

#8 Pitching, Tendering, Bidding and Project

Haililah Tri Gandhiwati

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TERMS & DEFINITIONS

Tender – The term “tender” is often used interchangeably to the term bid. However, “Bid” is increasingly being used by the bidder (the supply side) and the term “tender” used on the procurement side (the buyer).

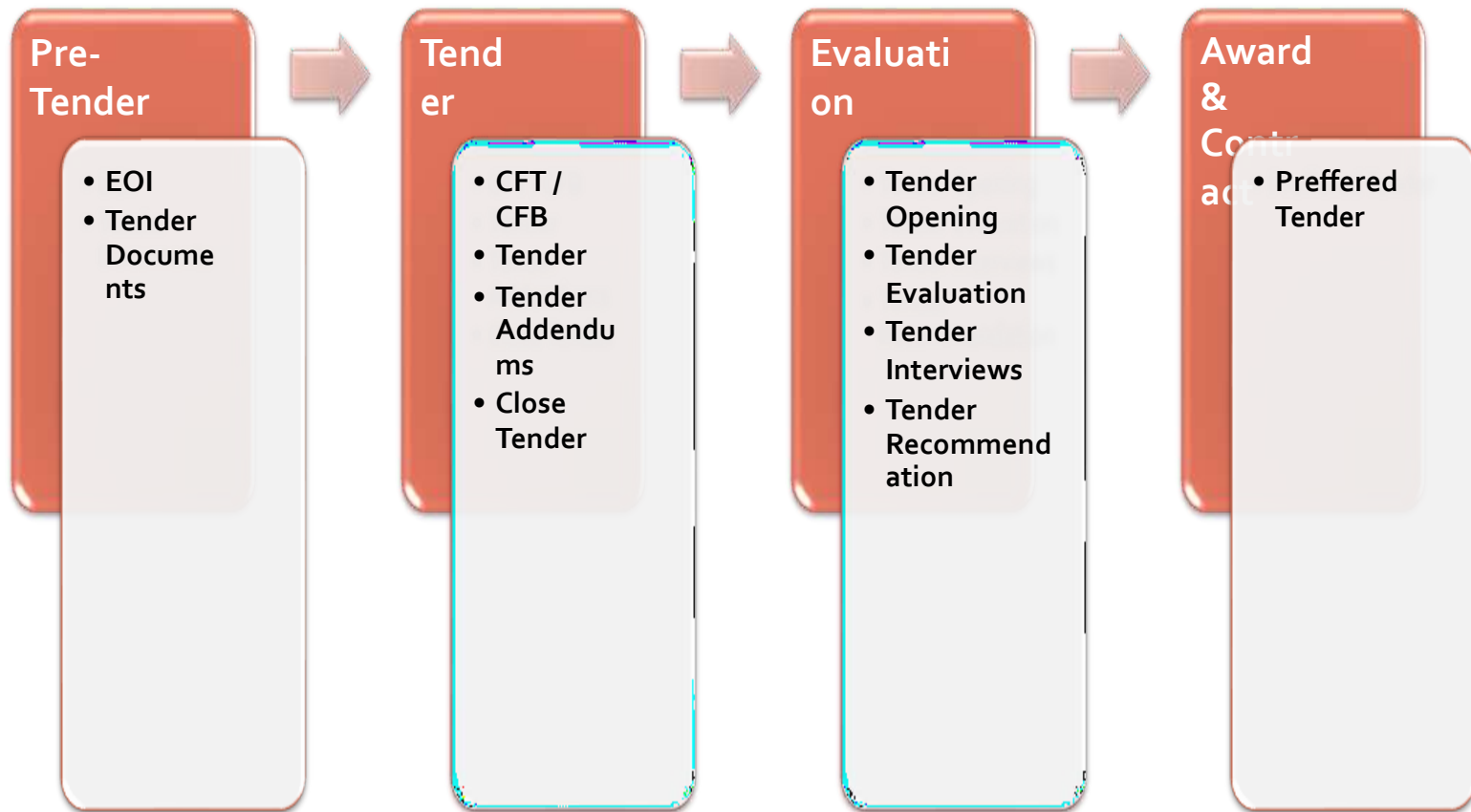
Bid – an approach to a client in order to gain significant new or repeat business..

