



*Training Course:
Contract Preparation and Management*

*14 - 25 April 2025
Geneva (Switzerland)*

Training Course: Contract Preparation and Management

Training Course code: PC4060 From: 14 - 25 April 2025 Venue: Geneva (Switzerland) - Training Course Fees: 8400 € Euro

Program Objectives:

By the end of the program, participants will be able to:

- Identify and discuss the major steps involved in contracting procedures.
- Develop the scope of work and recognize the implications of a poorly prepared scope.
- Discuss the contracting strategy including pricing.
- Select contractors more efficiently.
- Recognize and practice the tendering principles and process.

This Program is designed for:

All those involved in any step of contracting; also those involved in managing or administering contracts for them to have a full understanding of the contractual provisions they will be managing. This program is worth 25 NASBA CPEs.

Program Outline:

Principles of Contracts

- Definitions of a Contract
- Legal Considerations
- Problems

The Contracting Stages

- Preparation
- Tendering
- Contract Award
- Contract Administration

The Scope of Work

- Must and Want Criteria
- Clarity and Completeness
- Implications of a Poor Scope

Evaluation of Resources

- Evaluation of Internal and External Resources

Contract Price

- Lump Sum versus Cost-Plus
- Bonds and Financial Clauses

Selection of Contractors

- Pre-Qualification
- Continuous Rating and Evaluation

Tendering

- Tender Documents, Procedures and Evaluation

Contract Award

- Documentation
- Control Procedures

Types of Contracts

- Legal
- Corporate
- Interim

Registration form on the Training Course: Contract Preparation and Management

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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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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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