



*Training Course:  
Tendering Procedures and Strategies*

*2 - 6 September 2024  
Baku (Azerbaijan)*

## Training Course: Tendering Procedures and Strategies

Training Course code: PC4058 From: 2 - 6 September 2024 Venue: Baku (Azerbaijan) - 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

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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.