



Course: Bid Evaluation Essentials – Part 1

Contact Hours: 6

Pre-requisite: None

Abstract

This course will provide participants with an excellent understanding of the processes, knowledge, principles and techniques involved in the evaluation of Bids based on International Lending Agencies Standards across industries.

Target Audience

Procurement and project management personnel, engineers, attorneys, analysts, members of tender committees, students and anyone involved in bid evaluations.

Learning Outcomes

On completion of this course, learners will be able to:

1. Relate evaluation to the project management life cycle
2. Describe the fundamentals of bid evaluation
3. Practice development of sound bid evaluation criteria
4. Demonstrate decision making techniques and analyses
5. Relate bid evaluation to international standards
6. Describe the elements of writing a bid evaluation report
7. Analyse with the factors of risk and value
8. Describe techniques in estimating cost, time and contingencies

Course Content

Learning Outcome 1: Relate bid evaluation to the project management lifecycle

- The Procurement Cycle
- The Project Life Cycle and its relationship to Bid Evaluations

Learning Outcome 2: Describe the fundamentals of bid evaluation

- Fundamental Principles of Bid Evaluations
- Methods of Solicitation / instruments - overview
- The Evaluation Process and lifecycle
- Technical and Commercial Evaluations
- Preliminary examination of bids
- Responsive and Non responsive bids and examples
- Detailed examination of bids
- Non Price Variables
- Cost Effectiveness Ratios
- Personal Perceptions
- Unethical and poor practices
- Determining Value
- What can be evaluated

Learning Outcome 3: Practice development of sound bid evaluation criteria

- How and when to develop Evaluation Criteria
- Calculated and Assigned Weightings
- Evaluating for Local Content and Domestic Preference
- Determining weightings
- Weighted Scoring and normalisation of raw scores

Learning Outcome 4: Demonstrate decision making techniques and analyses

- Decision Analysis techniques and examples

Learning Outcome 5: Relate bid evaluation to international standards

- International standards and practices
- What the ILA's require

Learning Outcome 6: Describe the elements of writing a bid evaluation report

- Mechanics of writing bid evaluation reports

Learning Outcome 7: Analyse with the factors of risk and value

- How to assess risk and the practice of value engineering into bid evaluations
- Bid securities, pre-qualification and post-qualification and risk management

Learning Outcome 8: Describe techniques in estimating cost, time and contingencies

- The Independent Estimate
- Key techniques in estimating cost, risk, time and contingencies
- Techniques in lifecycle analysis