BIDS & TENDERING MANAGEMENT: LEADING CONTRACT

COURSE TITLE

Bids & Tendering Management: Leading Contract

COURSE DATE/VENUE

20 – 24 September 2021
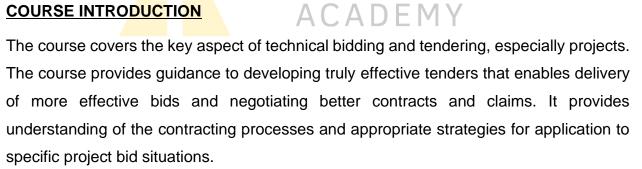London, UK

COURSE REFERENCE

TCM133

COURSE DURATION

05 Days

DISCIPLINE

Tenders & Contract Management

COURSE INTRODUCTION

The course covers the key aspect of technical bidding and tendering, especially projects. The course provides guidance to developing truly effective tenders that enables delivery of more effective bids and negotiating better contracts and claims. It provides understanding of the contracting processes and appropriate strategies for application to specific project bid situations.

COURSE OBJECTIVE

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

- List the contracting stages from setting the scope of work to awarding the contract
- Outline the main objectives for the tendering process and recognize other alternative contracting methods
- Prepare the tendering strategy, determine the sourcing method and scope of work of the project, and plan the evaluation process of the bidders

- Evaluate in-depth the process of preparing tenders and selecting potential contractors
- Identify preliminary, technical and commercial evaluation procedures and apply several methodologies using criteria, weights and scoring protocols to optimize bidder's selection process

COURSE AUDIENCE

This course is designed for all staff who are involved with the tendering business. Tender Coordinators, Tender Managers, Contract managers, Procurement managers, Purchasing and supply managers, Tender or Project Support Staff, Construction Supervisors and Coordinators and IT Tender and Project Supervisors and Coordinators.

COURSE CONTENT

Module One

1. Project Initialization Requirements
2. Planning The Procurement Lifecycle
   - Importance of Tendering
   - Planning The Tender Stages
   - Types of bids and auctions
   - Basic definitions of tendering terms
   - The procurement cycle
   - The Tender process
   - The Tender activities
3. Importance of Communication and Information
4. Achieving a Competitive Tendering

Module Two

1. Contract types and methods
2. Bidding decisions and issues to consider
3. Bid Preparation and Issue

- o Tender documents and details
- o Plan the response to the Invitation To Tender (ITT)
- o Tender standards
4. Developing and writing the bid
   - o Structuring the content
   - o Bid letters
   - o Preparing the bid summary
5. Avoiding Tender Pitfalls
6. Risks of Inadequate tendering in Oil Industry

Module Three

1. Commercial Tender Evaluation
   - o Price and Cost Analysis
   - o Designing Optimal Evaluation Criteria and scoring
2. Applying Due Diligence to Ensure Viability Of The Supplier, The Bid And The Contract
3. What is AQSCIR?
4. Most Economically Advantageous Tender (MEAT)
5. Tendering best practices

Module Four

7. The sourcing life-cycle
8. Integrated Project Team-Best Practices
9. Technical Tender evaluation
   - o Conducting internal checks for quality and compliance
   - o Managing Exposure: Effective Risk Management
     1. Assessing sources of risks after tendering
     2. Ways for risk mitigation in the contracting process

Module Five

1. Tendering for IT projects
2. IT procurement risk matrix

3. Performance based contracting
4. Drafting guidelines and recommendations
5. Basics of Tendering and Negotiation skills
6. Tactics and tricks during technical negotiation
7. Technical representative role in Contract administration

COURSE CERTIFICATE

TRAINIT ACADEMY will award an internationally recognized certificate(s) for each delegate on completion of training.

COURSE FEES

$6,150 per Delegate. This rate includes participant's manual, Hand-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

COURSE METHODOLOGY

The training course will be highly participatory and the course leader will present, guide and facilitate learning, using a range of methods including formal presentation, discussions, sector-specific case studies and exercises. Above all, the course leader will make extensive use of real-life case examples in which he has been personally involved. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Case studies & Practical Exercises
- 10% Role Play
- 10% Videos, Software or Simulators (as applicable) & General Discussions