

# Principles of Tender Evaluation

## Overview

**This course summarises best practice and methodologies for making supplier selection decisions. It focuses on improving value for money, making robust and defensible decisions and meeting legislative and regulatory requirements during the strategic procurement process. The course addresses the entire evaluation and decision-making process and is based on our experience across a wide variety of procurements.**

The course reinforces the need to develop the evaluation strategy and plan at the outset, and to ensure they remain consistent with the ongoing evaluation activities. The course shows how an evaluation model should be developed and addresses techniques for defining and structuring key criteria, weighting these criteria and measuring them. It also addresses best practice evaluation techniques and shows how analysis and reporting are critical to the evaluation and the success of any procurement project.

## Course objectives

The aim of the course is to show how to deploy consistent best practice methodologies when making supplier selection decisions and to introduce specific methods and techniques.

### Attendees will:

- Understand what makes supplier selection difficult on strategic projects
- Look at different common and best practice approaches and techniques
- Explore Commerce Decisions step-by-step model for supplier selection
- Learn how successful supplier selection depends on early and continuing consideration of the procurement goals
- Be introduced to specific supplier selection techniques that can be deployed on strategic projects

### Who should attend?

- Evaluation managers and project team leaders responsible for managing supplier selection as part of a strategic project
- Project teams actively involved in supplier selection



## Key topics

- Introduction to supplier selection in strategic projects
- Common and best-practice approaches
- A step-by-step model for supplier selection
- Exploring specific techniques:
  - Preparing the documentation to be issued (RFx, ITT, ITN, PQQ, CBQ, etc.)
  - Preparing the evaluation model
  - Enabling the evaluation
  - Evaluating
  - Analysis and reporting
  - Evaluation strategy and planning

## Style and method

The course delivers its objectives through interactive classroom teaching methods.

## Your instructor

The course is delivered by an experienced trainer who has in-depth knowledge and experience of supplier selection and strategic procurement across the public and private sector.

## Duration

1 day (09:00 – 17:00)

## Further information and bookings

For more information about our courses or to book a course, please contact us at [sales@commercedecisions.com](mailto:sales@commercedecisions.com)

