



Going out to Tender

In business as in life, courtship is all-important. Your Invitation to Tender (ITT) is the crucial opportunity to attract the very best suppliers to your business and to establish the ground rules for a successful and cost effective contractual relationship.

The programme

This one-day programme is designed for anyone who has to get quotations from suppliers for work from time to time. It covers everything you need to know about going out to tender including:

- An overview of the procurement and bidding processes
- Assessing and managing risk in the bidding process
- Selecting supplier to invite to tender
- Preparing the ITT
- Dealing with queries
- Assessing the bids
- Post tender negotiation

Who should attend?

- Budget holders
- Project managers
- Buyers
- Individuals involved with procurement projects
- Line managers
- Function/Department head

Benefits of Attending

Following this programme delegates will be able to:

- Understand the process and importance of each stage the tendering process
- Avoid common pitfalls
- Identify and manage risks in the process
- Clearly specify needs
- Schedule tasks effectively
- Recognise key legal issues & implications.

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