



**MAESTRO**  
CONSULTANTS

# **MANAGING TENDERS, SPECIFICATIONS & CONTRACTS**

## **COURSE OUTLINE 2025**

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**TRAINING TITLE**

MANAGING TENDERS, SPECIFICATIONS & CONTRACTS

**VENUE**

DUBAI, UAE

**DURATION**

5 Days

**DATES**

22-26 September 2025

**PRICE**

\$5,250 per attendee including training material/handouts, morning/afternoon coffee breaks, and Lunch.

**TRAINING INTRODUCTION**

This 5-day course provides essential knowledge and practical guidance on managing the full tendering and contracting cycle. It covers the development of clear technical and commercial specifications, effective tendering processes, contractor evaluation, and post-award contract administration. Participants will gain insights into legal, commercial, and procedural aspects of procurement and contract management, equipping them to reduce risks, ensure compliance, and achieve successful contract performance.

**TRAINING OBJECTIVES**

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

- Understand the end-to-end tendering and contracting process.
- Develop and evaluate technical and commercial specifications effectively.
- Apply best practices for drafting, issuing, and managing tenders.
- Evaluate and select suppliers or contractors using structured methods.
- Manage contract execution, performance, and compliance with legal and organizational requirements.

## **TRAINING AUDIENCE**

- Procurement and contracting professionals
- Project and contract managers
- Engineers involved in technical specification development
- Legal and compliance officers
- Finance and commercial analysts involved in supplier evaluations
- Operations and facility managers responsible for outsourced services

## **TRAINING OUTLINE**

### Day 1: Introduction to Tendering and Contracting

- Purpose and principles of tendering and contracting
- Tendering models: open, selective, and negotiated
- Regulatory and legal frameworks
- Roles and responsibilities in tender and contract processes
- Overview of procurement planning and sourcing strategies

### Day 2: Preparing Specifications and Tender Documents

- Types of specifications: performance-based, functional, and technical
- Writing clear and complete specifications
- Defining scope of work and deliverables
- Preparing tender documents: instructions, criteria, and formats
- Prequalification and bid evaluation criteria

### Day 3: Tendering Process and Bid Evaluation

- Tender issuance and communication protocols
- Managing bidder queries and clarifications
- Tender opening and evaluation procedures
- Technical and commercial bid assessment
- Award recommendations and documentation

### Day 4: Contract Formation and Key Clauses

- Essentials of a legally binding contract

- Common contract structures: lump sum, unit rate, cost-plus
- Key contractual terms and conditions
- Risk allocation and liability provisions
- Payment terms, variations, and contract governance

#### Day 5: Contract Administration and Performance Management

- Contractor performance monitoring and reporting
- Managing changes, claims, and disputes
- Contract close-out procedures
- Lessons learned and contract improvement strategies
- Ethics, transparency, and compliance in contract management

### **TRAINING CERTIFICATE**

**MAESTRO CONSULTANTS** Certificate of Completion for delegates who attend and complete the training course.

### **METHODOLOGY**

Our courses are highly interactive, typically taking a case study approach that we have found to be an effective method of fostering discussions and transferring knowledge. Participants will learn by active participation during the program through the use of individual exercises, questionnaires, team exercises, training videos and discussions of “real life” issues in their organizations. The material has been designed to enable delegates to apply all of the material with immediate effect back in the workplace.