Proposal – The proposal is a written offer from a seller to a prospective buyer. It is a critical step in the complex sales process

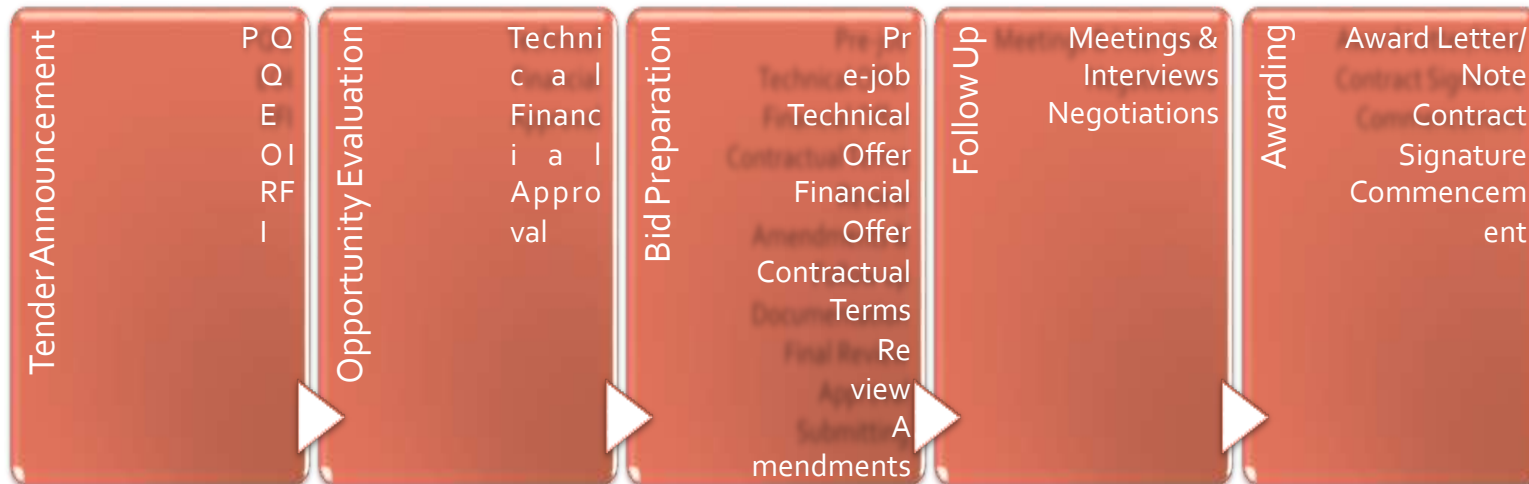
Business profile, or corporate credentials – A business profile or corporate credentials is a promotional or marketing tool that presents a snapshot of your company. It essentially serves as a resume for your business.

Capability statement – Similar to above but is usually tailored to the audience or the contract requirements, and describes the business’ capabilities and experience, including who you are, what you do, and how you are different from your competitors.

TENDER PROCESS



BIDDING PROCESS



EVALUATION OF BIDS



Tendering, Bid Evaluation and Award Process

What is a Project?

A Project is a temporary endeavor undertaken to accomplish a unique product or service OR

In simple words it's a collection of activities which needs to be performed in certain defined constraints by a team to realize the need.

Attributes of a Project

- ✓ Unique purpose
- ✓ Temporary
- ✓ Requires resources
- ✓ Should have a primary sponsor and/or customer
- ✓ Involve uncertainty

Steps in a Project

- Step 1 : Realization of need
- Step 2 : Planning for its fulfillment
- Step 3 : Decision to produce or Procure
- Step 4 : **Procurement**
- Step 5 : Execution / Commissioning
- Step 6 : Verify fulfillment of parameters
- Step 7 : Handover for Operations

What are the Methods for Procurement ?

