

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

BUYER'S key steps in process

FORECAST THE OPPORTUNITY	 Publish a Future Procurement Opportunity on GETS to give suppliers early notice of your procurement.
COMPLETE THE PLANNING & GET READY TO GO TO MARKET	 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	Allow sufficient time for suppliers to respond and ensure this is not less than the minimum time period.
CLARIFICATION PERIOD	 Deadline for suppliers' questions. Deadline for buyer to answer suppliers' questions.
CLOSING DATE	 Open responses, record receipt and Email each supplier to acknowledge their response.
ASSESS MANDATORY / PRE- CONDITIONS (if applicable)	 Eliminate responses that do not meet mandatory / pre-conditions. Advise suppliers whose responses have been eliminated.
EVALUATE THE RESPONSES	 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	 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	 Work with the successful supplier to prepare a contract and relationship management plan.
WRAP UP	 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

SEARCH FOR OPPORTUNITIES

- Register with GETS to receive notification of government contract opportunities.
- Apply to be on qualified supplier lists and panels.
- Check Future Procurement Opportunities (FPOs) in GETS for forecasted procurement.

PREPARE YOUR TENDER AND SUBMIT

- Download tender information from GETS.
- Note key dates and list information you need to prepare.
- Seek clarification from the buyer if anything is unclear before the deadline for questions (the clarification period).
- Prepare and collate your bid, including pricing.
- Sign the declaration.
- Submit your bid before closing date.
- The buyer will confirm safe receipt of your bid.

THERE ARE PRE-CONDITIONS:

 Where there are mandatory pre-conditions: the buyer will advise you if these have not been met. If so, your bid is eliminated at this stage.

THERE IS A SHORTLIST:

 The buyer advises that you have not been shortlisted. If so your bid is eliminated at this stage.

YOU MAKE THE SHORTLIST

- The buyer advises that you have been shortlisted.
- If you are the first preferred supplier you may be offered a contract or may be invited to negotiate a contract.

NEGOTIATE THE DEAL (where required)

- Establish your negotiating team and plan the negotiation.
- If successful, you will be invited to sign a contract.

NEGOTIATIONS COMPLETE

• The buyer should publish the name of the successful supplier in the Contract Award Notice.

PLAN THE DELIVERY

- Work with the buyer to agree the contract management plan and how relationships will be managed.
- Sign the contract.

GET FEEDBACK ON YOUR TENDER

- Obtain a debrief if unsuccessful or successful.
- Provide the buyer with feedback on their process.