



*Training Course:
Contract and Tender Management*

*1 - 5 March 2027
Vienna (Austria)*

Training Course: Contract and Tender Management

Training Course code: MA234827 From: 1 - 5 March 2027 Venue: Vienna (Austria) - Training Course Fees: 6050 € Euro

Introduction

Effective contract management and tendering processes are fundamental to achieving operational efficiency, cost optimization, and value creation in any organization. The [Contract Management and Tendering: Best Practices for Procurement Excellence](#) program is designed to provide participants with the knowledge and practical skills required to develop clear specifications, manage competitive bidding processes, and implement robust contract strategies.

This program focuses on the full lifecycle of contracts and tendering—from defining business needs and preparing tender documents to evaluating bids, awarding contracts, and managing execution. It also highlights the importance of understanding legal frameworks, stakeholder engagement, and risk management to ensure successful procurement outcomes.

Course Objectives

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

- Understand the key elements of an effective procurement and tendering process
- Develop and evaluate tender documents and specifications
- Apply structured methods for bid evaluation and supplier selection
- Identify and implement appropriate contract strategies and types
- Understand essential legal and commercial contract clauses
- Develop performance-based service contracts
- Manage risks associated with tendering and contract execution
- Monitor and control contract performance effectively
- Apply best practices in contract administration and close-out

Target Audience

This program is designed for:

- Project Management Professionals
- Contracts and Procurement Specialists
- Purchasing and Supply Chain Professionals
- Engineering, Operations, and Maintenance Personnel
- Project and Program Managers
- Legal and Commercial Professionals involved in contracts
- Anyone involved in planning, evaluating, preparing, or managing tenders and contracts

Outline

Day 1 - Fundamentals of Contract Management and Tendering

- Overview of contract management and tendering lifecycle
- When and how the contract process begins
- Key competencies required for effective contract management
- Elements of a good procurement and competitive bidding process
- Ethical standards and supplier relationship management
- Selecting appropriate contracting strategies
- Types of Statements of Work SOW
- Overview of contract types and project delivery methods

Day 2 - Developing the Tender and Contract Framework

- Defining contract objectives and scope
- Preparing tender documentation and checklists
- Key contract clauses:
 - Integration clause
 - Inspection, acceptance, and rejection
 - Defects in materials and workmanship
- Developing performance-based service contracts
- Penalty and liquidated damages clauses
- Spare parts and service provisions

Day 3 - Key Elements of Contract Structure

- Economic price adjustment clauses
- Force majeure clauses
- Contract variation and change clauses
- Methods of payment and financial terms
- Progress payments and milestones
- Letters of intent, contract awards, and side agreements
- Risk allocation within contracts

Day 4 - Bidder Selection and Tender Evaluation

- Prequalification and selection of bidders
- Evaluating beyond the lowest price value-based selection
- Techniques to determine fair and competitive pricing
- Use of price indexes and benchmarking
- Electronic tender evaluation systems
- Cost breakdown analysis and evaluation methodologies

Day 5 - Contract Administration and Close-Out

- Importance of effective contract administration
- Managing contract changes and variations
- Monitoring progress and expediting performance

- Contractor payments and financial control
- Contract completion and close-out procedures
- Remedies for breach of contract
- Bonds, guarantees, and securities
- Negotiation strategies and practical tips

Registration form on the Training Course: Contract and Tender Management

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

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