

Key Principles of Tendering



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Principles of Winning Tenders

Phases of Tendering

- **Stage 1:**
- Designing the Tender Requirement/s & Specifications
- Specification's Committee
- Open & Close Tenders
- Difference between RFQ's & Tenders

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Phases of Tendering

- **Stage 2:**
- Supplier Collects, Compile & Submit
- Making your Bid Valid: Returnables
- Making your Bid Qualified
- Making your Bid Responsive

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Phases of Tendering

- **Stage 3:**
- Bid Evaluation: Apples vs. Apples
- Bid Evaluation Committee
- Evaluation Criteria
- Alternative Offer vs. Alternative Bids
- Short List & Recommendations

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Phases of Tendering

- **Stage 4:**
- Bid Adjudication Committee
- Point Systems: 80:20 | 90: 10
- Non-Responsive Bids
- Accept, Reject, Review or Appoint

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Pricing

- Firm / Fix Pricing
- Non-Firm / Non-Fixed Pricing
- Two Envelope System: Financial Bid

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Thank You

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