

## Tenders & Contract Management Skills

*Accra (Ghana)*

*21 - 25 July 2025*

UK Training

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## Tenders & Contract Management Skills

Code: SC28 From: 21 - 25 July 2025 City: Accra (Ghana) Fees: 3300 Pound

### Introduction

A major portion of every organization's operating cost is spent on outside goods and services. Based on this fact, executive management everywhere is determining that Managing Tenders, Specifications, and Contracts must emerge as a critical core competency if organizations are to increase revenue. This training course is designed to explore many of the best practices in the initial phases of contracting so that participants will be able to implement the steps needed to create maximum total value for their organization.

### Course Objectives

- Discuss Elements of Good Procurement Process.
- Develop methods of Contractor Performance Measurement.
- Learn methods of Tender Evaluation.
- Review Contract Strategies.
- Explore steps in Developing Performance Based Service Contracts.
- examples of important commercial Contract Clauses.
- Be presented the Essential Elements Of A Contract.
- Be given examples of Contract Checklist.

### Course Outlines

#### Day 1: Contracting Strategy

- Elements Of A Good Procurement & Competitive Bidding Process.
- Selecting The Right Contracting Strategy.
- The Importance Of The Contract.
- Basic Types Of Project Delivery.
- Types Of Statement Of Work.
- Specification Check List.
- Conduct Risk Assessment.
- Managing the Risk.

#### Day 2: Evaluation and Contract Preparation

- Basic Contract Types.
- Economic Price Adjustments.
- Developing Tender Evaluation Criteria.
- Value Model Of Total Cost Of Ownership.
- Electronic Evaluations.
- Technical & Commercial Evaluations.

A chessboard with several pieces: a silver pawn, a silver king, and a gold king. The board is set on a checkered surface with concentric circles in the background.

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- How Do You Know You Got A Good Price?
- Requesting Cost Breakdowns And Evaluations Of Cost Breakdowns.

### Day 3: Important Elements of the Contract

- Objectives Of The Contract.
- Contract Check Lists.
- The Important Integration Clause.
- Inspection, Acceptance, Rejection.
- Clauses For Defects In Material And Workmanship.
- Performance-Based Service Contracts.
- Penalty/Liquidated Damages Clause.
- Clauses For Spare Parts.

### Day 4: Additional Important Contract Clauses

- Today's Challenges Regarding Force Majeure.
- Applicable Law.
- How To Deal With Contract Changes.
- Payment Considerations.
- Methods Of Payment.
- Advance Payments.
- Progress Payments.
- Letters Of Intent.

### Day 5: Preparing the Contract for the Completion

- Status Reporting Clause.
- Buyers Rights before Performance is Due.
- How Contracts May End.
- Termination for Convenience.
- Types of Bonds & Guarantees.
- Disputes Resolution Provisions.
- Other Contract Clauses List.
- Final Contract Review Process.

### Purchase Management

- The importance of purchasing management.
- The importance of the purchasing function.
- Methods of internal organization of purchasing management.
- Purchase procedures steps.
- Purchasing objectives with appropriate quality.
- The policy of providing the appropriate quantity for purchase.
- How to determine the appropriate quantity to buy.
- The concept of sourcing policy.
- Just-in-time procurement methods and policies.
- How do you determine the right price?

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