# Introduction

# Problem Statement

In most organizations the tender management process is primarily/predominantly manual. Managing tenders is a very time-consuming task which involves a lot of paper work. Manual systems are more susceptible to errors and cannot handle larger volumes of tenders to be managed by both buyers and seller.

Without an automated tender management system, manual tender processing may not run smoothly as it encompasses manual compilation, distribution, and collection of documents for tender. This may lead to inefficiencies, delays, and potential errors.

## Motivation

Efficient tender management is important for organizations as it ensures proper execution of procurement processes and the allocation of resources. This can save organizations time, reduce errors and improve collaboration among stakeholders. Tender management is a complex process that requires careful planning and execution, therefore by adopting a digital solution, organizations can reduce the administrative burden, enhance transparency and promote a competitive and fair environment for both buyers and bidders.

## Proposed Solution

The proposed tender management system will address challenges that arise from the manual tender management. There are many stages to consider, from pre-tender planning to post-tender evaluation. In between, there is the actual tender submission and selection process. With the provision of the proposed system seeks to provide a centralised point of contact for all information pertaining to tenders, for companies to be able to manage the entire process from issue of the tender to awarding the contract issue tender requests on-line to qualifying registered companies. For buyer to be able to upload, share and keep track of tender papers and send alerts and notifications to relevant parties.

# 2. Objectives

The mandate of this project is to help improve tender purchasing and procurement processes. Its main focus is to:

* Ensure effective and efficient process for both buyers and seller wishing to source products or services and to bid to supply a company.
* Ensure easy uploading, sharing and keeping track of tender documents.
* Ensure timeous notification system to advise stakeholders about deadlines, updates and modifications to the tendering procedure.
* Implement methods for systematic and objective assessment of bids to foster fair competition and well-informed decision making.
* Implement comprehensive reporting platform for evaluating bid information.
* Reduce likelihood of poor submissions and costly delays due to suppliers not being in possession of the latest versions and updates.

# 3. Methodology

I will utilise the agile methodology. Agile development is a project management methodology

that values individuals and interactions over processes and tools. Agile development

methodology can help reduce the risks associated with complex projects. It allows for

development teams to make changes quickly and easily without affecting the overall project

timeline.

There are many benefits of agile development methodology, some of which include:

Increased flexibility: Agile development is more flexible than other project management

methodologies. Development teams can make changes on the fly more easily.

Improved communication: Agile development helps to improve communication between the

development team and the product owner. Because of this, there is a greater focus on

collaboration and feedback.

Reduced risks: Agile development can help to reduce the risks associated with complex

projects. By breaking down complex projects into smaller sprints, project managers can

dissect them and achieve shareholder demands.

Increased customer satisfaction: Agile development environments often lead to increased

customer satisfaction. This is because the customer is involved in the development process

and provides feedback at each stage of the project.

# 4. Tools and resources

# 7. Bibliography

1. <https://www.purchasing-procurement-center.com/tender-management-system.html>

2. <https://oboloo.com/blog/what-is-tender-management-definition/#:~:text=Tender%20management%20is%20the%20process,cost%2C%20quality%2C%20and%20delivery>