

“Tender Management 101”

Course Outline

Session	Time
Welcome & Introductions	9.00 – 9.10
Why are we here?	9.10 – 9.20
Importance of a Structured Tender Process	9.20 – 10.00
Morning Tea (15 min)	10.00 – 10.15
Phase 1 - Tender Strategy & Documents <i>(with breakout activities)</i>	10.15 – 12.00
Lunch (30 Min)	12.00 – 12.30
Phase 2 – Pre-qual and Tender Process <i>(with breakout activities)</i>	12.30 – 2.30
Afternoon Tea (15 min)	2.30 – 2.45
Phase 3 – Negotiations & Contract <i>(with breakout activities)</i>	2.45 – 4.30
Wrap Up	4.30

“Making sure the result is a great contract”