



Tendering Procedures and Bid Evaluation



+971 4 556 7171
800 7100 (within UAE)



www.meirc.com



meirc@meirc.com



Meirc
Training & Consulting

Why Attend

The overall aim of this course is to provide participants with the knowledge, concepts and skills needed to perform all tendering tasks. The course covers each step of the tendering processes and procedures as well as the different techniques and approaches used in evaluating the bids.

Participants in this interactive course will learn essential tools and techniques used in analyzing submitted bids including preliminary examination, technical evaluation and commercial evaluation.

Course Methodology

This course relies on the use of individual and group exercises aimed at helping participants learn all key activities in contract management. The course also features the use of a number of case studies and presentations by participants followed by discussions. In addition, this course incorporates pre and post testing.

Course Objectives

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

- List the contracting stages from setting the scope of work to awarding the contract
- Outline the main objectives for the tendering process and recognize other alternative contracting methods
- Prepare the tendering strategy, determine the sourcing method and scope of work of the project, and plan the evaluation process of the bidders
- Evaluate in-depth the process of preparing tenders and selecting potential contractors
- Identify preliminary, technical and commercial evaluation procedures and apply several methodologies using criteria, weights and scoring protocols to optimize bidder's selection process

Target Audience

All those involved in the early stages of the contracting life cycle in order for them to have a full understanding of the tendering process and procedures and the different approaches of tender evaluation. Meirc is assigned as a Registered Educational Provider (REP) with the Project Management Institute (PMI®). This course is worth 30 Professional Development Units (PDUs).

Target Competencies

- Contract preparation
- Writing scope of work
- Preparing contract plan
- Determining pricing strategy
- Understanding tendering process
- Evaluating bids

Course Outline

- Overview of contracting and tendering
 - Definition of a contract
 - Stages in contracting
 - Preparation and tendering
 - Award and administration
 - Defining tendering
 - Purpose of tendering
 - Alternatives of tendering
- Objectives of tendering
 - Tendering process
 - Contracting methods
 - Competitive bidding
 - Competitive proposals
 - Reverse auction



- Tendering preparation
 - Identifying requirements
 - Setting scope of work
 - Planning the evaluation process
 - Identifying suppliers
 - Developing tender documents
 - Invitation to tender
 - Terms and conditions
 - Tender briefing
 - Receiving and opening bids
- Commercial and financial consideration
 - Contract pricing, fixed price, cost plus, unit price and measured work
 - Special forms of contracting
 - Payment terms
 - Value for money
 - Whole life costing
 - Most Economically Advantageous Tender (MEAT)
 - Contractor's strategy
 - Bid and no-bid decision
- Tender evaluation and award
 - Evaluation process
 - Preliminary examination of bids
 - Detailed examination of bids
 - Rating scale
 - Scoring protocol
 - Compliance matrix
 - Technical bid scoring
 - Evaluation report
 - Awarding of contract
 - Post award conference
 - Debriefing unsuccessful bidders
 - Mistakes and protests



Associations

Project Management Institute (PMI)® : Meirc is designated as a Registered Educational Provider (R.E.P.) with the Project Management Institute (PMI)®. As a result, Meirc is authorized to issue Category Three Professional Development Units (PDU) that can be used for the authorization to take the Project Management Professional (PMP)® certification exam and for maintaining the PMP credentials.



Chartered Institute of Logistics and Transport (CILT) : Meirc is an Approved Training Provider (ATP) in the region for the Chartered Institute of Logistics and Transport (CILT). Established in 1919, CILT is the world's leading supply chain, logistics and transport professional body with over 33,000 members across the globe. CILT seeks to add value to individual and corporate members by enhancing their knowledge, careers, and businesses by setting, supporting and delivering professional standards and education in the fields of logistics, transport and supply chain. By attending Meirc's CILT accredited courses, participants can earn CPD units as well as attain modular unit award courses that can be combined for international certification



Fees: US\$ (including coffee breaks and a buffet lunch daily)

Per participant - 2019

US\$ 4800

Fees + VAT as applicable

UAE Tax Registration Number 100239834300003

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Courses in Contracts Management

Dates	Course Name	Language	Location	Fees
1 - 5 Sep, 2019	Project Management for Contract Professionals	English	Dubai	US\$ 4800
8 - 12 Sep, 2019	Managing Change Orders and Contractual Claims	English	Dubai	US\$ 4800
22 - 26 Sep, 2019	Contract Administration: Understanding and Implementing Contractual Obligations	English	Dubai	US\$ 4800
13 - 17 Oct, 2019	Essential Skills for Contract Professionals	English	Dubai	US\$ 4800
20 - 24 Oct, 2019	Certified Contract Manager	English	Dubai	US\$ 5100
3 - 7 Nov, 2019	Tendering: Contract Preparation and Bid Evaluation	English	Dubai	US\$ 4800
17 - 21 Nov, 2019	Contract Administration: Understanding and Implementing Contractual Obligations	Arabic	Dubai	US\$ 4800
8 - 12 Dec, 2019	Drafting Contracts and Writing Scope of Work	English	Dubai	US\$ 4800
15 - 19 Dec, 2019	Managing Change Orders and Contractual Claims	English	Dubai	US\$ 4800
22 - 26 Dec, 2019	Certified Contract Manager	English	Dubai	US\$ 5100



Meirc Timeline

