



SCANDINAVIAN ACADEMY
For Training and Development

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Course: Tendering Procedures and Bid Evaluation

Code	City	Hotel	Start	End	Price	Language - Hours
354	Geneva (Switzerland)	Hotel Meeting Room	2025-01-27	2025-01-31	5450 €	En - 25

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

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

Invitation to Tender

- Issue Documents
- Answer Questions
- Receive and Open Bids

Evaluation Process Tender Evaluation Principles

- 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



The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

• **Theoretical Lectures:**

- We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.

• **Scientific Assessment:**

- We evaluate trainees skills before and after the course to ensure their progress.

• **Brainstorming and Interaction:**

- We encourage active participation through brainstorming sessions and applying concepts through role play.

• **Practical Cases:**

- We provide practical cases that align with the scientific content and the participants specific needs.

• **Examinations:**

- Tests are conducted at the end of the program to assess knowledge retention.

• **Educational Materials:**

- We provide both printed and digital scientific and practical materials to participants.

• **Attendance and Final Result Reports:**

- We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.

• **Professionals and Experts:**

- The programs scientific content is prepared by the best professors and trainers in various fields.

• **Professional Completion Certificate:**

- Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.

• **Program Timings:**

- Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.