



Asia Masters Center

Modern Systems at Tenders Preparation and Evaluation and Competitive Negotiation



Modern Systems at Tenders Preparation and Evaluation and Competitive Negotiation

➡ Course Objective

- Understand why projects fail and the reasons for failure
- Analyse the difference between the Needs and Wants of the end user
- Apply powerful interpersonal techniques to improve communication with stakeholders
- Determine the various risk associated with preparing the Tender Package
- Implement a dynamic and ethical evaluation criteria
- Understand the importance of Ethics in the Tender Process
- Improve the negotiation skills and tactics to create a win-win result

➡ Target Audience

- Contracts, Contract Administration Professionals
- Tendering, Purchasing, Project Management Professionals
- Engineering, Operational, Finance, and Maintenance Professionals
- But will also suit a variety of individuals who are involved in the planning, evaluation, preparation and management of tenders, specifications, awards, and contracts that cover the acquisition of materials, equipment, and services and who are in organizations whose leadership want high levels of competency in those involved in these activities.

➔ Course Outline

➤ DAY 1

➤ **Determining the Bidding Process within Your Organization**

- *(Understanding the whole process and the strategy adopted by your organization to select the very best suppliers/contractors to deliver a service that exceeds expectations).*

➤ **Key competencies include:**

- Engagement techniques
- Managing expectations
- Developing a process

➤ **Topics to be covered:**

- Determining the actual requirements
- Understanding the scope, budget and time
- Forming the bid team
- Choosing Open or Selective Bidding
- Agreeing the bid evaluation criteria
- Engagement with the internal key stakeholders

➤ DAY 2

➤ **Preparing the Bid Package, Pre-qualification and Issuing the ITT**

- *(Developing the tactics and processes to ensure that the Bid Package contains all the relevant information and the terms and conditions are specific to that bid).*

➤ **Key competencies include:**

- Decision Making
- Delegation
- Compliance and Governance

➤ **Topics to be covered:**

- Bid Documents

- Contract Terms and Conditions
- Drawings and Specifications
- The process – expressions of interest, pre-qualification questionnaires, ITTs
- Proposed contract documents
- Pre-Bid Conference
- **DAY 3**
- **Bid Opening and Bid Evaluation Process**
- *(Developing processes that are robust, transparent and agreeing the evaluation criteria to be used to achieve an outcome that represents true value for money).*
- **Key competencies include:**
- Team working
- Delegation
- Decision Making processes
- **Topics to be covered:**
- Purpose of evaluation in the procurement process
- The key to best practice evaluations
- Evaluation methods
- Requirement to distinguish between selection and award criteria
- Use of a scoring model to evaluate price and dealing with the lowest price approach
- Most economically advantageous tender (MEAT) approach – A balance between quality and cost
- **DAY 4**
- **Awarding the Contract and Post Tender Negotiations**
- *(Through a fair and equitable commercial and technical evaluation, reaching agreement and consensus on who to award the contract and enter into Post Tender Negotiation).*
- **Key competencies include:**
- Data analysis process

- Negotiation strategy
- Communication skills
- **Topics to be covered:**
- Selecting the successful bidder
- Cautious Rejection of Bidders
- Determining what is Successful Delivery of the contract
- Agreeing Contract Terms and Conditions, SLAs and KPIs
- Negotiation basics and the Ethics of Negotiation
- Common Negotiating Mistakes
- Persuasion methods, counteraction strategies, common tools and tactics for a Win-Win Negotiation
- **DAY 5**
- **Managing the Contract Post Award and Performance Management**
- *(Understanding the vital elements of forming a legal contract and managing the performance of suppliers/contractors through the life cycle of the contract to achieve success).*
- **Key competencies include:**
- Understanding contract law
- Supplier Performance Management
- Change Management
- **Topics to be covered:**
- Introduction to basic contract law
- Forming the contract
- Contract Modifications
- Performance management
- Contract termination and exit
- Lessons Learned

➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➡ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.

Price (USD)

**Communicate with the training department
to know the participation fees**

➤ **There are offers and discounts for groups**

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