Global Horizon
TRAINING CENTER

Conference:
Managing Tenders, Specifications & Contracts

22 - 26 June 2026
Madrid (Spain)

Conference:
Managing Tenders, Specifications & Contracts

Conference code: CO8123 From: 22 - 26 June 2026 Venue: Madrid (Spain) - Conference Fees: 6300 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

Target Audience

- Procurement and Purchasing Professionals
- Contracts and Commercial Managers
- Tendering and Bid Evaluation Specialists
- Supply Chain and Vendor Management Professionals
- Project Managers involved in procurement and contracting activities
- Legal Advisors and Contract Administrators
- Engineers and Technical Professionals involved in specifications and contract execution
- Finance and Audit Professionals dealing with commercial contracts and cost evaluations
- Professionals responsible for contractor performance management and risk assessment
- Anyone involved in preparing, evaluating, negotiating, or managing tenders, specifications, and contracts within public or private sector organizations

Outlines

Global Horizon TRAINING CENTER

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

Global Horizon
TRAINING CENTER

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

Conference code: CO8123 From: 22 - 26 June 2026 Venue: Madrid (Spain) - Conference Fees: 6300 Euro

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

Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....
Position: .....
Telephone / Mobile: .....
Personal E-Mail: .....
Official E-Mail: .....

Company Information

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

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....
Position: .....
Telephone / Mobile: .....
Personal E-Mail: .....
Official E-Mail: .....

Payment Method

☐ Please find enclosed a cheque made payable to Global Horizon

☐ Please invoice me

☐ Please invoice my company

Easy Ways To Register

Telephone: +201095004484 to provisionally reserve your place.

Fax your completed registration form to: +20233379764

E-mail to us : info@gh4t.com or training@gh4t.com

Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt.