



MAESTRO
CONSULTANTS

**CONTRACTS: BIDDING, EVALUATION, NEGOTIATION
& AWARD**

COURSE OUTLINE 2024

Contact Us On :

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TRAINING TITLE

Contracts: Bidding, Evaluation, Negotiation & Award

VENUE

DUBAI, UAE

DURATION

5 Days

DATES

04-08 MARCH 2024

PRICE

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

TRAINING INTRODUCTION

Every commercial projects need a professional contracting approach if it is to achieve its objectives. There are many aspects of the job to consider: the procurement processes must be transparent, efficient and well managed; the right commercial contract model needs to be selected; the company must make sure it chooses an able and affordable contractor; the scope of work must be well defined. The risks must be appropriately apportioned between the parties, and the consequences of late or poor performance must be reflected in the contract and managed appropriately. The contract must be administered effectively to keep the job on track, and if changes are required, the contract should facilitate the variations.

The Contracts: Bidding, Evaluation, Negotiation & Award training course will cover all different aspects of bidding, to help participants become better aware of the activities incorporated in the bidding process, bid evaluation negotiation and contract award.

TRAINING OBJECTIVES

Upon successful completion of this course, the delegates will be able to:

- **Define the bidding cycle and strategies**
- **Identify the different options of bidding**
- **Learn ways to maximize value of supplies and services**

- Define the essential bid documentation
- Apply best practices in screening vendors and prequalification
- Identify different negotiation styles and tactics
- Develop advanced practices in bidding and evaluation process
- Define the contract pre-award and post award activities

TRAINING AUDIENCE

- Contract Managers and Administrators
- Contract Analysts and Engineers
- Buyers, Purchasing Professionals and Procurement Officers

TRAINING OUTLINE

Bidding Process

- Elements of Competitive Bidding Process
- Selecting the right Contracting Strategy
- Principles of Bidding
- The Bidding Cycle & Bidding Options
- E-Bidding
- Invitation to Bid Documentation
- Running the Bidding Process

Selecting the Right Suppliers

- Criteria for Pre-qualifying Suppliers
- Integrating the Supplier Selection Process
- Detailed Supplier Investigation
- Performing a Supplier Assessment
- Setting Acceptance Criteria & Selection
- Engaging Suppliers during the Bid Process

Evaluating the Bid

- Evaluating a Bid Objectively
- Developing Bid Evaluation Criteria
- Methods of Payment
- Technical & Commercial Evaluations

- **Evaluation of Cost Breakdowns**

Effective Negotiation

- **Principles of Negotiation**
- **Planning a Negotiation**
- **Negotiation Objectives, Styles and Strategy**
- **Power in Negotiation**
- **The Negotiation Meeting & Follow-up**

-Contract Award and Management

- **Forming a Contract**
- **Common Contract Terms**
- **Standard Forms of Contract**
- **Contract Award**
- **Dispute Resolution Procedures**
- **Performance 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.