Tenders & Contract Management Skills

8 – 12 February 2027
Singapore (Singapore)



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Introduction

In today's competitive business landscape, managing tenders, specifications, and contracts effectively has become a critical skill for organizations aiming to maximize value and reduce risks. A significant portion of operational costs is spent on external goods and services, making effective contract management and tendering skills essential for enhancing organizational efficiency and profitability.

This training course offers participants the opportunity to master contract negotiation skills, understand contract lifecycle management best practices, and learn how to implement tender management processes. Through real-world examples and interactive exercises, participants will acquire the expertise needed to deliver impactful results in contract administration, procurement, and risk management.

Course Objectives

Participants will:

- Gain proficiency in basic contract negotiation skills to improve collaboration and outcomes.
- Learn the importance of contract management skills and how to apply them effectively.
- Understand the steps involved in tender management, from evaluation to execution.
- Explore the contract risk management process to mitigate potential pitfalls.
- Learn methods to prepare and review performance-based service contracts.
- Develop strategies for procurement contract risk management to ensure compliance and success.
- Master contract lifecycle management techniques for streamlined operations.

Course Outlines

Day 1: Contracting Strategy

- Elements of a good procurement and competitive bidding process.
- Selecting the right contracting strategy.
- The importance of contracts in ensuring accountability.
- Basic types of project delivery and their applications.
- Types of statement of work and specification checklists.
- Conducting risk assessments for contract risk management.
- Managing risks in procurement contracts.



Day 2: Evaluation and Contract Preparation

- Overview of basic contract types and their applications.
- Incorporating economic price adjustments into contracts.
- Developing tender evaluation criteria for better decision-making.
- Understanding the value model of Total Cost of Ownership TCO.
- Implementing electronic, technical, and commercial evaluations.
- Techniques for evaluating cost breakdowns and ensuring fair pricing.

Day 3: Important Elements of the Contract

- Setting objectives and creating detailed contract checklists.
- Exploring key clauses: inspection, acceptance, rejection, and performance obligations.
- Developing performance-based service contracts for operational excellence.
- Understanding penalty/liquidated damages clauses and spare parts agreements.

Day 4: Additional Important Contract Clauses

- Addressing challenges related to force majeure and applicable laws.
- Managing contract changes and payment considerations.
- Methods of payment: advance payments, progress payments, and letters of intent.
- Strategies for ensuring compliance through effective contract management techniques.

Day 5: Preparing the Contract for Completion

- Status reporting clauses and buyer rights before performance is due.
- Understanding contract termination: convenience and default.
- Types of bonds and guarantees for contract security.
- Dispute resolution provisions and their role in successful outcomes.
- Conducting a final contract review to ensure accuracy and compliance.

Purchase Management Overview

- The role and importance of purchasing management in modern organizations.
- Steps involved in purchasing procedures and sourcing policies.
- Introduction to just-in-time procurement methods and policies.
- How to determine the right price and quantity for purchases.



Why Attend this Course: Wins & Losses!

- Master key tendering skills: Learn how to manage tenders efficiently to achieve the best outcomes.
- Enhance contract administration skills: Develop a solid understanding of the tender management process and contract review techniques.
- Mitigate risks effectively: Gain expertise in contract risk management to prevent costly mistakes.
- Strengthen negotiation and communication: Build confidence in contract negotiation skills and ensure favorable terms.
- Streamline operations: Discover contract lifecycle management best practices to enhance efficiency and compliance.

Conclusion

This course provides a comprehensive guide to mastering tender management, contract negotiation, and effective contract management techniques. By addressing key areas such as procurement strategies, risk mitigation, and contract lifecycle optimization, participants will leave with actionable skills to drive value and success in their organizations.

Invest in this training to elevate your expertise and contribute to your organization's growth by managing tenders and contracts with precision and excellence.

