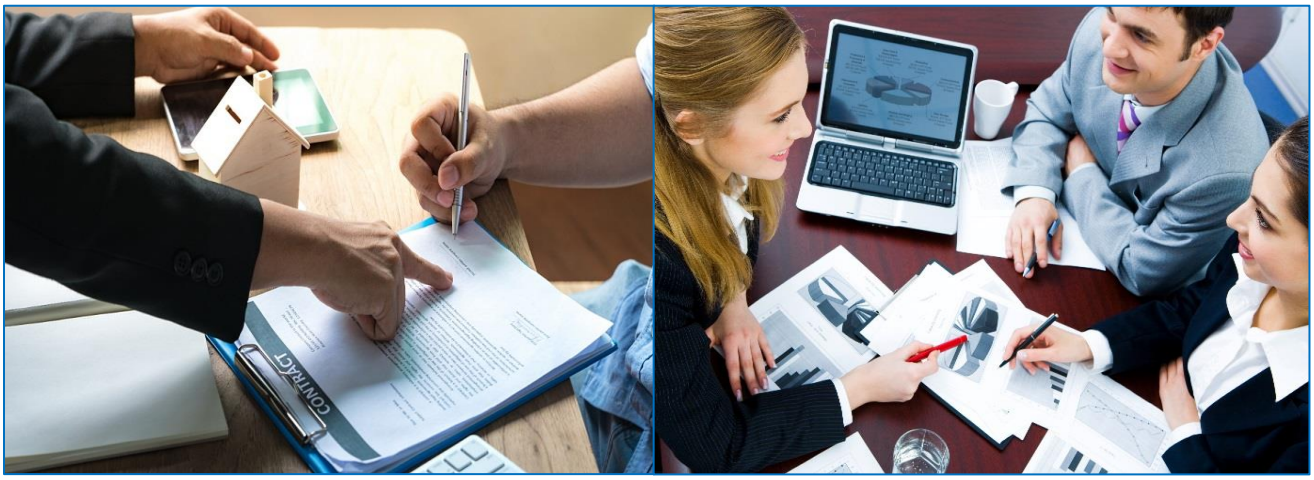

PM027:
Advanced Tendering Procedures & Bid Evaluation:
Effective Tendering, Bidding Strategies & Evaluation

Tel No:+97126654546 | Fax No:+97126654182 | Email: training@cmc-me.com | www.cmc-me.com

Training Description:

The engagement and management of contractors and suppliers is a vital part of the oil, gas and petrochemicals industry: huge sums of money are at stake, with projects of all types and sizes dependent on successful selection and management of contractors, vendors, providers of professional services and other third-party suppliers.

Procurement teams need to be able to put the right contracts in place – which means, clearly and accurately defining user requirements, attracting and selecting the right bidders to make proposals, correctly evaluating their proposals and ultimately making a contract award.

This advanced level training course will cover the key elements of the procurement cycle up to and including contract signature. It addresses the needs of professionals carrying out purchasing functions in the petroleum industries and will enable them to develop and improve their key skills to manage tenders, bids and other competitive proposals.

The course will highpoint:

- Setting the best strategy for the procurement
- Planning and managing a tender process
- Selecting the best form of contract
- Examining the inherent risks in bids and tenders
- Techniques to attract suitably qualified vendors to your bid opportunity
- Methods to sift out unsuitable vendors
- How to optimise the interaction between Requesting Departments and Procurement teams
- Alternative methods for developing requirements documentation, such as the specification or scope of work
- Model clauses in commercial terms and conditions
- Technical and Commercial evaluation methodologies
- Effective Management of the results after the competition

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Determine the procurement strategy choices available for a given opportunity
- ✓ Plan and manage a competitive tender process from A to Z
- ✓ Identify, assess and make proposals on how to manage procurement risks
- ✓ Select and apply alternative approaches to defining user requirements
- ✓ Create an appropriate evaluation methodology to judge bids and tenders
- ✓ Evaluate vendor proposals from a technical and commercial perspective
- ✓ Handle the outcomes from a competitive bid process

Training Designed for:

This course is intended for those Professionals in the petroleum industries, but will greatly benefit Contract Professionals and Administrators, Contract Analysts and Engineers, Specifiers, Buyers, Purchasing Professionals and Procurement Officers, and anyone involved in the preparation, evaluation and management of commercial invitations to tender, requests for bids and proposals and contracts for the purchase of services, materials or equipment.

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Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

- PRE-TEST
- Introduction
- Setting the Strategy for Bids and Tender
  - Competitive and non-competitive bids
  - Selecting the tender strategy
  - Creating the tender plan
  - Using e-procurement techniques
  - Analysing Tendering risks
  - Choosing the best contract type, including
    - Lump sum contracts
    - Fixed price contracts
    - Cost reimbursement contracts
    - Measurement contracts
    - Industry specific contract types

DAY TWO:

- Best Practices in Tender Procedures
  - The End-to-End procurement cycles
  - Seeking expressions of interest
  - Advertising the contract
  - Pre-qualification methodologies
  - The importance of the internal cost estimate
  - What is the role for negotiation?

DAY THREE:

- Optimizing the Tender Documents
  - Contents of the Tender package?
  - Ensuring a robust specification/scope of work
  - Defining the response, you require from bidders
  - Essential clauses in the draft terms and conditions
  - Anticipating and reducing the risk of scope change

DAY FOUR:

- Managing the Technical and Commercial Evaluation
  - The purpose of bid evaluation
  - Lowest price or best value for money?
  - Stages of the evaluation

- Clarifying bids to assist the evaluation
- Choosing evaluation/award criteria
- Techniques to carry out the evaluation

DAY FIVE:

❖ Managing the Contract Award Stage
- Communicating the results – internally and externally
- Working with tender bonds and performance guarantees
- Dealing with disputed contract awards
- Operating under pre-contract letters of intent
- Managing pre-contract scope changes

❖ Course Conclusion
❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:
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