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## **ADVANTAGES AND DISADVANTAGES OF E-TENDERING**

Tendering is the specific procedure. It is relatively simple but used on a large scale requires a substantial investment in IT equipment. The client organisation by means of an extranet uploads the documentation on to the system and it is sent out. Contractors download the information and prepare their tender prices which are submitted electronically and may be amended any time up to the tender deadline. So, e-tendering provides for tender documentation to be distributed to tenderers via a web-based system and allows transmission of amendments to documents and tenderers' queries during the tender period and the submission of the final bids.

The ease with which documents may be distributed and amended also presents a risk to the integrity of the system. Security features must be incorporated to ensure that:

- tender documents cannot be accessed by unauthorised parties;
- neither party can deny sending or receiving documents;
- alteration of tender documents is either impossible or easy to detect whilst also allowing the tenderers to insert their rates and prices.

In order to win in competitive selection it is necessary for a company to pay more attention for preparation of the staff and their participation in different training projects and programs, trainings and seminars. In order to provide assistance for companies in increasing their competitiveness in the market of work and services the following thematic seminars may be considered: Ways of Increasing the Management Level; Obtaining Additional Permissions and Licenses; Assistance in Preparation of Tender Documents; Improving Staff's Qualification; Implementation of Quality Assurance Programme, etc.

Both employers and contractors must be aware of advantages and disadvantages of e-tendering. The presence of an electronic witness to all transactions, the means to communicate quickly and the savings in time and paper are the main factors to persuade clients and their teams to use e-tendering.

*For employers* paper and copying costs are eliminated; document issues are in good control. Besides, e-tendering provides fast, reliable exchange of information, a

transparent audit trail, clearer comparison of bids, etc. However, IT system could crash preventing distribution of documents and considerable investment is required in IT.

*For Contractors and Sub-contractors* the advantages are almost the same, but IT system could crash preventing submission of tender and there is no cost saving as it will often require paper documents.

The systems are designed to improve communication between the teams working on a project, reducing potential risk and helping to ensure that the project is delivered on time. All documents, drawings, etc. may be used by all participants in the project. Users can obtain access through standard equipment (a minimum requirement being a PC with browser, software and access to the Internet).