

Select suppliers through a tendering process

Overview

This standard is about selecting suppliers to supply products and services through a formal tendering process against a specification. You create a specification for the products and services and invite prospective suppliers to tender, providing information about the process and requirements. You develop criteria to evaluate tenders and apply them to identify the supplier who best meets your needs. You also contract with the successful supplier and give feedback to unsuccessful bidders following your organisation's procedures.

This standard is for all managers and leaders.

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Performance criteria

You must be able to:

1. seek support from colleagues or procurement or legal specialists on any aspects of tendering about which you are unsure
2. produce a specification which describes the products and services required, including information on quality, time and cost constraints
3. invite a number and range of suitably qualified prospective suppliers to tender, proportionate to the value of the contract and the diversity of suppliers available
4. provide full information about the tendering process
5. confirm deadlines for receipt of tenders
6. outline contract details
7. specify how pre-tender queries will be dealt with
8. respond to pre-tender queries so that all prospective suppliers have the same information available to them
9. establish criteria to allow tenders to be evaluated fairly so that the supplier that provides the optimal mix of quality, cost, timeliness and reliability can be selected
10. receive, record and open tenders in line with your organisation's procedures
11. evaluate tenders, by yourself or with others as required, applying your criteria
12. seek clarification from prospective suppliers where necessary
13. offer a contract to supply the products and services to the supplier whose tender was evaluated most highly
14. inform unsuccessful prospective suppliers of the outcome of the evaluation and provide them with feedback where appropriate
15. resolve any post-tender queries with unsuccessful suppliers
16. follow the legal, organisational, codes of practice and policies relevant to selecting suppliers through a tendering process

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Knowledge and understanding

You need to know and understand:

General knowledge and understanding

1. the importance of following organisational procedures and legal and ethical requirements when selecting suppliers
2. how to draw up a specification describing the products and services required, including information on quality, time and cost constraints, where appropriate
3. the importance of communicating information clearly, concisely and accurately, and how to do so
4. how to identify suitably qualified prospective suppliers to tender, taking account of the value of the contract and the diversity of suppliers available
5. the importance of including full information about the tendering process, deadlines for receipt of tenders, contract details and how pre-tender queries will be dealt with
6. how to deal with pre-tender queries in ways which ensure all prospective suppliers have the same information available to them
7. how to establish clear criteria and how to evaluate the tenders fairly, using the criteria, and select the supplier that provides the optimal mix of quality, cost, timeliness and reliability
8. how to evaluate tenders rigorously and the importance of seeking clarification from prospective suppliers, where necessary
9. the importance of informing unsuccessful prospective suppliers of the outcome of the evaluation and providing them with feedback, where appropriate
10. how to resolve any post-tender queries with unsuccessful suppliers promptly and effectively

Industry and sector specific knowledge and understanding

11. the industry and sector requirements for selecting suppliers
12. the legal, organisational, codes of practice and policies relevant to select suppliers through a tendering process

Context specific knowledge and understanding

13. your organisation's procedures and legal and ethical requirements for selecting suppliers
14. the limits of your own knowledge, skills and competence and the sources of advice, guidance and support available (from colleagues or procurement or legal specialists) on any aspects of tendering for supplies about which you are unsure
15. the details of the specifications about products and services required
16. the diversity of suppliers available to you in your role and how to contact them

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Skills

1. Assessing
2. Communicating
3. Decision-making
4. Evaluating
5. Presenting information
6. Problem solving
7. Providing feedback
8. Questioning
9. Reviewing
10. Setting objectives
11. Time management

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