

How to Complete Tender Documents

Aim

This workshop will assist the delegates with the completion of tender documents. It will give insight into the basic requirements that need to be in place for any government tenders as well as how to physically procure the document and complete it in a logical and organised manner, ensuring a professional submission.

About this Course...



How you ensure that your tender documents are fully completed and comply to all legal and auditing requirements.

Who Should Attend this Course?

This course will benefit all management, support staff and small business owners who are involved in the submission of tenders.

Outcome

The qualifying learner is capable of:

- Procuring and reviewing a tender document.
- Preparing and completing a tender document.
- Submitting a tender document.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
119712	3	8	Tender for business or work in a selected new venture

Duration: 1-Day

Content

Understanding what a tender is and what the auditing requirements are for the client

- Understanding the thinking as to why companies go out to tender
- What are the auditing requirements for the allocation of tenders
- How does this impact on the tenderer
- Where do we find these tendered opportunities

Tendering for the larger jobs

- Any company that tenders for corporates or for larger government opportunities will need to have some basics in place.
- Ensuring that you have easy access to the basic information
- Partnering to ensure the legal requirements
- Understanding the local content requirements

Prepare for the completion of a tender document

- Establishing whether you comply with the requirements
- **Bidder's meetings and other** compliance requirements
- Work breakdown schedules
- Risk cost calculation
- Calculations and mark-ups, profits and payment
- Taking industry knowledge into account

Completion of the document

- Being methodical and organised
- Pre closure liaison with the client
- Checking for accuracy
- Making it logical
- On time submission