Course Details:

Course Code : SCLM-008
Course Title : Bidding & Tendering Processes (RFP)
Course Duration : 5 Days

Course Overview:

- Since procurement is becoming an integral part of SCM, and forms a large volume of expenditure, this necessitates that such huge amounts of money be utilized rationally and economically to enable control, rationalize and direct towards efficiency and effectiveness. This is done through the process of Bidding & Tendering to enable fair and equitable equal opportunity bidding & selection of suppliers based on standard procedures that must be followed.

Learning Outcomes:

- To get exposed to all processes, procedures, standards used in procurement, bidding and tendering
- To know the requirements that govern public tendering and competitive bidding
- Know and practice using such information, processes, procedures and policies to enable use them from planning to contracting, including: Writing tender documents, specifications, draft contracts, selection criteria, etc.
- To master all types of tenders, negotiation stages and contracting processes
- Get exposed to different kinds of contracts, tenders, either manual or e-tendering and know the differences and merits of each type

Course Contents:

Introduction to Procurement & SCM

- Development of purchasing through bidding & Tendering: Why?
- Procurement through Bidding and Tendering:
- Method and types of tenders
- Public Tendering:

Competitive Bidding

- The Importance of Competitive Bidding
- Rules and Policies
- Annual Bids

- Special procurement tools,
- Future Challenges
- Social Responsibility behind competitive bidding

Writing the Tender Document

- Requirements: What documents are needed?
- The practical requirements that must be available
- The Mission of writing a tender document
- Specifications writing,
- Writing a document that is accurate, gives equal opportunities, observes health and safety, in addition to preserving environment

Best Practices in Tendering

- Preparing for the Tender: Getting requisition, Writing Specifications and Tender Document, Drafting contracts, Qualification Criteria, etc.
- Making a short-list of bidders
- Issuing the Tender or Advertising its availability
- Specifying a Time Frame: closing and opening date for qualifications, submission, opening, committing, etc.
- Forming a Tender Committee
- Opening Bids, Evaluating and start negotiation to contract

Negotiations & Contracting

- Negotiations process
- Contracting process
- Case Study: Qatar Bidding & Tendering Processes

E-Tendering

- Benefits and processes
- Security & Viability
- Comparison with Manual Bidding & Tendering
- Lessons learned from this discussion: Application of knowledge
- Conclusion

Our Methodology:

- Make coaching and monitoring innovative and using modern

- Media training also using on the go training by using interactive means and focusing on
- The exercises, practical applications and real situations study
- Live delivery method, instructor-led training
- Experienced consultant, trainers, and professional
- Qualified trainer with high-level experience

Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

Who Should Attend?

- Decision makers: Manager at every managerial level
- Purchasing Officers
- SCM Officers
- Buyers