

Managing Tenders and Contracts

"Toward effective & efficient Outsourcing Procurements by mastering the best practices in Tendering and Contracts"

5-Day Workshop

Course: PR0300

Earned: 35 PDUs

Overview:

Procurement refers to the practices involved in engaging resources from outside (and also possibly within) an organization to do work (construct, fabricate, manufacture, etc.), provide services (management, consulting, design, research and development, etc.), supply materials and products, and design, manufacture and or supply equipment.

Managing tenders and contracts is a 5-day course that takes participants into a journey through the whole steps of outsourcing procurement. This includes understanding the competitive environment, procurement process, tendering procedures, contracting types and methods and ethics.

Course Objectives:

Participants at the completion of this course will be able to:

- Understand the contract legal issues
- Determine methods of contracting, documentation, and differentiate between contract types
- Learn tendering best practice process, through bidding to awarding
- Know how to manage contracts, variation orders, approvals, contracts administration, and payment system
- Manage change orders and contested changes that could lead to disputes, appeals, or claims
- Administer claims, through direct negotiations and Alternative Dispute Resolutions (ADR)
- Decide how to conduct a contract post review, evaluation, lessons learned, and release resources
- Secure how to close a contract and thereafter close a project.

Who Should Attend?

This course is designed to target all participants who would like to learn more in depth about the procurement processes; tendering and contracts. It is suitable for all who are not aware, confused and overwhelm about the tendering and contracting processes and its workflow, as well as those who are interested to improve their skills and understand the best practices in the procurement domain.

Course Materials:

- Comprehensive Training Manual
- Valuable Text book in Managing Tenders and Contracts
- Certified Completion Certificate (35 Hours)

Proposed Course Highlights:

- Introduction
- Procurement Methods
- Tendering and Contract formation
 - Liabilities in Contract and Obligations
 - Prequalification, bidding, RFP, and RFQ
 - Bidder's conference and Evaluation
 - Awarding - Purchase Orders (PO)/Contract Agreements (Contract)
 - Contract Management and Variation Orders
 - Contract Implementation (Products/Services)
 - Contract Payment System
 - Management Contract Retentions and Securities
 - Administering disputes, appeals, and claims
 - Final Acceptance Certificates and Expirations of Guarantees
 - Contract Legal Terms