

Introduction to Bidding and Tendering

Overview

The course is designed principally to provide delegates with practical suggestions on how they and their businesses should approach the bidding process in order to maximize their resource utilization and success rates as well as an appreciation of the Bidding and Tendering process. It is suitable for both Prime contractors and subcontractors covering both commercial bidding and tendering to the MoD.

A combination of advanced presentation techniques and informal delegate instructor interaction are used to facilitate this workshop based event.

Target Audience

The course is designed principally to provide any staff involved in the development of bids and tenders with an approach to structuring and developing bid activities within a business unit and to ensure resource is used appropriately and efficiently.

This course is ideal for personnel within a customer facing defence sector organisation that are involved with or about to become involved in a defence sector commercial venture. It details the terminology and gives an overview of each stage of the process including Bidding overseas

Objectives and Utility

On completion of this training course the delegate will appreciate the key issues to be considered and evaluated at each stage of the Bidding and Tendering process and will have a better understanding of their relevance and how they can be practically applied. The delegate will have gained an understanding of the terminology, technical and procedural issues pertaining to the initial stages of an acquisition programme and they will be more commercially aware and able to target their resource where it may have the best outcome.

The delegate will benefit professionally from the knowledge which has been given. The sponsoring organisation gains personnel who are confident and competent and who are more knowledgeable about procurement from a commercial perspective. The individual is better equipped for their role and they will have undergone a degree of personal development through the expansion of their knowledge base.

The Training Process

The course establishes the basic principles and terminology of the bidding with respect to a Defence Sector Procurement exercise. It covers all the key components, constructs and methodologies associated with any Commercial Bidding and Tendering venture.

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Course Programme

Day 01 - AM

720-P Introduction to Bidding and Tendering

By the end of this module the delegate will have a better appreciation of the Bidding and Tendering process

721-P Pre-Bid Activity

This module examines Pre-Bid activity including:

- How to identify opportunities
- The importance of really understanding your Customer
- The role of Expression of Interest
- The importance of Pre-qualification questionnaires
- The use of Trials
- Invitations to Tender- documentatio

722-P Bid Proposal Phase

This module considers:

- The necessity for Bid Go/No Go review
- The Creation of Internal and External Teams
- Structuring the response
- Capture planning
- Project Planning
- Estimating
- Protecting Intellectual Property
- Contractual and financial issues
- Bid Review and Approval processes

Day 01 - PM

723-P Legal Elements of Offer and Acceptance

This module briefly considers the legal elements of bidding and tendering – what is the position legally if your bid is non-compliant or if your Customer changes some aspect of the proposal you have submitted. We consider how to ensure that your bid is properly reviewed and that any subsequent contract properly reflects what was bid.

724-P Bidding to the MoD

This module examines the MoD tendering process and identifies some key issues specific to this Customer
Elements of the MoD process:

- Competitive/Non-Competitive
- EU Public procurement regulations
- Alcatel ruling
- Electronic Tendering the Impact of Supplier management and past performance
- Iterative Tendering
- Tender Assessment
- Evaluation Tools

725-P Bidding Overseas

Issues explained within this module include:

- Letters of credit
- Bank Guarantees
- Offset/Industrial Participation
- US Export Control
- UK Export Control
