

Tenders & Contract Management Skills

Rome (Italy)

3 - 7 March 2025

UK Training

PARTNER



Tenders & Contract Management Skills

Code: SC28 From: 3 - 7 March 2025 City: Rome (Italy) Fees: 4200 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 graphic of a chessboard with several chess pieces. A gold king piece is prominent in the foreground, with a silver pawn and a silver knight behind it. The board is white and black squares, with a circular ripple effect in the background.

UK Training
PARTNER

- 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?

A graphic of a chessboard with several chess pieces (a king, a pawn, and a knight) on it, set against a background of concentric circles.

UK Training
PARTNER

Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



Blackbird Training Cities

USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

Africa



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta (Indonesia)



Amman (Jordan)



Beirut (Lebanon)

UK Training
PARTNER

Blackbird Training Cities

Asia



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



Blackbird Training Clients



UK Training
PARTNER

Blackbird Training Categories

Management & Admin

Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Elevation

Technical Courses

Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training



 International House 185 Tower Bridge
Road London SE1 2UF United Kingdom

 +44 7401 1773 35
+44 7480 775526

 Sales@blackbird-training.com

 www.blackbird-training.com

UK Training
PARTNER

