



## **TENDER MANAGEMENT TRAINING**

### **Client**

Department of Economic Development and Tourism

### **Objectives**

The purpose of the one-day training programme was to enable the entrepreneurs to write and submit winning tenders. The training was aimed at providing an understanding of the tender process as well as requests for quotation (RFQ). The programme covered the analytic basics of the tender writing and assessment as well as related costing.

### **Tactics Employed**

- Delegates were introduced to tender processes, tender sources, financing tenders, budgets, assessment of tenders as well as completing tender forms
- Case Studies were used to give the delegates a better understanding of the subject matter
- Costing and pricing methods were discussed in order to enable the delegates to differentiate between the two.
- Key factors affecting pricing were discussed
- Activity Based Costing was discussed extensively
- Practical exercises illustrated how tenders are assessed

### **Outcomes**

The delegates:

- had more information about the process of tendering,
- had more insight into costing methods as well as models, and
- were equipped with the knowledge required to submit quality tenders.