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An introduction to...

# TENDERING

**26 JANUARY 2011 - LONDON**

**PROGRAMME**

This popular seminar is designed for all those in the public sector who need an introduction to Tendering and Contracting. No previous knowledge of Tendering and Contracting will be assumed and the day will include a series of mini case studies. Detailed, practical advice will be provided throughout the day, as well as sample documents/case studies.

**Introduction**

- What is Tendering?
- An overview of the process
- The key steps in Tendering

**Planning a Tendering Exercise**

- The objectives of Tendering
- Legislative provisions relating to Tendering
- EU Public Procurement Regime
- Key policy issues
- Preparing a Tender timetable

**Preparing Tender Documents**

- Conditions of Tendering
- Conditions of Contract
- Other Tender documents

**Designing a Specification**

- Output and Performance Specifications
- Method and Process Specifications
- The use of Method Statements
- Dealing with Assets and Resources

**Drafting Price & Payment Clauses**

- Types of Tenders
- Drafting a Price Clause
- Treatment of Inflation

**The Invitation to Tender (ITT)**

- The Notice of Tender
- Advertising and publishing the Notice

**Selecting Tenderers**

- Exclusion criteria
- Selection criteria

**Preparing a Tender Proposal**

- Costing Methods
- Pricing Policy

**Evaluating Tenders**

- Evaluation criteria
- Resourcing the evaluation team
- Making recommendations
- Post-Tender negotiation

**Awarding a Contract**

- The Contract Award notice
- Redress and Grievance procedures

**Implementation**

- Handover arrangements
- An Implementation Checklist

This seminar can also be run In-House Please ask for details

0945 Registration, 1000 Start, 1630 Close, Lunch is included

**Venues**

City Centre Hotel Location  
To be confirmed - Parking Available

**Fee per delegate**

£250.00 plus £50.00 VAT Total £300.00

**FAX BOOKING LINE  
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**www.etccorp.co.uk**

*ETC is one of the leading providers of short course training to the public sector in the UK, Ireland and Europe, with a fifteen year plus track record of delivering practical, detailed and focused training that will help you to 'do your job better'*

**Presented by: Jeff Collingwood, regular presenter of this seminar for ETC**

Jeff is a regular, popular and well respected presenter for ETC. He has successfully delivered this seminar to a wide range of public sector audiences across the UK, Ireland and Europe. Jeff has enormous practical, 'hands on' experience of advising and training public sector organisations on Procurement, Tendering, Contracting, Specification Writing, Contract Monitoring, SLA's and Market Testing. He has worked extensively within the public sector, as well as for a range of consultancy practices advising the public sector. The seminar will be 'interactive' with plenty of opportunities for questions and discussion. A detailed workbook accompanies the seminar.



**ETC, PO Box 999, Leeds, LS16 0AA Telephone 0113 230 6170**

**BOOKING FORM**

**TENDERING**

Venue \_\_\_\_\_ Date \_\_\_\_\_

ORGANISATION \_\_\_\_\_

① First Name \_\_\_\_\_ Surname \_\_\_\_\_

ADDRESS \_\_\_\_\_

Job Title \_\_\_\_\_

\_\_\_\_\_

② First Name \_\_\_\_\_ Surname \_\_\_\_\_

POSTCODE \_\_\_\_\_

Job Title \_\_\_\_\_

TEL inc STD	FAX inc STD	e-mail
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