- Agreement
- Purchase order
- Rate contract
- Auction
- Tender**
- Acquisition

What is a Tender ?

A written invitation sent to potential suppliers of a good or service to inform them about the information required for the buyer to choose among them.

Its Objective

- ✓ To Ensure Best Fit Supplier is selected to Supply Goods/ Services to customer which offers best value of money
- ✓ Selection process should be business ethics driven- Fair Practice
- ✓ More options
- ✓ Equal opportunity

The Tendering Process

Step 1 : NIT – Notice Inviting Tender (Advertisement, Post , Email..)

Step 2 : EOI- Expression of Interest by respective Bidders Step 3 : Tender document Floating/ Selling

Step 4 : Pre Bid Meeting

Step 5 : Bid Submission- In Single Phase or Two Phases Step 6 : Bid

Opening – In Single Phase or Two Phases Step 7 : Bid Evaluation

Step 8 : Post Bid Meeting Step 9 : Report Formation Step 10 : Award of Contract

Contents of NIT (Notice Inviting Tender)

- Brief Project Particulars
- Brief Requirement of Tender
- Eligibility Criteria – Technical & Financial
- Duration & Place of sale of tender document
- Price of tender document
- Contact Information
- Probable amount of Contract (Primarily in Govt. Tenders)

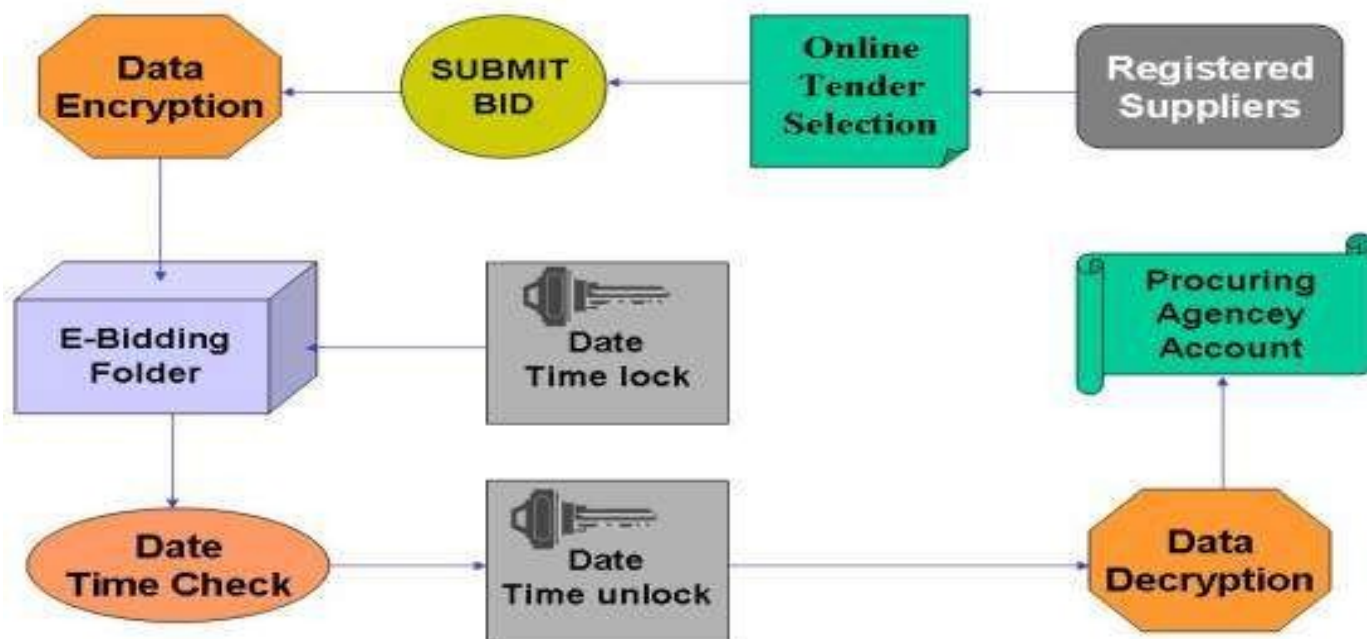
- Earnest Money amount
- Work completion period
- Bid submission period

