



# 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
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