



**ALINTACORP**

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# **Tender Bidding, Evaluation, Negotiation & Contract Award**

**"Managing the Procurement  
Process"**

**PROTEA  
HOTEL  
MIDRAND**

**1st-2nd  
August  
2019**



**REGISTER NOW**

+27 11 883 3536

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Johannesburg

# INTRODUCTION

The South African economy is heading for a recession or worse. This places serious financial constraints on businesses who expect the procurement function to maximise value.

History and case studies show, that commercial contracting remains one of the most difficult process for organisations to master. Unfortunately most organisations continue to haemorrhage financially due to poorly placed contracts that either do not deliver what stakeholders need or fail to deliver value on scope, to time and cost.

Winning organisations adopt procurement processes that are risk-centric, performance based, and leverage teamwork within the procuring organisation i.e. using the cross-functional expertise of procurement, management, financial and technical functions of the organisation to improve and evolve a best practice based, dynamic, and robust procurement function.

This dynamic Alintacorp Contracts Management training workshop in Tender Bidding, Evaluation, and Negotiation & Contract Award has been specifically designed for organizations that wish to engage for two days with an experienced expert facilitator to enhance excellence within their purchasing, tendering and contracting departments.

## THIS COURSE WILL FEATURE:

- Developing a Specific Statement of Requirements based on the actual needs of the organization
- Communication and understanding of stakeholders needs
- Preparing a robust and viable Tender Package
- Analysing risks and problems within the Evaluation phase
- Developing the right evaluation criteria for a specific project
- Monitoring the Performance of the Selected Suppliers

## ABOUT YOUR EXPERT FACILITATORS



Gavin  
Weiman

Gavin Weiman is a highly experienced attorney, consultant and training facilitator, with extensive (over 25 years) legal experience and (over 10 years) business consulting and training facilitation experience. Gavin has been providing legal and contract centric consulting services, training and skills transfer services to commercial business, public entities and other consulting organisations and training organizations. His special area of interest is contracting and the law and its relationship to business and the economic world. Gavin is the originator of Contract Centric Management™.



Ms. Monica  
Rubombora

**Former:**  
Deputy Director-General – Head of Gauteng Provincial Government Procurement  
**Former:**  
Accenture – Global Technology, Outsourcing & Management Consulting  
**Current:**  
Director at Rubo Management Services (Pty) Ltd  
  
Monica Rubombora is the author of "Government Tenders Don't Suck! Cut Through the Noise and Win Big Contracts for Your Small Business."



Werner  
A. van Rooyen

Werner is a highly experienced tender and business consultant and training facilitator with extensive experience in various industry sectors such as Finance, Tourism, Transport and Entertainment.  
  
He is a Published Author on Tenders and B-BBEE, a qualified Professional Accountant and a B-BBEE Professional.  
  
He is also the founding member of How to Tender

# OBJECTIVES

**By the end of this training course, participants will be able to:**

- Acquire detailed specialist skills that will enhance your organisation competitive edge by optimising supplier contribution
- Develop their skills and competencies in order for them to improve the preparation of tender package that will attract the very best of potential bidders
  - Learn how to adopting best practices in contract strategy to develop a tender strategy that will ensure the “best fit” supplier is selected that offers best value for money, and Place contracts that deliver value.
  - Understand why projects fail and the reasons for failure
  - Analyse the difference between the Needs and Wants of the end user
  - Apply powerful interpersonal techniques to improve communication with stakeholders
  - Determine the various risk associated with preparing the Tender Package
  - Implement a dynamic and ethical evaluation criteria
  - Understand the importance of Ethics in the Tender Process
  - Improve the negotiation skills and strategy to create a win-win result

# WHO SHOULD ATTEND

**This training programme is suitable to a wide range of professionals but will greatly benefit the following individuals who are involved in:**

- Contracts, Contract Administration Professionals
- Tendering, Purchasing, Project Management Professionals
- Engineering, Operational, Finance, and Maintenance Professionals

But will also suit to a variety of individuals who are involved in the planning, evaluation, preparation and management of tenders, specifications, awards, and contracts that cover the acquisition of materials, equipment, and services and who are in organizations whose leadership want high levels of competency in those involved in these activities.



