On This Course, You Will:

1. **Equip** yourself with the tools to assess procurement objectives for the tender process, and successfully predict future risks or conflicts

2. **Learn** the skills to ensure robust governance throughout the tender process, and combat potential probity issues while guaranteeing a high response rate

3. **Confidently** construct a bid and tender evaluation process that will ensure the selection of the best and most salient offer for the good of your organisation

4. **Diagnose** which particular approach to the market will be the right one to achieve your procurement objectives, and draft the appropriate documents to ensure a successful outcome

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**20 – 23 August 2017***
The Address Hotel, Dubai Marina, Dubai, UAE

**19 – 22 November 2017***
Grand Hyatt Hotel, Doha, Qatar

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Led by **Ian Moody**

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**OFFER**

3 FOR 2

Save up to **$1000** by booking early!
Meet Your Expert Course Leader

Ian Moody
BSc, MBA

Ian has over 30 years of business experience ranging from senior management positions in such companies as Ericsson to founding and selling his own companies. Ian designs and delivers training programmes globally with particular attention to the GCC nations. He works in many fields including both accredited and non accredited courses for example:

- CIPS
- CIIM
- Leadership skills
- ACCA
- Financial skills
- Personal development skills

Ian divides his time equally between the Middle East and the UK. In the UK Ian is a lead professor at London Met University and the University of West London specialising in working with students to gain their membership to the Chartered Institute of Procurement and Supply.

Who Should Attend

This course is designed for managers, coordinators, supervisors, engineers, assistants, officers and administrators responsible for tenders, contracts, procurement, purchasing, supply, projects/project management, planning, operations, construction, and technical support. It will be invaluable to salespeople wishing to understand the buyers’ mindset.

Would you like to run this course in-house?

customised training solutions

The in-house training division of Informa
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www.informa-mea.com/cts

“Important methods, technology and techniques were covered well to give us an understanding of the full picture.”
Muhammad Said Al Shanfari,
Contract and Purchasing Assistant,
Salalah Methanol Company, Oman

“I learnt a lot of skills that I can share with my department.”
Hussam Ahmed Al Shanfari, Procurement Specialist,
Salalah Methanol Company, Oman

“Our trainer Ian Moody showed deep knowledge and experience. The way he transferred his knowledge through examples and real time experience was very professional.”
Ahmad Hariri, Supplier Affairs, Saudi Oger Ltd, KSA

“Ian has extensive information in the subject and is highly experienced. He used different ways to make the course material clear and understandable.”
Hamza Salim Al Rawas, Procurement Specialist,
Salalah Methanol Company, Oman

“Ian is very well informed about the subject. He knows exactly what he’s talking about. He was always to the point when asked a question and kept the course interesting. He displayed a clear understanding of all aspects of the course.”
Abdul Wahab Al Qatami, Vice President,
Faisal Al Qatami Steel Co WLL, Kuwait

“He is an expert and professional trainer. He discussed learning objectives clearly throughout the course, and would demonstrate with real examples to maintain our interest.”
Jamal Tarisi, Document Control,
Knowledge Economic City Co, KSA

“Ian has more knowledge than any other trainer and supported his training with real cases.”
Shamma Ahmed, Purchasing Officer,
Al Ain Hospital SEHA, UAE

www.informa-mea.com/tenders T: +971 4 335 2437 E: register-mea@informa.com
Tender Preparation & Evaluation

Course Overview

In today’s business environment the drive to obtain value and cut cost is overwhelming. Many organisations believe that tendering is the key to achieving this. This is partly led by government guidelines in the public sector, and policy in the private sector. Inevitably, the process is not always fully understood by those charged with the duty to implement it.

If the tender is incorrectly prepared or executed, it will lead to buying the wrong goods or services and therefore creating high levels of risk and additional costs.

This course is designed to develop the necessary understanding and skills to gain the advantages of tendering and avoid the pitfalls.

Course Outline

Day One

An Overview of The Processes And Procedures

Tender procedures are complex and time consuming. Often, they do not realise the goal nor meet individual objectives. It is essential to understand processes and procedures within procurement in order to gain efficiency and ensure an effective tendering process.

