

# TENDER PROCESS

## RENOVATION & MAINTENANCE VERSION

### PROCESS OVERVIEW

This tender summary provides an overview of the Tender Process: Renovation and Maintenance, and outlines the key process information involved in the tendering process. It ensures transparency, fairness, and efficiency in selecting the most suitable bidder to carry out the renovation and maintenance work.

1. The following information will be gathered at a Executive Committee meeting: Brief Details of Work, Expected Budget, Compliance Restrictions, the assigned Tender Manager (TM) and an expected Completion Date
2. The Tender Manager (TM) will initiate the research stage by checking if any existing plans or documents are available. They will also capture visual documentation, including photographs and videos, to provide a clear understanding of the work required.
3. The TM will then complete the 'Tender Request Form' found on Microsoft 365, which includes project specifications, timeline, and evaluation criteria. The completed form will serve as the official request for tenders.
4. Following this, the TM will identify suitable bidders (suppliers) and invite them to complete the 'Supplier Tender Bid Form.' The bid form will capture the bidders' detailed proposals, including cost estimates, timelines, and relevant experience.
5. Once the tender submission deadline arrives, the TM will consolidate all the submission information into an Excel spreadsheet called 'Tender Assessment.' This spreadsheet will be used to evaluate and compare the submitted bids based on predefined criteria, such as cost, quality, experience, and compliance.
6. After thorough evaluation, the TM will communicate the bid winner to the management team. The selected bidder will be notified and provided with further instructions to proceed with the project.
7. Finally, the TM will evaluate the overall tender process, considering factors such as efficiency, clarity of communication, and the quality of submissions. This evaluation will determine whether the same bidder or tendering process will be considered for future projects.

Management meeting to outline:

1. Brief details of work
2. Expected budget
3. Compliance restrictions
4. Name of Tender Manager (TM)
5. Completion date

Research stage

TM to:

- check if plans are already available
- take photographs and video of the work needed

TM completes 'Tender Request Form' found on Microsoft 365

Identify suitable bidders (suppliers) and invite to complete 'Supplier Tender Bid Form'

Once deadline arrives, copy all submission information into Excel spreadsheet: 'Tender Assessment' and evaluate

Communicate Bid winner

Evaluate process (will you work with them again?)

Tender Invitation Form



Supplier Tender Bid Form

