



Considerations for Tender Optimisation

The preparation, issue and evaluation of a tender incurs cost at each stage. These costs should to be considered, optimised or minimised in line with the Efficiency Task Force Tender Efficiency Framework.

TENDER PREPARATION	Considerations for Purchaser	Considerations for Supplier
Project definition and scoping	<ul style="list-style-type: none"> • Do you have a clear, fixed scope? • Do you have a fixed methodology for contract execution or are you open to different approaches to the work? • Have you allowed for innovation or alternatives? 	<ul style="list-style-type: none"> • Can you provide a response to fix scope? • Do you have the ability to offer an alternative solution (commercial/technical)? Does schedule allow for the production of an alternative offer? Does the alternative offer add value to your submission? Do you believe the alternative offer to be considered? • Do you have the internal capability to execute the work • Do you have the resources to execute the work • Are there third party requirements?
Selection process for tenderers	<ul style="list-style-type: none"> • Have you shortlisted your tenders through FPAL? • Do you have a current relationship/history with your shortlist? • Have you used common sense with regards to suppliers' capability vs scope requirements with your shortlist? 	<ul style="list-style-type: none"> • Is your FPAL registration up to date? • Is the client a key target? • Do you have an existing relationship? Positive/negative? • Have you considered the cost of tender against project/contract revenue?
Tender documentation	<ul style="list-style-type: none"> • Have we requested this info in recent ITTs? • Is it available in FPAL? • Is it applicable to the contract? • Have you considered the submission format to reduce cost and time? (i.e. multiple hard copies vs electronic portals etc) 	<ul style="list-style-type: none"> • Have we provided the info to the purchaser already elsewhere within the submission? Avoid duplication • Consider FPAL data as this information may be used as a tool for evaluation. Is your FPAL data up to date? • Is the information provided and requested applicable for the scope of work or contract tendered? If not challenge purchaser

Tender Efficiency Framework – Optimisation Matrix



		<ul style="list-style-type: none"> • Are all attachments necessary? If yes, can these be provided electronically? • Do you have standard narratives on file?
Establishment of criteria for selection	<ul style="list-style-type: none"> • Is it a cost exercise? • Is Technical overweighting /underweighting? • Have we shared the selection criteria? 	<ul style="list-style-type: none"> • Do you understand the selection criteria? • Have you considered purchasers' contract and company drivers? • Does offering fit with purchasers' request? • Are we over selling?
TENDERING	Considerations for Purchaser	Considerations for Supplier
Timeline	<ul style="list-style-type: none"> • Have you created a purchasing plan to allow sufficient time for tender preparation, tender response, negotiation and award? 	<ul style="list-style-type: none"> • Do you have resources? • Minimize extension request • Have you completed a tender plan schedule to align with internal reviews and approvals • Have you considered time of tender printing or upload?
Tender meetings and enquiries	<ul style="list-style-type: none"> • Have you scheduled pre-tender meetings in advance? • Have you considered attendance cost by suppliers? 	<ul style="list-style-type: none"> • Do you need to request for face to face meeting with purchaser?
Amendments to tender documents	<ul style="list-style-type: none"> • Have you ensured tender documents are relevant to the scope (SOW / T's&C's / Commercial requirements). • Are T's&C's applicable to service offering (onshore/offshore)? • Is commercial structure fit for purchase (fixed price on high risk job)? • Is SOW fully defined listing all required products and services (level of responsibilities)? 	<ul style="list-style-type: none"> • How do amendments impact the original review of the scope? • Do you still have the capability to execute the scope?



<p>Tender qualifications</p>	<ul style="list-style-type: none"> • Be prepared to consider reasonable qualifications 	<ul style="list-style-type: none"> • Have you minimised unnecessary qualifications? • Have you considered the use of pre-existing agreements (i.e. work executed under existing frame agreements)
<p>TENDER EVALUATION</p>	<p>Considerations for Purchaser</p>	<p>Considerations for Supplier</p>
<p>Tender analysis</p>	<ul style="list-style-type: none"> • Is the technical weighting clear and structured. Have you considered the use of a selection criteria matrix? 	<ul style="list-style-type: none"> • Have you submitted a fully compliant tender? (met all selection criteria) • Have you prepared for post tender discussions
<p>Tender clarifications</p>	<ul style="list-style-type: none"> • Have you allowed appropriate time to respond to clarification? 	<ul style="list-style-type: none"> • How does the clarification response impact the overall execution, contractual or commercial strategy?
<p>Tender selection and awards</p>	<ul style="list-style-type: none"> • Have you retained supplier information to use for future ITTs, to save on tender costs? 	<ul style="list-style-type: none"> • Ensure tender response answers are updated with standard narratives to reduce future tender costs