



*Training Course:
Contract Management and tendering*

*18 - 22 August 2025
Barcelona (Spain)
Grupotel Gran Via 678*

Training Course: Contract Management and tendering

Training Course code: PC236069 From: 18 - 22 August 2025 Venue: Barcelona (Spain) - Grupotel Gran Via 678 Training Course Fees: 5500 € Euro

Introduction

High-quality Contract and Tender Management is essential for driving improved performance and value in modern organizations. As procurement evolves from a transactional role to a strategic function, professionals must be equipped with the skills to manage complex contracts and tender processes efficiently and ethically. This training program provides participants with practical tools, global best practices, and professional insight into all aspects of contract lifecycle management—from initial planning to final closeout and performance evaluation.

Objectives

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

- Understand the role and professionalization of contract and tender management
- Apply principles of effective procurement and competitive bidding processes
- Develop and evaluate tenders using structured criteria
- Choose and apply appropriate contract types and clauses
- Prepare, manage, and close contracts efficiently
- Address contractual disputes and manage risks
- Use negotiation and performance monitoring to optimize contract outcomes

Methodology

The course uses a mix of instructor-led presentations, case studies, real-life scenarios, checklists, interactive discussions, and group exercises to reinforce learning and practical application.

Target Audience

Contract Managers, Procurement Officers, Supply Chain Specialists, Tendering Professionals, Project Managers, Engineers, Legal and Finance Officers, and others involved in the procurement and contracting processes.

Outline

Day 1 - Strategic Foundations of Contract and Tender Management

- What is Contract Management? When does it start?
- The evolution from tactical to strategic procurement
- Contract Management as a profession
- Key roles and responsibilities in the contract lifecycle
- The procurement-contract interface

Day 2 - Procurement Planning & Ethics

- Elements of a good procurement and competitive bidding process
- Strategic sourcing and market analysis
- Standards of ethical practice in tendering and contracting
- Case study: Supplier relations and ethical dilemmas
- Developing procurement policies

Day 3 - Contracting Strategies and Statements of Work SOW

- Selecting the right contracting strategy
- Types of Statement of Work SOW: Performance-based, design-based, level-of-effort
- Contract types: Fixed-price, cost-reimbursable, time & materials
- Deliverables and scope clarity
- Case example: Matching SOW to contract type

Day 4 - Preparing the Tender and Contract Documents

- Objectives and structure of the contract
- Developing tender documents and checklists
- Example contract clauses: inspection, acceptance, and rejection
- Spare parts clauses and intellectual property rights

- Legal essentials: Integration clause and enforceability

Day 5 - Performance-Based and Specialized Clauses

- Performance-Based Service Contracts: design and application
- Clauses for defects in materials and workmanship
- Penalty and Liquidated Damages Clauses
- Economic Price Adjustment Clauses
- Force Majeure and other risk mitigation clauses

Day 6 - Contract Finance and Administrative Mechanisms

- Methods of payment and financial risk allocation
- Progress payments vs. lump sum
- Letters of Intent, Award, and Side Agreements
- Contract Changes Clauses
- Administrative structure of contract documents

Day 7 - Bidder Selection and Tender Evaluation

- Selecting the right bidders: Prequalification and shortlisting
- Tender evaluation criteria: technical and commercial
- The balance between quality and price
- Using cost breakdowns and price indexes
- Introduction to e-tendering systems

Day 8 - Advanced Tender Evaluation Techniques

- Conducting electronic evaluations
- Understanding total cost of ownership TCO
- How to evaluate value-for-money
- Developing weighted scoring models

- Case practice: Preparing an evaluation matrix

Day 9 - Managing Contract Performance

- Importance of proactive contract administration
- Monitoring contractor obligations and KPIs
- Managing contract changes and extensions
- Payment approvals and release processes
- Common issues in contract execution

Day 10 - Disputes, Closure, and Negotiation

- How contracts end: completion, termination, mutual release
- Remedies for breach of contract
- Types of bonds and guarantees
- Techniques for contract negotiation
- Final group simulation: Negotiating a dispute resolution

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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