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## Managing the Procurement Process



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## WORKSHOP OUTLINE

### DAY 1

#### Determining the Bidding Process within Your Organization

- Determining the Actual Requirements
- Understanding the Scope, Budget and Time
- Forming the Bid Team
- Choosing Open or Selective Bidding
- Agreeing the Bid Evaluation Criteria
- Engagement with the Internal Key Stakeholders

#### Preparing the Bid Package, Pre-qualification and Issuing the ITT

- Bid Documents
- Contract Terms and Conditions
- Drawings and Specifications
- The Process - expressions of interest, pre-qualification questionnaires,
- Proposed Contract Documents
- Pre-Bid Conference

#### Bid Opening and Bid Evaluation Process

- Purpose of Evaluation in the Procurement Process
- The Key to Best Practice Evaluations
- Evaluation Methods
- Requirement to Distinguish between Selection and Award Criteria
- Use of a Scoring Model to Evaluate Price and Dealing with the Lowest Price Approach

### DAY 2

#### Awarding the Contract and Post Tender Negotiations

- Selecting the Successful Bidder
- Cautious Rejection of Bidders
- Determining What is Successful Delivery of the Contract
- Agreeing Contract Terms and Conditions,
- Negotiation Basics and the Ethics of Negotiation
- Common Negotiating Mistakes
- Persuasion Methods, Counteraction Strategies, common tools and tactics for a Win-Win Negotiation

#### Managing the Contract Post Award and Performance Management

- Introduction to Basic Contract Law
- Forming the Contract
- Contract Modifications
- Performance Management
- Contract Termination and Exit
- Lessons Learned



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Company Name:	
Postal Address:	
Tel:	
Accounts Payable Contact Person (Name & Email):	

First Name		Surname		Job Title		Email	
First Name		Surname		Job Title		Email	
First Name		Surname		Job Title		Email	
First Name		Surname		Job Title		Email	
First Name		Surname		Job Title		Email	
First Name		Surname		Job Title		Email	

<b>REGISTRATION FEES</b> <small>(includes meals and refreshments during the workshop)</small>	<b>OUR BANKING DETAILS</b> Account Name: ALINTACORP PTY LTD Bank Name: STANDARD BANK Account Number: 221500766 Branch Code: 001255 Swift Code: SBZAZAJJ						
Early Bird Rate Book & Pay before 28th June 2019	<b>R 9, 000. 00</b>						
Standard Rate	<b>R 10, 000. 00</b>						

**Cancellation notice**

By signing and returning the registration form, the authorizing signatory on behalf of the stated company is subject to the following terms and conditions:

Delegate cancellations: All cancellations must be received in writing and are subject to the following conditions:

Charge of 50% of the registration fee, plus R 700 administrative charge will be made for cancellations received in writing at least 14 working days prior to the event, for any cancellations received less than 7 days before the date of the event, the full fee will be payable and no refunds or credit notes will be given. If a registered delegate does not cancel and fails to attend the event this will be treated as a cancellation and no refund or credit note will be issued.

**Substitutions**

Delegate substitution: Substitution is welcome at any time and do not incur any additional charges. Please notify ALINTACORP in writing of any such changes at least 3 days prior to the event. Please note that speakers and topics are confirmed at time of publishing, however circumstances beyond the control of the organisers may necessitate substitutions, alterations or cancellations of the speakers and/or topics. As such ALINTACORP reserves the right to alter or modify the advertised speakers and/to topics if necessary. Any substitutions or alterations will be updated and sent to the delegate. Delegate substitutions must be made in writing 7 days before the start of the event.

**PLEASE NOTE THAT ALINTACORP HAS A STRICT NO CASH REFUND POLICY**

PAYMENT BY MEANS OF A BANK TRANSFER: Please state your full names clearly on the money transfer. Please note that bank charges are for your OWN account and this should be stipulated to your bank. Please advise your bank that the charges should be included in your deposit amount. A copy of the bank deposit receipt should accompany your registration form and must be posted or faxed.



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