



TIBET
Pathways to your future.

TENDER MANAGEMENT

**THE INSTITUTE OF BUSINESS,
ENGINEERING & TECHNOLOGY**

What is tendering?

The tendering process begins when a buyer seeks goods or services and sends out a Request for Tender (RFT) to potential suppliers. These suppliers then prepare and submit their proposals or tenders. Ultimately, the buyer selects the supplier they deem most suitable for providing the required goods or services.





What's an RFT?

An RFT (Request for Tender) is released by the buyer to suppliers, outlining their demands and the terms and conditions of the contract. This includes:

- **Tender conditions** – including how to respond to the tender.
- **Tender form** – details needed from the supplier in their response.
- **Scope** – required details from the supplier regarding their goods/services provided.
- **Evaluation criteria** – how the buyer will evaluate responses.
- **Conditions of the contract** – details of the legal contract if awarded.

The Tendering Process

- **Opportunity** advertised by the buyer
- **Pre-Qualification Questionnaire (PQQ)** – If a closed tender, a PQQ is issued to identify suitable suppliers, who will then proceed to the ITT stage.
- **Invitation to Tender (ITT)** – If an open tender, the process begins here for any suppliers.
- **Evaluation of Tender Submissions** – Once all the tenders have been received, they are evaluated against criteria and how they suit the buyer's needs.
- **Award of Contract** – Now that a supplier has been selected, they are awarded the contract and the work can begin!





Advantages of tendering

Tendering offers significant advantages to both suppliers (vendors) and buyers alike! Here are some key benefits:

Buyers

- **Competitive Selection:** Through competitive tendering, buyers can secure the best value for their money by choosing suppliers with the most favourable pricing.
- **Rigorous Screening:** The multi-stage tendering process ensures that selected suppliers are thoroughly vetted for reliability, reducing risk for the buyer.
- **Fairness and Transparency:** Whether employing an open or closed tendering approach, the process maintains fairness, ensuring a balanced selection of suppliers.

Suppliers

- **Enhanced Visibility:** Engaging in tendering helps suppliers establish a reputation and build a track record of successful partnerships, bolstering long-term financial stability.
- **Business Expansion:** By cultivating relationships through successful tenders, suppliers can expand their business opportunities and open doors to new markets and prospects.

Course Content

- Pre – Qualification Process
- Purpose of Tender, Types of Tender and Tendering Procedure.
- Selecting suitable type of Tender and Tendering Strategies (E - Tendering).
- Tender Documentation
- Floating
- Tender Evaluation
- Tender Negotiation
- Tender Report



Duration: 24 Months



Who can join?

The tendering process welcomes participation from diverse businesses across various sectors and sizes, spanning both public and private sectors, including non-profit organizations.

This inclusivity ensures that anyone interested can enrol in the course.



TIBET CAMPUS

THE INSTITUTE OF BUSINESS ENGINEERING AND TECHNOLOGY (PVT) LTD

199, HORANA ROAD,
WEKADA,
PANADURA,
SRI LANKA

PHONE - (+94) 38 22 480 48 / 58

EMAIL - info@tibetedu.lk

WEB - www.tibetedu.lk

Whatsapp – (+94) 704 422 055