



*Training Course:  
Contract Management and Tendering*

*2 - 6 December 2024  
Geneva (Switzerland)*

## Training Course: Contract Management and Tendering

Training Course code: PC4067 From: 2 - 6 December 2024 Venue: Geneva (Switzerland) - Training Course Fees: 5250 € Euro

### Introduction

High quality Contract and Tender Management are essential activities in achieving improved levels of performance for all organizations. Providing the high value added activities available from contract and procurement operations requires the continuous involvement of knowledgeable professionals and management who understand and implement the best practices in Contract Management and Tendering for the acquisition of goods, equipment, and services. Included in the many topics covered in this training session to move contracts from the tactical to a more important strategic focus are:

- Contract Management And Tendering Is A Profession, Not Just A Job
- Elements Of A Good Procurement & Competitive Bidding Process
- Developing Tender Evaluation Criteria
- Selecting The Right Contract Type
- Contract Preparation
- Contract Management

### Objectives:

- Discuss Elements Of Good Procurement Process
- Learn Methods Of Tender Evaluation
- Review Contract Strategies
- Explore Steps In Developing Performance Based Service Contracts
- See Examples Of Important Commercial Contract Clauses
- Be Presented The Essential Elements Of A Contract
- Be Given Examples And Sources Of Contract Checklist

## Methodology:

Participants will increase competencies through a variety of instructional methods including lecture by an experienced practitioner and consultant, exercises, and group discussions covering current practices and their relationship to the implementation of new concepts.

## Program Summary

Those involved in tendering, bid, and supplier evaluation and the preparation of contracts understand well the significant challenges in this ever changing business environment. This program is designed to increase the competencies of all those contributing to the acquisition process for equipment, materials, and services so that the significant cost, quality, and delivery improvements available from the market place can be obtained.

## Outlines:

### Day 1

#### Contract management and tendering - when does the process start?

- What You Need To Know To Be Competent at Contract Management
- Elements Of A Good Procurement and Competitive Bidding Process
- Standards Of Ethical Practice
- Example Policy □ Relations With Suppliers
- Selecting The Right Contracting Strategy
- Types Of Statement Of Work
- The Importance Of The Contract
- Basic Contract Types
- Basic Types Of Project Deliver

### Day 2

#### Developing the tender

- Objectives Of The Contract
- Tender And Contract Check Lists
- The Important Integration Clause
- Inspection, Acceptance, Rejection

- Clauses For Defects In Material And Workmanship
- Developing Performance-Based Service Contracts
- Penalty/Liquidated Damages Clause
- Clauses For Spare Parts

### Day 3

#### Important elements of the contract

- Saving With Economic Price Adjustment Clauses
- Force Majeure Clauses
- Contract Changes Clauses
- Methods Of Payment
- Progress Payments
- Letters Of Intent, Award, And Side Agreements

### Day 4

#### Bidder selection and tender evaluation

- Selecting The Bidders
- We Want More Than The Lowest Price
- How Do You Know You Got A Good Price?
- Use Of Price Indexes
- Electronic Evaluations
- Requesting Cost Breakdowns And Evaluations Of Cost Breakdowns

### Day 5

#### Managing the contract performance

- The Criticality Of Good Contract Administration
- Contract Changes



- Determining Status And Expediting
- Contractor Payments
- How Contracts End
- Remedies For Breach Of Contract
- Types Of Bonds and Guarantees
- Negotiation Tips

## Registration form on the Training Course: Contract Management and Tendering

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Full Name (Mr / Ms / Dr / Eng): .....  
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### Company Information

Company Name: .....  
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 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
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 Telephone / Mobile: .....  
 Personal E-Mail: .....  
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### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

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