

Submitting Winning Tenders



1 Day



R 4 350 Ex VAT



JHB and CPT

About the Course

Contracts awarded through tenders can represent millions of Rand in new business every year making it a highly competitive process, and while cost is an important factor in deciding which tender is awarded the contract, it's not always the only criterion.

This comprehensive Tender training course will ensure that delegates learn how to effectively complete responsive and acceptable bid documents, which will consistently meet and exceed client requirements. The practical classroom exercises will reinforce how tenders are scored; giving delegates a deeper insight into what takes place during the evaluation process and adjudication stages of the tendering process. Delegates will also be advised on how to claim incentive points under the Preferential Point Systems applicable to all tenders.

This 1 day Submitting Winning Tenders training course is facilitated by Werner Coetzee, the inventor of the prestigious Tendersure technology platform. This is your opportunity to learn from someone with over 20 years' experience in tenders and give yourself the best opportunity to successfully bid for tenders!

As An Extra Bonus

All Delegates attending this course will receive a free copy of "The Complete Tender Guide". This guide is beneficial to all potential bidders and summarises decades of experience in the tender space, in both the public and private sector. The guide contains practical pointers to improve your chances of winning tenders, information on where to find the best tender work and so much more...

What can you expect to learn

- A new approach to bidding on tenders that will greatly improve your chances of success
- The foundations of the tendering process to ensure that your bids avoid instant disqualification
- The In's and Out's of bidding for Government Tenders and advice on how you can win more of them
- How to make your bid compliant by strictly abiding to the responsive bid criteria
- How to prepare for what takes place during the bid evaluation and adjudication stages to ensure you are always one step ahead of the competition
- An overview of the tender evaluation criteria which can be the difference between winning or losing the tender
- Practical advice on how to improve your BBBEE rating to put your organisation in the best position to win more tenders
- How to claim the maximum "price and preference points" and how to position your tender under the 90/10 and 80/20 points systems
- Practical examples of the risks and rewards involved when tendering for big contracts

Course Programme - Training Outcomes

Understanding the Tendering Environment

- What is the difference between an RFT, and RFP, an RFQ and an RFI
- The Public Finance Management Act and Regulations
- Key Principles of the PPPFA regulations of 2011: Focusing specifically on the key chapters and regulations
- Municipal Finance Management Act
- Preferential Procurement Regulations of June 2011
- The three main committees in the tendering process and their roles

An Overview of the Tendering Process

- Practical advice on where to find the best tender work
- In-depth look at the basic legal requirements for tendering
- Understanding the tendering bid cycle for contracts and once-off business'
- The different types of procurement processes i.e. Open vs. Closed Tenders
- Assessing the benefits and risks a tender may present your organisation
- Managing and understanding the bidding process
- Evaluating whether or not to submit your Tender

Successfully Bidding for Government Contracts

- Goals of Government Tendering and how it supports the 5 x Pillars of Procurement
- Government databases and how you can be listed as an approved supplier
- Understanding the "Three Quotation Method" and how it can impact your chances of success
- Practical guidelines to improve your chances of winning Government Tenders

Compiling a Compliant, Winning Bid

- Who should be involved in the bid compilation process
- Understand price structures and contract price adjustments as well as what Firm and Non-Firm Prices are and how they affect your tender?
- Avoiding superfluous documentation
- Employing practical techniques to differentiate yourself from the competition
- Successfully using references and examples
- The importance of using checking procedures to ensure documents are properly compiled
- Unsolicited Bids: How to submit bids without following the normal tendering procedures
- How to respond to a tender based on the Two Envelope System
- Tax Clearance Certificates and other compliances as attachments to the bid-document

Getting to Grips with Tender Evaluation Criteria

- What are the Mandatory Criteria that need to be met before your Tender will even be considered?
- An overview of the main evaluation criteria and how they are weighted
 - Technical Criteria
 - Commercial and Financial
 - Socio-Economic
 - Price
- Understanding the Broad Based Black Economic Empowerment evaluation criteria and rating
- Practical advice on how to improve your BBBEE Status
- Guidelines on how to obtain a Preference Certificate

Post-bid Procedures and Negotiations

- Know what post-submission actions are necessary and acceptable
- Submitting Alternative Bids and Offers
- Post-bid negotiations – applying key negotiating skills to ensure your bid remains profitable
- Recourse should your bid be rejected

Identifying and Eliminating Fraud in the Bidding Process

- Find out how you can identify when this has happened and what your next steps should be
- Assessing the possibility of fraud should your bid be rejected
- Identifying the key indicators of fraud from the bidder's perspective
- Who do you turn to?