

Course	Tender evaluation and contract awarding
Course outline	<p>This module focuses on covering the knowledge and skills needed to carry out tender evaluations systematically as prescribed, choose appropriate suppliers that fulfil all criteria and enter a contract. We will start with knowing the importance of having the plan and a panel in place prior to commencing the assessment. A good understanding of evaluation standards, methods and processes of evaluating tenders are essential to develop assessment techniques. The group members need to be aware of important aspects of communicating with the tenderers during the process. Once the decision is taken, the panel needs to complete the post-assessment activities and enter a contract with the successful supplier.</p> <p>The course will be delivered in a workshop format and the activities, case studies and examples shared by the skilled facilitator along with the core concepts will augment the overall learning experience.</p>
Target audience	Any staff who is/will be a part of tender evaluation process, and or manages this process in a local government context.
Topics covered	<ul style="list-style-type: none"> ➤ Section 1: Pre-requisites of tender evaluation <ul style="list-style-type: none"> ○ Understanding evaluation ○ Evaluation criteria ○ Evaluation plan ○ Evaluation panel ➤ Section 2: Tender evaluation <ul style="list-style-type: none"> ○ Process ○ Methods ○ Communication ○ Verifications ➤ Section 3: Select preferred provider <ul style="list-style-type: none"> ○ Evaluation outcome ○ Approvals ➤ Section 4: Develop and award the contract <ul style="list-style-type: none"> ○ Understanding contract ○ Formalising the contract ○ Entering a contract ➤ Section 5: Post contract award <ul style="list-style-type: none"> ○ Debriefing ○ Information sharing ○ Recordkeeping
Delivery mode	Face-to-Face/Online via Zoom Platform in a workshop format.
Duration & Date	Full day (9.00 AM-4.00 PM). Please refer to LGP Training Calendar for dates.
Training Venue	LGP Office Sydney/Regional Locations/Onsite
Course Fee	For public courses in Sydney \$650.00 (excl GST). For public courses in Regional Areas: \$750.00 (excl. GST). For onsite delivery- Request for Quote on training@lgp.org.au
To register	Click here
Do you have any question/ need quote?	Please contact Niv Roy, Head of Training on 02 8270 8709/ 0406 621 023 or send an email to the training team at training@lgp.org.au .

* PS: This is not an accredited course. A Certificate of Attendance will be issued to all participants on completion of this training.