

# Bid Evaluation and Procurement

## DESCRIPTION:

The main purpose of bid evaluation is to determine the lowest evaluated substantially responsive bid among the bids submitted on or before the bid closing date and time specified in the bidding documents. This five-hour program explores the theory and practical methodology around the bid, tender, and RFP management process, with a view to obtaining the best value for the organization.

## OBJECTIVES:

Upon completion of this workshop, the participants will understand:

- How to evaluate procurement performance and matrices
- Procurement preferences and other challenges that policy makers and professionals are concerned with

## OUTLINE:

- Quantifying procurement objectives for the tender process
- Predict possible future risks or conflicts
- Ensure robust governance throughout the tenders process
- Combatting potential probity issues while guaranteeing a high response rate
- Constructing a bid and tender evaluation process that ensures the selection of the best and most salient offer for the good of the organisation
- Establishing best practices in Public Procurement
- Building bridges among various stakeholders



## TRAINING CODE:

BEPEF15

## DURATION:

- 15 hours

## MODE OF DELIVERY

- group discussions
- peer reviewing
- self-assessing exercises

## DESIGNED FOR:

Level 3 & 4

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