



*Conference:*  
*Managing Tenders, Specifications & Contracts*

*29 December 2025 - 2 January 2026*  
*Madrid (Spain)*  
*Pestana CR7 Gran Vía*

## Conference: Managing Tenders, Specifications & Contracts

Conference code: CO8123 From: 29 December 2025 - 2 January 2026 Venue: Madrid (Spain) - Pestana CR7 Gran Vía  
Conference Fees: 6000 € Euro

### Introduction

This seminar focuses on managing tenders, specifications, and contracts to maximize organizational value. Learn best practices for procurement, competitive bidding, and developing high-quality specifications. Gain skills in creating effective tender evaluation criteria and selecting the right contracting strategy. Understand contract preparation and its role in boosting organizational performance. Enhance professionalism in these key functions for better results.

### Objectives

- Discuss Elements of Good Procurement Process
- Develop methods of Contractor Performance Measurement
- 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 of Contract Checklist

### Methodology

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

### Organizational Impact

- Having better outcomes in commercial transactions.
- Seeing improvements in the performance of contractors.
- The lower total cost of ownership for materials, equipment & services.
- Better trained contract personnel leading and guiding the contracting process.

- Continuous improvement in customer service.
- Higher productivity of personnel involved in contract activities.

## Personal Impact

- Mastering skills in managing complex contract activities.
- Greater ability to develop professionally.
- Increased job satisfaction and progress toward advancement.
- Receive increased recognition by their organization.
- Improved performance in leading, planning, and managing the entire contract process.
- Greater confidence in Managing the tendering specifications and contracts process.

## Conference Outlines

### Day 1: Contracting Strategy

- Elements Of A Good Procurement & Competitive Bidding Process
- Selecting The Right Contracting Strategy
- The Importance Of The Contract
- Basic Types Of Project Delivery
- Types Of Statement Of Work
- Specification Check List
- Conduct Risk Assessment
- Managing the Risk

### Day 2: Evaluation and Contract Preparation

- Basic Contract Types
- Economic Price Adjustments
- Developing Tender Evaluation Criteria
- Value Model Of Total Cost Of Ownership

- Electronic Evaluations
- Technical & Commercial Evaluations
- How Do You Know You Got A Good Price?
- Requesting Cost Breakdowns And Evaluations Of Cost Breakdowns

#### Day 3: Important Elements of the Contract

- Objectives Of The Contract
- Contract Check Lists
- The Important Integration Clause
- Inspection, Acceptance, Rejection
- Clauses For Defects In Material And Workmanship
- Performance-Based Service Contracts
- Penalty/Liquidated Damages Clause
- Clauses For Spare Parts

#### Day 4: Additional Important Contract Clauses

- Today's Challenges Regarding Force Majeure
- Applicable Law
- How To Deal With Contract Changes
- Payment Considerations
- Methods Of Payment
- Advance Payments
- Progress Payments
- Letters Of Intent

#### Day 5: Preparing the Contract for the Completion

- Status Reporting Clause
- Buyers Rights before Performance is Due

- How Contracts May End
- Termination for Convenience
- Types of Bonds & Guarantees
- Disputes Resolution Provisions
- Other Contract Clauses List
- Final Contract Review Process

## Registration form on the Conference: Managing Tenders, Specifications & Contracts

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

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- ☐ Please find enclosed a cheque made payable to Global Horizon
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