



*Training Course:
Tendering Procedures and Strategies*

*21 - 25 October 2024
Geneva (Switzerland)*

Training Course: Tendering Procedures and Strategies

Training Course code: PC4058 From: 21 - 25 October 2024 Venue: Geneva (Switzerland) - Training Course Fees: 5250 Euro

Program Objectives:

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

- Recognize the contracting stages from setting the scope of work to awarding the contract.
- Evaluate, in-depth, the process of preparing tenders and selecting potential suppliers.
- Identify the issues involved in assessing tenders for quality as well as value for money including e-Auction.
- Apply several approaches to bid evaluation using criteria, weights and scoring measures.

This Program is designed for:

All those involved in the early stages of contracting for them to review and have a full understanding of the tendering process as well as the different approaches to tender evaluation and assessment. This program is worth 25 NASBA CPEs.

Program Outline:

Stages in Contracting

- Preparation
- Tendering
- Award
- Administration

Taking Stock of Our Situation

- Problems
- Description of Applicable Procedures

Tendering Procedures

- Common Procedures
- Procedures Specific to Each Organization

Homework Stage

- Identify Requirements
- Set Scope of Work and Specs
- Planning and Pricing
- Sourcing and Pre-Qualification
- Expression of Interest
- Bidders Selection

Tender Evaluation Principles

- Evaluation Process
- Technical Analysis
- Commercial Analysis

Evaluation Plan

- Evaluation Criteria
- Weighting for Each Criteria
- Scoring Protocol

Tender Evaluation Report

- Form
- Contents

On-Line Reverse Auction

- Practices
- Advantages and Disadvantages

Debriefing Unsuccessful Bidders

- Reasons for Debriefing
- Modes of Debriefing



Invitation to Tender

- Issue Documents
- Answer Questions
- Receive and Open Bids

Registration form on the Training Course: Tendering Procedures and Strategies

Training Course code: PC4058 From: 21 - 25 October 2024 Venue: Geneva (Switzerland) - Training Course Fees: 5250 € Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
 Position:
 Telephone / Mobile:
 Personal E-Mail:
 Official E-Mail:

Company Information

Company Name:
 Address:
 City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
 Position:
 Telephone / Mobile:
 Personal E-Mail:
 Official E-Mail:

Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

Easy Ways To Register

Telephone:
+201095004484 to
provisionally reserve your
place.

Fax your completed
registration
form to: +20233379764

E-mail to us :
info@gh4t.com
or training@gh4t.com

Complete & return the
booking form with cheque
to: Global Horizon
3 Oudai street, Aldouki,
Giza, Giza Governorate,
Egypt.