CHECKLIST

OPEN TENDER PROCESS CHECKLIST

www.aavenir.com

Are you efficiently managing a fair open tender process for competing suppliers or vendors ?

67% of companies state that tendering helps promote a healthy competitive market.

Introduction

This checklist will assist you in procuring goods and services (including leases or rentals of equipment) via an open tender process.

It provides an overview of the mandatory requirements a company must adopt during the procurement process. This document is designed to provide a basic checklist covering the steps in a normal procurement cycle, from identifying and specifying a need to awarding a contract.

Any company may wish to:

- Adapt the checklist to include specific requirements, additional steps, or best practice processes as per their choice
- Modify the list to reflect the requirements for multi-staged procurement methods.
- Incorporate this checklist as part of their internal Procurement Review Committee approval process

Additional information and resources, including RFP templates appropriate for a quotation process, can be found on the Aavenir website at https://aavenir.com/templates/.

ALL GOODS OR SERVICES	
Version Details	
Title of Tender	
Assign a Unique Reference Number	

General Information

Action	Proposed Date	Date Completed	Reason for Delay
Total Contract Value (estimate)			
Contract Period (number of years, any extensions?)			
Tender Procedure Used			
Contract Start Date			
Set Deadline for Sending Questions & Answers to Bidders (removing all commercially sensitive information - company names etc.)			
As questions are received, collate them in a spreadsheet together with your answers.			
Tender Return Date			

Planning

Action	Yes	No	Comments
Based on the value and circumstances of the procurement, an appropriate tender process has been selected.	☐	☐	
Procedures are in place to ensure that tenderers are dealt with fairly, equitably,, and impartially throughout the tender process.	☐	☐	
There is a process to identify and record all conflicts of interest, including details of any actions taken to manage identified conflicts.	☐	☐	
Where required, an exemption from the requirement to disaggregate contracts or procurement opportunities is approved.	☐	☐	
Key stakeholders are involved in the process and they are notified well in advance about what roles they have been assigned in the tender process, such as someone may be an evaluator, someone may be a point of contact for vendors to send their questions and so on.	☐	☐	
Make sure milestones and key dates are clearly defined and communicated	☐	☐	
Make sure that there has been due budgetary allocation to initiate and run the tendering process	☐	☐	

Tender Documentation

Action	Yes	No	Comments
The specification meets all mandatory requirements.	☐	☐	
The RFT documentation provides all the information necessary to enable potential suppliers to prepare appropriate submissions.	☐	☐	
There is a standard deadline for the submission of responses.	☐	☐	

Inviting, Receiving & Evaluating Tenders

Action	Yes	No	Comments
Details are provided to the Tenders website to publish a notice of intended procurement (open for bids notice).	☐	☐	
Details of businesses issued with the procurement documentation are recorded.	☐	☐	
All participating suppliers are provided uniform information where addenda are issued, or changes are made to tender documentation.	☐	☐	
There are processes to ensure the information provided by persons submitting tenders is treated as confidential.	☐	☐	
There is a secure facility for the receipt of the tenders at the designated lodgement location.	☐	☐	
The tender documentation is not opened until after the closing time of the tender.	☐	☐	

The acceptance of a late tender is given appropriate consideration.	☐	☐	
If a tenderer is provided with an opportunity to correct unintentional form errors, the same option is provided to all tenderers.	☐	☐	
A submission is not considered for evaluation unless conditions of participation have been established and met.	☐	☐	
The recommended supplier is a recognized legal entity.	☐	☐	
Attend tender evaluation/analysis meeting, Evaluate the commercial aspects of the bids.	☐	☐	
Complete the evaluation spreadsheet for all compliant bids.	☐	☐	
Compile responses to clarification questions and circulate them to the tender analysis team.	☐	☐	
Arrange a short-listing meeting with the tender analysis team (if required)	☐	☐	
Attend short-listing meeting (if required)	☐	☐	
Send out finalized invitations.	☐	☐	

Accepting Tenders & Contracts			
Action	**Yes**	**No**	**Comments**
The Procurement Review Committee endorses the procurement process.	☐	☐	
Create an award letter.	☐	☐	
The Company templates (without material amendment) are used to prepare the contract documentation.	☐	☐	
Set Contract Review Dates.	☐	☐	
All required details of the contract awarded are displayed on the Tenders website within ten days of the contract award.	☐	☐	
There are processes to ensure that all necessary reporting and auditing requirements are met.	☐	☐	

CHECKLIST FINALISATION	
Officer responsible for Tender Process	<signature> <name> <position>
Date checklist finalized	<date>

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Are you willing to collaborate your sourcing processes seamlessly with automated workflows and milestones and make data-driven decisions that impact your business?

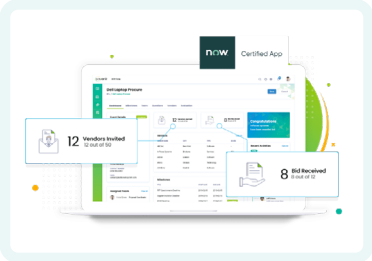
Get a custom demo of the Aavenir software and learn how to manage your procurement processes for better business results.



About Aavenir

Aavenir revolutionizes age-old procurement processes with AI-enabled Source-to-Pay solutions including RFPflow, Contractflow, Obligationflow, and Invoiceflow. Built on ServiceNow, Aavenir solutions streamline procurement, legal, and accounts payable work processes using the latest technologies such as AI, ML, and NLP to eliminate manual work, accelerate cycle time, and reduce dependency by offering smart suggestions based on historical data. For more information, please visit www.aavenir.com

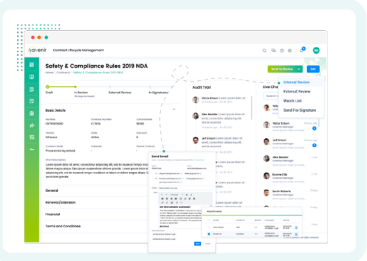
Explore Aavenir Source-to-Pay Solutions on ServiceNow



Aavenir RFPflow

Aavenir RFP/RFI/RFQ management software accelerates the vendor qualification process using milestone-based RFX-to-award workflow and collaborative vendor scoring.

- Create RFP/RFI/RFQ
- Request Responses
- Score Responses
- Award-a-Bid



Aavenir Contractflow

Aavenir Contractflow (CLM) enables enterprises to efficiently create and manage bilateral contracts for procurement, sales, services, legal, NDA, HR or any other type of internal and external enterprise operations.

- Create Contract
- Review & Negotiation
- Approval & E-Signature
- Dashboard & Reports



Aavenir Invoiceflow

AI-enabled Aavenir AP Automation solution learns an organization's unique invoices patterns to simplify invoice-coding, automate invoice data entry, and identifies exceptions ensure data accuracy.

- Import Non PO & PO Invoice
- Automated Invoice Data Entry
- Invoice Approval Workflow
- Dashboard & Reports

Get Started

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