



*Training Course:
Contract Management and Tendering*

*21 - 25 September 2026
Geneva (Switzerland)*

Training Course: Contract Management and Tendering

Training Course code: PC4067 From: 21 - 25 September 2026 Venue: Geneva (Switzerland) - Training Course Fees: 6050
€ Euro

Introduction

High-quality contract and tender management are essential for improving organizational performance. This program equips professionals with the knowledge and skills to manage contracts strategically, moving beyond tactical execution. Participants will learn how to implement best practices in contract creation, tendering, evaluation, and management, ensuring value and compliance in the acquisition of goods, equipment, and services.

The program emphasizes:

- Contract management as a professional discipline
- Effective procurement and competitive bidding processes
- Strategic tender evaluation and contract selection
- Development of performance-based contracts
- Practical approaches to contract preparation and administration

Objectives

Participants will be able to:

- Discuss elements of a good procurement process
- Learn methods of tender evaluation
- Review different contract strategies
- Explore steps in developing performance-based service contracts
- Analyze and apply important commercial contract clauses
- Understand the essential elements of a contract
- Use practical contract checklists and sources for implementation

Target Audience

- Contract Managers and Administrators
- Procurement and Tendering Professionals
- Project Managers and Coordinators involved in contract oversight
- Supply Chain and Operations Managers
- Anyone responsible for sourcing, supplier management, or contract negotiation

Programme Outline

Day 1 - Contract Management and Tendering Fundamentals

- When the contract and tendering process starts
- Competency requirements in contract management
- Elements of a good procurement and competitive bidding process
- Standards of ethical practice and supplier relations policies
- Selecting the right contracting strategy
- Types of statement of work SOW
- Importance of contracts and basic contract/project delivery types

Day 2 - Developing the Tender

- Contract objectives
- Tender and contract checklists
- Key integration clauses
- Inspection, acceptance, and rejection procedures
- Clauses for defects in materials and workmanship
- Developing performance-based service contracts
- Penalty and liquidated damages clauses
- Clauses for spare parts

Day 3 - Important Contract Elements

- Economic price adjustment clauses
- Force majeure clauses
- Contract change clauses
- Payment methods and progress payments
- Letters of intent, award, and side agreements

Day 4 - Bidder Selection and Tender Evaluation

- Selecting appropriate bidders
- Evaluating beyond the lowest price
- Using price indexes for fair evaluation
- Electronic evaluations
- Requesting and analyzing cost breakdowns

Day 5 - Managing Contract Performance

- Importance of effective contract administration
- Managing contract changes
- Status determination and expediting
- Contractor payments and closing contracts
- Remedies for breach of contract
- Types of bonds and guarantees
- Negotiation tips and strategies

Registration form on the Training Course: Contract Management and Tendering

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