



A GUIDE TO

Writing a Tender Specification



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Writing a Tender Specification

What is Writing A Tender Specification?

Writing a Tender Specification is the one-day course which teaches you how to write a compliant specification.

Specifications, which are the sole responsibility of the authority, must be written in a non-discriminatory fashion to ensure that all bidders have the same opportunity to participate in the procurement exercise. This will also ensure that you have the widest possible list of suppliers to score from.

Why should you learn about Writing a Tender Specification?

Following the introduction of the Public Contracts Regulations 2015, it is more necessary than ever for authorities to get the specification right first time.

It is important to consider early what technical, functional or performance requirements will go towards defining the requirement as this will make your specifications work harder towards a sustainable and efficient result.

You need your specifications to be compliant in order to reduce your organisation's risk of challenge.

What will you learn on Writing a Tender Specification?

- Why you shouldn't be using proprietary terms
- How to include technical specifications that should, where feasible, be output or outcome based
- Why you should be clear in your expectations of how to evaluate Added Value
- What consideration you should be giving KPIs
- Whether you should be accepting variants
- When does a minimum requirement become mandatory?

You will leave with an understanding of the above and also why it is important to think about the award criteria particularly now there are new criteria on social and innovative characteristics. You will also be able to evaluate the personnel who will deliver the contract and you will be able to evaluate price or cost as life-cycle costing, which covers the ever increasing area of sustainability, now needs to be considered.

How do I learn about Writing a Tender Specification?

Writing a Tender Specification is scheduled throughout the year in

London • Birmingham • Manchester • Glasgow • Edinburgh

Look for your nearest location and date at www.passprocurement.co.uk/wts

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The Statistics



DAY COURSE

LED BY



EDDIE REGAN

Principal Procurement
Consultant



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OVER



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2010

The private sector is becoming increasingly adept at working with the Public Contracts Regulations, so don't leave yourself, your team and your organisation open to challenge. Compliancy is key to smooth-running procurement.

COMPLIANCY IS KEY TO SMOOTH RUNNING PROCUREMENT

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The Format of the Training

What is the format of the training?

Writing a Tender Specification is a one-day course beginning with registration at 0845 with the training starting at 0915. Morning coffee and lunch are served during the day and the programme finishes at approximately 1515 depending on the number of questions.

Who should attend?

The course is vital for procurement professionals who need to think strategically about their procurement to achieve their efficiency goals. For anyone in the organisation who commissions, this course is essential to understand how the procurement process can help you achieve the outcomes you require.

The course can also act as a refresher for any staff members who may have been seconded to another department and are returning,

Why should I attend?

You will understand how the scope of your contract can impact on changes during its term and get a clear understanding of the issues of prior involvement of a prospective bidder.

You will learn how to request a variant option, why it is so important to write clear and concise technical specifications and what might happen if you don't.

How will the course benefit me?

You will deliver the right results for your department and your organisation. You will begin to understand how to use procurement to make savings. You will be in a position not to repeat any past mistakes and you will make the best possible use of your resources.

CPD Accreditation and the PASS Guarantee

Within your delegate pack you will receive a CPD self-certification form. Fill this in, send it off and you will have gained 6 hours Continuing Professional Development.

The PASS Guarantee

The PASS Guarantee is rarely invoked. But we do state "if you don't learn, you don't pay". Of course, it can be very subjective whether someone has learned anything. On receiving a request for the guarantee, we find out why you feel you didn't learn, including what you believe was your level of knowledge before attending the course. We seek feedback from the consultant who delivered the training and we may also draw on event feedback from other delegates.

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PASS Consultants



Eddie Regan

Principal Procurement Consultant

Eddie has worked with the public sector for over 30 years and led the set-up of PASS (Procurement Advice and Support Service) within BiP Solutions. This has enabled the company to offer a wide variety of procurement training and consultancy to public sector bodies. Eddie has worked with many organisations to help them develop their tendering processes, procurement strategies and evaluation programmes but his greatest specialism is his ability to explain complex procurement issues in a simplified and understandable manner, so that delegates, irrespective of their skill set, can comprehend the issues.



Dr Paul Wright

Senior Procurement Consultant

Paul has been providing training and consultancy in purchasing and supply chain management for a wide range of clients since 1998. Paul and his associates have worked extensively for public sector organisations in the UK including regional development agencies, Business Link Operators, councils and cluster teams. He has also been involved in a number of sports-related projects including supplier development and economic impact assessment. He has specialities in a number of sectors within the public and private sectors, including materials science, chemicals, engineering, technology businesses and sports business.