



Tendering and Contracts

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Course Introduction:

This course covers the contract management & Tendering as a strategic sourcing application that drives more and better sourcing of buying Events. Contract management & Tendering enables the Company to effectively source goods and services using bid factor requirements and collaboration to best enable effective and efficient bid analysis and award. Also to manage the contract in efficient way

Course Objectives:

Upon completion of this course, participants will know:

- The tendering process and the major steps that should be followed
- Pre-tender Checklist
- Methods of selection and qualifying suppliers
- The criticality of the Statement of Work
- How to evaluate the proposals using price analysis and/or cost analysis
- Understanding obligations and rights under the contract
- Understanding Relationship Contracting
- Understanding the concept of key risk and opportunity areas under the contract

Who should attend?

- All those involved in the early stages of contracting in order for them to review and have a full understanding of the tendering process as well as the different approaches to tender evaluation and assessment.
- Senior Engineers Contracts, Senior Contracts Officers, Contracts Controllers

Course Outline:

Overview of Contracting and Tendering

- Definition of a Contract
- Purpose of Contracting
- Stages in Contracting
 - Preparation
 - Tendering
 - Award and Administration
- Problems in Tendering
- Developing Effective Communication Strategies
- The Right Approach
- Targeting and Profiling the Service

Practical workshop: Skills of tendering team

Implementing the world class tendering practices:

- Top reasons why the tendering and proposal process fails
- The difference between a tender and a proposal
- Tender and bidding strategies & tactics
- Contracting Procedure

Tendering Preparation

- Identify Requirements
- Set Scope of Work and Specs
- Planning the Evaluation Process
- Sourcing and Supplier Appraisal
- Tender Documents: The Devil Is In the Detail

Practical Exercise: dealing with tenders' risks.

Identifying the RFx and developing the evaluation

- RFx's -RFP, RFI, RFT, RFQ, RFO and an occasional EOI

- Prioritizing the project objectives and mapping to the RFx
- Developing a preliminary negotiation strategy
- Value for money - Whole Life Costing
- Embracing Total Cost of Ownership – TCO

Tender evaluation process

- Procedure for Opening of Envelopes and Technical Testing
- Criteria
- Evaluation stages
- Tender report
- Procedure to be Followed in Deciding on a Tender and Signing a Contract
- Authority to sign a contract

The Contract:

- What constitutes a Contract
- Relationship Contracting & Forms of Contract
- The main players involved in a Contract and their roles
- Key terms in a Contract & a brief tour of a Contract and its clauses
- Obligations and liabilities
- Typical areas of disputes in Contracts
- Breach of Contract
- Liquidated damages
- Variations
- Programming / Extension of Time & Delays
- Risk Management requirements (Quality Assurance, Safety, Environment, Human Resources)
- Monitoring of progress
- Contract Close Out
- Arbitration / Mediation / Dispute Resolution

Training Methodology:

The platform used either Zoom or Webex or others will access users' devices cameras and microphones to allow them to interact, ask questions, and conduct themselves.

Instructor will let participants know it will be interactive class to keep them engaged in the training and to make the training more fun and enjoyable

The advantage of online courses is to build cognitive skills to participants; those skills are learned better “by doing”, hence Instructor will utilize a variety of proven adult online learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes attractive power point presentation, open discussions, real-world challenges and solutions, examples, exercises, relevant learning videos, multiple choice questions, case studies, in addition to an extensive course manual.

Instructor will help the group establish ground rules at the beginning of the class,

Below are the tools Instructor is using within the online sessions to ensure the utmost benefits to participants.

| Tool | Use |
|------------------------------|---|
| Poll | <i>Ask challenging questions</i> |
| Chat | <i>Encourage dialogue</i> |
| Raise Hand | <i>Ask yes/no or agree/disagree questions</i> |
| Screen sharing | <i>Share software programs or websites with participants</i> |
| Material distribution | <i>Offer handouts and other paper-based resources</i> |
| Tests | <i>Check for knowledge transfer and comprehension</i> |
| Audio | <i>Allow verbal responses from participants and encourage open dialogue</i> |

Course Fees: USD 1,800

Course Date: 21-23 July 2020 (Confirmed).