- Understanding procurement and purchasing
- Strategic tools and how they impact on tendering
- Definitions: Bid, Tender, Quote, RFPs, RFIs, RFQs, RFTs
- Understanding documentation and its uses
- How tendering supports business goals
- A review of the procurement objectives
  - The 5 rights
  - Additional objectives
- The procurement cycle and its importance to ensure value for money

Case Study: The 5 rights in action

Day Two

Planning the Tender

- The importance of specification
The specification is the most important section of the invitation to tender documentation, both for the purchasing organisation and for potential suppliers. The specification sets out precisely what characteristics are required of the products or services sought.
- Using terms of contract
It is vital that contract terms are issued with the invitation to tender in order for suppliers to understand their potential obligations should they be awarded the contract. The key challenge is whether the terms of contract are applicable and relate to the requirements of the specification.
- Designing evaluation methods
When issuing the tender documentation, it is essential to design all methods of evaluation, including the weighting that will be applied to each of the key objectives included within the documentation.
  - Weighting systems e.g. quality vs. price
  - How to design an effective weighting system
  - The use of Lowest Compliant Bid (LCB) methodology for evaluation
  - When price is not the only driver
  - Most Economically Advantageous Tender (MEAT)

Case Study: Craters 10 Cs of appraisal in action

Day Three

Supplier Sourcing And Appraisal

Depending on the selected method and the risk to the organisation, sourcing and appraisal procedures will need to become detailed and comprehensive. This section concerns itself with free tender sourcing. Otherwise known as prequalification procedures, they ensure risks in sourcing are minimised.

Many buyers establish contractual relationships with suppliers to later realise they have made the wrong decision. This can be very expensive and damaging to your business. This session is designed to avoid this problem before it is too late.

- Methods of sourcing
- What and how to appraise
  - Competency
  - Capacity
  - Commitment
  - Control
  - Cash
  - Cost
  - Consistency
  - Culture
  - Clean
  - Communication

Day Four

Tender Procedures And Evaluation

The process must follow a defined pattern to which all participants subscribe, to ensure all bids are dealt with in exactly the same way. The methods for comparison have to be fair, thorough and demonstrably so, should inspection take place. This course will analyse all aspects of procedures and evaluation. You will be supplied with tools to assist you to complete accurate and fair evaluations.

- Best practice for tendering procedures
- Working with frameworks and mini-competitions
- Auctions and e-auctions
- Evaluation of bids
- Negotiating value for money
- Tender award procedures
- Feedback for tenderers
- Internal stakeholder communication
- Ratification

Course Assessment
The in-house training division of Informa Middle East offers customised training solutions tailored to suit your team and business needs. If you have 6 or more people interested in attending, please contact our Training Consultants on +971 4 407 2624 or email cts@informa.com.

**FIVE WAYS TO REGISTER**

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- Informa Middle East Ltd.
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SAVE UP TO 40%

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**DISCOUNTS AVAILABLE FOR 2 OR MORE PEOPLE**

CALL: +971 4 335 2483
E-MAIL: a.watts@informa.com

Course fees include documentation, luncheon and refreshments. Delegates who attend all sessions will receive a Certificate of Attendance.

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**DELEGATE DETAILS**

First Name: ________________________  Surname: ________________________

Job Title: ________________________

Company: ________________________

Address: ________________________

Postal Code: ________________________  Country: ________________________  City: ________________________

Tel: ________________________  Mobile: ________________________  Fax: ________________________

Email: ________________________

**PAYMENTS**

A confirmation letter and invoice will be sent upon receipt of your registration. Please note that full payment must be received prior to the event. Delegates whose fees have been paid in full will be admitted to the event.

**AVOID VISA DELAYS — BOOK NOW**

Delegates requiring visas should contact the hotel they wish to stay at directly, as soon as possible. Visas for non-GCC nationals may take several weeks to process.

**CANCELLATION**

- If you are unable to attend, a substitute delegate will be welcome in your place.
- Registrations cancelled more than 15 days before the Event are subject to a US$ 250 administration fee.
- Registrations cancelled between 14 – 8 days before the Event are subject to a 25% cancellation fee.
- Registrations cancelled 7 days or less before the Event must be paid in full.
- All registrations are subject to acceptance by Informa Middle East which will be confirmed to you in writing.
- Due to unforeseen circumstances, Informa reserves the right to cancel the course, change the programme, alter the venue, speaker or topics.
- For full details, please visit www.informa-mea.com/terms-conditions-for-delegates.