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# TENDER EVALUATION

## getting it right!

**LONDON - 2010 - DATE TO BE CONFIRMED**

This popular seminar is designed for all those in the public sector who need to understand the law and practice of tendering and tender evaluation. The public sector has a general duty to obtain value for money and tendering is the recognised way of procuring goods and services. There are legal, practical and tactical implications in a tendering exercise and the tendering process must also conform to UK and EU requirements. EU rules give some flexibility and this seminar will give you tips on how to benefit from this flexibility. The seminar will include case studies/practical examples and be run as an interactive day with plenty of opportunities for questions and discussion. A detailed workbook accompanies this seminar.



### PROGRAMME (1 DAY)

#### Tendering Law and Practice

- What is tender evaluation? What tends to go wrong?
- The importance of the right contractor
- Gaining control in tender evaluation - from the outset!
- EU Public Procurement Regime - when and how will it apply?

#### Conducting an arm's length Tendering Exercise Planning to avoid trouble

- Using the right process for tendering (care required)
- Key constraints and stages
- The problems arising from being unable to specify clearly what you want
- Dealing with quality issues
- The importance of selecting the right parties
- Evaluation models - pros and cons
- De-briefing and evaluation reports

#### Conducting a more flexible Tendering Exercise

- When can you take advantage of this flexibility?
- Complex tendering exercises, 'low value' and tendering under framework agreements
- What flexibility is available and how do you use it?
- Key stages - Advertisement - Selection - Evaluation
- The negotiation process from 'scoping' to BAFO (Best and Final Offer)
- Documentation issues and constraints

#### Evaluating Workforce, Environmental and Community issues

- Evaluating workforce issues, eg, staff transfer and pensions
- Evaluating other community issues, eg, environmental and equalities
- EU rules, cases and latest guidance

**Presented by: John Bennett, Solicitor, Associate Consultant, ETC and Consultant to Eversheds LLP.** John is a regular and highly respected presenter for ETC and generally acknowledged to be one of the leading specialist advisors on the legal and practical aspects of tendering, contracting and procurement in the public sector. He has written/co-written many of the leading works on competition, tendering, contracting and procurement in the public sector, is a regular contributor to *Public Finance* magazine, as well as being legal advisor to a large number of public bodies.

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

**Venue:** Park Inn Hotel, Southampton Row, London WC1  
Nearest Underground Station • Holborn •  
Piccadilly and Central Lines

**Fee per delegate:** £270.00 plus £47.25 VAT Total £317.50

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*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'*

This seminar can also be run In-House for £1,450 plus VAT, 'ALL IN', anywhere on mainland UK. Maximum 15 delegates from the organisation booking the in-house seminar. Please contact ETC to discuss possible dates.



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

Law Society CPD-5 hours

### BOOKING FORM

### Tender Evaluation

### 2010 - Date to be confirmed - London

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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