Tendering type based on mode of submission

Manual tendering- Paper type submission

E Tendering- E-submission (E Bidding)

E-Bidding Work Flow



Contents of Tender Document

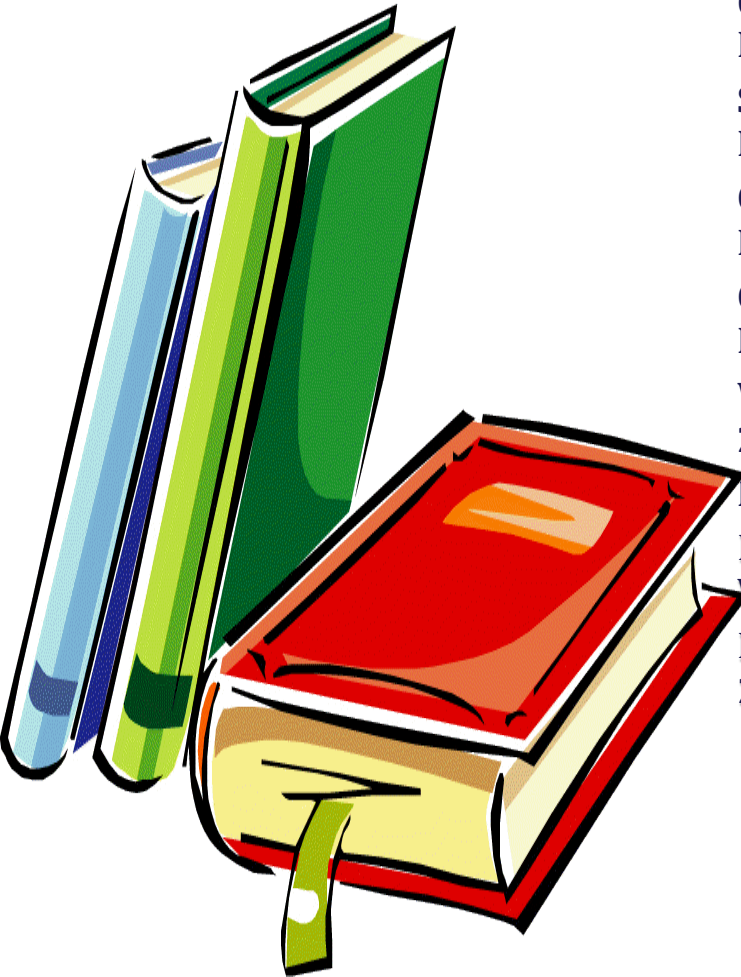
- Section I : NIT/ IFB (Invitation For Bids)
- Section II : ITB (Instruction To Bidders)
- Section III : GCC (General Conditions of Contract)
- Section IV : SCC (Special Conditions of Contract)
- Section V : SOR (Schedule of Requirement)
- Section VI : Technical Specification
- Section VII : Various Bid Forms

Constituents of Bid Forms in Tender document

- ❑ Bid Security Form,
- ❑ Contract Form,
- ❑ Performance Security Form,
- ❑ Financial Capability Form,
- ❑ Technical Capability Form,
- ❑ Manufacturer Authorization Form,
- ❑ Advance bank Guarantee Form,
- ❑ Completion certificate Form,
- ❑ Deviation Statement Form,
- ❑ Places of Tests & Inspection Form....

Thanks





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