



2010

AGS Legal training program

COMMERCIAL LAW TRAINING MODULE

Tendering Tips and Tricks

Target group

This half-day course is designed for Commonwealth employees who have a working involvement in procurement or outsourcing.

Course outline

Tendering Tips and Tricks is an informative and entertaining workshop covering the key aspects of developing and releasing tender documentation, and evaluating tender responses. The workshop consists of two interactive case studies and gives participants the opportunity to:

- work through common tendering problems
- practise using tendering 'tips and tricks' in dealing with those problems.

Objectives

This course provides participants with a clearer understanding of developing and managing tender documentation and processes.

Presenters

Our presenters are experts on government procurement, probity and contract management.

Duration

This half-day course is conducted either from 9 am to 12.30 pm or from 1.30 to 5 pm. The calendar indicates when sessions are being offered by either 'am' or 'pm'.

Morning or afternoon tea is provided.

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Cost

Standard fee: \$560.00 per person (inclusive of GST).

If three or more people from a single agency attend the same course on the same day **or** if one person attends three or more courses in the same week of training: \$504.00 per person (inclusive of GST).

Course numbers are limited to 20, and courses will only be held if we receive a sufficient number of registrations.

For further information on our calendar training, in-house or customised courses, please contact **Di Harvey on T 02 6253 7126** or **Kirstin Hewitt on T 02 6253 7436** or email cbtraining@ags.gov.au.

Website

For a full review of AGS services, visit www.ags.gov.au