



How To Professionally Issue a Tender And Manage The Vendor Selection Process ...saving time, money, and stress

Ken Methven, Victor Konijn

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This is a practical workbook explaining succinctly step by step how to issue a professional tender and manage vendor responses, providing practical tender management tips.

The workbook includes:

- * Prologue 3
- * 2 Types of tender purposes
- * 12 Project dimensions to scope the tender
- * 4 Quality dimensions to prepare internal commitment
- * 3 Sections to write to ensure your tender is complete
- * 2 Ways to select tender recipients
- * 7 Tips for vendor interactions during the tender response period
- * 3 Checks for professional response evaluation
- * 6 Tips to follow-up with shortlisted vendors
- * 6 Due diligence hints to select the preferred vendor
- * Negotiating a contract with the selected vendor (preview)
- * Epilogue

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