



## Purchasing, Inventory & Contracts Training Courses



**SCANDINAVIAN ACADEMY**  
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# Course: Tendering Procedures and Bid Evaluation

Code	City	hotel	Start	End	price	Hours
354	Rome (Italy)	Hotel Meeting Room	2024-06-03	2024-06-07	5450 €	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 ProcessTender 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 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 buffet sessions for light meals during lectures.