



EuroMaTech

Training Seminars & Conferences

An Intensive 5-Day Training Seminar On

Contracts Management:

Procurement, Tendering and Partnering

22 - 26 Dec 2019, Dubai
23 - 27 Feb 2020, Dubai
12 - 16 Jul 2020, Dubai
20 - 24 Dec 2020, Dubai



 View Details

www.euromatech.com

An ISO 9001:2015
and ISO 29990:2010
Certified Company

Contracts Management:

Procurement, Tendering and Partnering

INTRODUCTION

For any organisation to be successful it is essential that a contract management function is in place, with the right knowledge and skills to carry out procurement activities effectively. This requires one or more individuals who can create and manage the organisation's relationships with vendors, service suppliers and contractors. Procurement is often carried out through Competitive Tendering. Partnering is a broad term used to describe a more collaborative approach between the parties in developing and operating a contract. Competitive tendering and partnering might therefore be considered as opposite ends of a procurement spectrum. Somewhere between these two extremes is the right approach for your organisation's next purchasing activity.

This highly interactive EuroMaTech training course explores and explains best practice approaches to Procurement, Tendering and Partnering. The participants will be able to apply the learning to their own organisation's contract management practices. The outcome will be a better understanding of the essential facets of Procurement, Tendering and Partnering.

Participants on the Contracts Management: Procurement, Tendering and Partnering training course will develop the following competencies:

- Understand the need for robust procurement processes
- Understand the format, content and value of inviting competitive tenders
- Understand the challenges and opportunities of partnering

PROGRAMME OBJECTIVES

After attending the Contracts Management: Procurement, Tendering and Partnering training course, participants will be able to:

- Explain the What, Why, When, How, Where and Who of engagement and management of vendors, service suppliers and contractors
- Demonstrate their knowledge about how to transfer risk through different contract types
- Discuss the key elements of the Procurement Process
- Define partnering and explore the challenges and opportunities of partnering approaches
- Explore the format, content and value of competitive procurement

WHO SHOULD ATTEND?

This intensive Contracts Management: Procurement, Tendering and Partnering training course is suitable for personnel from different job functions and industries who come into contact with, or manage relationships with, vendors, service suppliers and contractors, such as:

- Engineering
- Project Management
- Construction
- Contract Management
- Supply Chain Management
- Purchasing
- Procurement
- Commercial Management
- Finance

This EuroMaTech training seminar is also beneficial for all others who are involved in the planning, evaluation, preparation and management of invitations to tender, writing specifications, scopes of work and other statements of requirement, handling contract award, and contracts that cover the acquisition of materials, equipment, works and services.

TRAINING METHODOLOGY

This EuroMaTech training course on Contracts Management: Procurement, Tendering and Partnering will combine a variety of instructional methods including exercises and role playing, and group discussions covering current issues that participants face in managing any stage of the procurement and contract management cycle.

PROGRAMME SUMMARY

The Contracts Management Procurement, Tendering and Partnering training seminar is designed to increase the awareness and competencies of all those contributing to the acquisition process for equipment, materials, works and services to ensure cost, quality, and delivery improvements are achieved with minimal disputes. This EuroMaTech training course builds upon traditional competitive procurement activities and goes on to explore aspects of the risk and opportunities of "strategic alliances" or "partnering".

PROGRAM OUTLINE

DAY 01

Planning for Best Results

- The role and value of Contract Management
- Commercial, financial and technical aspects of a Contracting Strategy
- Competitive or collaborative strategic choices in procurement
- How are Strategic Alliances / Partnering arrangements different from traditional contracting methods
- Building Trust and Loyalty – Critical Steps in developing Partnering arrangements

DAY 02

Contract Formation and Management

- The key elements of a Competitive Tendering Process
- Delivering the contract's objectives in Scope, Cost, Time and Quality
- An assessment of different contract types including partnering
- Using contract strategies to manage supplier risk
- The value of a contract management plan

DAY 03

Important Elements of a Contract

- How should the contract be structured?
- How to create a well-written specification / scope of work
- Contract terms and conditions
- Key clauses every contract manager should know
- Using industry standard form contracts to achieve good outcomes

DAY 04

Bidder Selection, Tender Evaluation and Negotiations

- Sourcing the Bidders – ensuring value and a decision audit trail
- Developing evaluation criteria – aligned with your required outcomes
- Tips on ensuring an efficient – and effective – tendering process
- Managing the contract award
- Developing and using negotiation skills – key points to consider

DAY 05

Managing the Performance of the Contract and Next Steps

- The Criticality Of Good Contract Administration
- Managing Contract Changes – effectively
- Handling contract claims and disputes
- Review and Summary
- Programme highlights and final observations

IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on inhouse@euromatech.ae for further information and/or to receive a comprehensive proposal.

QUALITY CERTIFICATIONS & ACCREDITATIONS

EuroMaTech is proud to be associated with the following accreditation bodies:



The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

Contracts Management:

Procurement, Tendering and Partnering

✓	Date	Venue	Fee(\$)
	22 - 26 Dec 2019	Dubai	US\$4,950
	23 - 27 Feb 2020	Dubai	US\$4,950
	12 - 16 Jul 2020	Dubai	US\$4,950
	20 - 24 Dec 2020	Dubai	US\$4,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).**

Your Details

Name (Mr/Ms):.....
Position:..... Organisation:.....
Address:.....
.....
City / Country:
Telephone / Fax:

Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech
 Please invoice me
 Please invoice my company as follows:

Contact Name:
Company Name:
Address:.....

Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

***VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

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