

Complementing its core collaboration application, BIW Technologies (BIW) offers the option of a fully integrated, secure and confidential web-based tendering system. Building on the core system's existing strengths in managing work packages, BIW: Tender Manager streamlines the once paper-reliant processes of issuing tenders and managing communications with bidders. The whole tender issue process becomes much faster, more efficient and less expensive.

The benefits are shared across the supply chain. Via a simple interface, bidders use the same powerful technology employed by the design team to view or download drawings and documents, to submit queries and to receive information about design changes relevant to the tender. Final tender response(s) are submitted quickly, cheaply and simply, at the push of a button, with bidders secure in the knowledge that their submissions can only be seen by the tender manager once the return deadline has passed.



The tendering challenge

Traditionally, tendering has tended to be a long, complex, laborious, paper-driven and - above all - expensive process. Even with the advent of new technology, many tender processes still require compilation and distribution of large volumes of paper (sometimes out-of-date almost as soon as they are sent out), perhaps replaced or augmented by CDs containing a 'snapshot' of all the relevant drawings and documents.

The tender manager will usually need to:

- manage shortlists of potential bidders
- produce and distribute all relevant documentation
- communicate with, and amend or issue further information to those bidders - consistently and equitably
- coordinate communications between project team and bidders
- ensure confidentiality of each supplier's tender response
- help relevant project team members evaluate responses
- notify bidders of the tender process outcome

Equally, responding to a tender is often a complicated and expensive logistical nightmare. Ideally, bidders need to:

- have immediate, easy access to all the relevant documentation
- communicate quickly and simply with the tender manager on queries, etc
- ensure the confidentiality of their tender response(s)
- submit the final tender response(s) (usually with multiple additional copies of the documentation) to the tender manager before the tender deadline
- find out if their bids have been successful or not

The tendering stage normally follows a lengthy progression from initial outline proposals to the preparation of detailed design and contractual documentation. Many organisations use the BIW collaboration service to manage the processes leading up to the appointment of contractors and suppliers to deliver construction services and materials. They also then use the system to manage the ongoing exchange of information during and after the build phase. It makes sense, therefore, to use the same system as a basis for the stage in between: tendering.

Features of BIW: Tender Manager include:

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| <ul style="list-style-type: none"> ■ all functionality securely accessed via web-browser ■ simple interface for bidders ■ tender document management fully integrated with project work package environment ■ configurable to reflect client branding and naming conventions ■ batch processes to manage publication, download and printing of multiple documents ■ bidders can always access the latest information released by the tender manager | <ul style="list-style-type: none"> ■ easy management of tender queries or RFIs ■ real-time management reporting on queries and other processes ■ easy simultaneous issue of tender amendments and additional information ■ email notification to alert bidders to newly issued information ■ simple 'traffic light' system to track key tender period milestones ■ easy electronic tender submission process ■ above all: total confidentiality of bidder tender submissions |
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BIW: Tender Manager - an overview

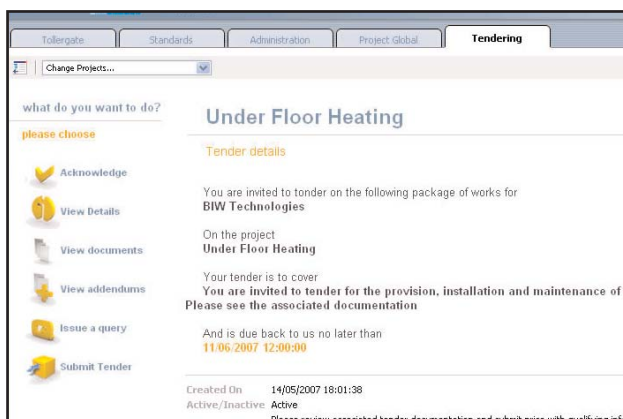
BIW: Tender Manager is an optional module, fully integrated with BIW's core collaboration platform, so design information and other data can be seamlessly re-used for tendering purposes.

Bidders are given access only to information relevant to the particular tender package, and can view, download and print out drawings or specifications as they wish. They will always have access to the latest information released by the tender manager. Issuing tender documentation and preparing responses need no longer be expensive, slow and laborious and involve lots of paper or CDs full of information.

Building on the BIW collaboration system's existing strengths in managing work packages, the tender manager can quickly create tenders using standard templates, easily distributing tender documentation to selected recipients in a secure and controlled environment. BIW also builds flexibility into the tendering system so that it reflects the BIW conventions a project team might already be employing.

During the tender period, tender managers only have to use one system to manage queries or notify changes, helping maintain a full audit trail. And, of course, they and fellow team colleagues do not need to be trained to use a separate system; they use the same BIW interface they use in everyday collaborative working. Moreover, faster communications between the project team and the bidders can mean shorter tender periods.

Submitting tenders is also easier. The instant a tender is issued, bidders can download and print out all the relevant information via the web, and the same interface provides an efficient conduit to channel queries via the tender manager to the project team. There will be fewer anxious last-minute rushes to complete paperwork and organise couriers; bidders can publish their responses and all associated documentation direct to the system, secure in the knowledge that only the tender manager can see their submissions.



Advantages to tender manager include:

- uses technology already familiar from use in collaboration
- easy creation of tender package documentation
- clear identification of tender source, with terminology reflecting in-house processes
- single, simultaneous publication of all documents and drawings to all bidders
- single communication channel for all tender queries or RFIs
- single, simultaneous publication of amendments, etc to all bidders

Benefits to tender manager include:

- lower tender costs
- faster preparation of tender package documentation
- formalises and provides clear audit trail of all communications with bidders
- better management of risk
- shorter tender periods
- greater clarity and accountability, and a 'level playing field' for all bidders
- terminology reflects existing in-house processes
- little/no additional training needed for existing BIW users

Advantages to bidder include:

- participation requires no new hardware or software (eg: CAD system to view drawings)
- clear identification of tender source; terminology already reflects customer's processes
- all documents and drawings immediately available to view and download
- easy submission of tender queries or RFIs
- rapid access to the very latest versions of information
- online reminders of imminent tender period milestones
- all documents published just once to the system; no last minute rush to collate papers
- only tender manager can view bidder tender submissions

Benefits to bidder include:

- lower cost of participating in tender process (no need to invest in CAD or plotters)
- better understanding of customer's processes
- faster access to all documents and drawings, anytime, anywhere
- faster resolution of queries
- more realistic and accurate tender response
- no missed deadlines
- lower cost of producing and submitting final tender response
- guaranteed confidentiality of tender responses

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