



PM315: Fundamental of Tenders & Contracts Administration Best Practices

Training Description:

This intensive training program provides participants with essential skills and knowledge to effectively manage contracts and the tendering process. It empowers them to enhance their abilities in managing contracts and conducting successful tendering processes.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Understand the fundamental principles of contract management and tendering
- ✓ Develop and implement effective tendering procedures
- ✓ Evaluate and select bids in a fair and transparent manner
- ✓ Manage contracts throughout their lifecycle, from award to completion
- ✓ Mitigate risks and resolve disputes in contract management

Training Designed for:

This course is intended for Contract Managers, Procurement Officers, Project Managers, Bid Managers, Legal Advisors and Professionals involved in tendering and contract management.

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

- ❖ **Module 1: Fundamentals of Contract Management**
 - Overview of contract management principles
 - Key stages in the contract lifecycle
 - Roles and responsibilities in contract management
 - Developing effective contract documentation
 - Case studies on contract management practices

DAY TWO:

- ❖ **Tendering Procedures**
 - Steps involved in the tendering process
 - Preparing and issuing tender documents
 - Ensuring compliance with legal and regulatory requirements
 - Techniques for promoting competitive and transparent tendering
 - Practical exercises on developing tender documents

DAY THREE:

- ❖ **Bid Evaluation and Selection**

- Criteria for evaluating bids and proposals.
- Techniques for conducting fair and transparent evaluations
- Avoiding common pitfalls in bid evaluation
- Negotiating with bidders and awarding contracts
- Real-world examples of bid evaluation and selection

DAY FOUR:

❖ Contract Administration

- Best practices for contract administration
- Managing contract changes and variations
- Monitoring contract performance and deliverables
- Ensuring compliance with contract terms and conditions

DAY FIVE:

❖ Risk Management and Dispute Resolution

- Identifying and assessing risks in contract management
- Techniques for mitigating and managing risks
- Common sources of disputes in contracts
- Strategies for resolving disputes and managing claims
- Case studies on risk management and dispute resolution

❖ Course Conclusion

❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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