

Tender process flowchart – example of a typical one-step process

BUYER'S key steps in process

FORECAST THE OPPORTUNITY	<ul style="list-style-type: none"> • Publish a Future Procurement Opportunity on GETS to give suppliers early notice of your procurement.
COMPLETE THE PLANNING & GET READY TO GO TO MARKET	<ul style="list-style-type: none"> • Develop the requirements, criteria and weightings. • Review your approach against the Principles of Procurement. • Finalise procurement plan/business case. • Check delegated financial authority is sufficient. • Obtain approval to go to market. • Finalise RfX document and supplier response form and draft contract. • Organise evaluation panel.
ADVERTISE ON GETS	<ul style="list-style-type: none"> • Allow sufficient time for suppliers to respond and ensure this is not less than the minimum time period.
CLARIFICATION PERIOD	<ul style="list-style-type: none"> • Deadline for suppliers' questions. • Deadline for buyer to answer suppliers' questions.
CLOSING DATE	<ul style="list-style-type: none"> • Open responses, record receipt and • Email each supplier to acknowledge their response.
ASSESS MANDATORY / PRE-CONDITIONS (if applicable)	<ul style="list-style-type: none"> • Eliminate responses that do not meet mandatory / pre-conditions. • Advise suppliers whose responses have been eliminated.
EVALUATE THE RESPONSES	<ul style="list-style-type: none"> • Convene evaluation panel. • Score qualifying responses against weighted criteria. • Short-list if required and advise suppliers whether or not they have been short-listed. • Where no shortlist, but a preferred supplier, obtain approval to negotiate with the first preferred supplier.
NEGOTIATE THE DEAL	<ul style="list-style-type: none"> • Prepare negotiation plan. • Negotiate with first preferred supplier. • Complete due diligence. • Award contract. • Notify suppliers who participated in the tender of the award of contract .
PLAN THE DELIVERY	<ul style="list-style-type: none"> • Work with the successful supplier to prepare a contract and relationship management plan.
WRAP UP	<ul style="list-style-type: none"> • Offer debriefs to all suppliers and provide debriefs. • Publish Contract Award Notice on GETS. • Organise and maintain records of the procurement.

SUPPLIER'S key steps in process

