



EuroMaTech

Training Seminars & Conferences

An Intensive 5-Day Training Seminar On

The 3 Phases of Contract Management

Tendering, Execution and Evaluation

08 - 12 Mar 2020, Dubai
25 - 29 Oct 2020, Dubai



 View Details

www.euromatech.com

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

The 3 Phases of Contract Management

Tendering, Execution and Evaluation

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 Procurement and Contracts must emerge as a core competency of all those involved in the acquisition of equipment, materials, and services if organizations are to lower operating cost and improve productivity.

The 3 Phases of Contract Management training course is designed to explore many of the best practices in the three major phases of the contract life cycle: Pre-Contract, Contract Execution, and Post Award. Included in the vast number of topics that brings increased professionalism and high standards to these important activities are:

- Elements of a good procurement and competitive bidding process
- The strategic role of procurement and contracts
- Types of contracts & contract strategies
- Developing tender evaluation criteria
- Contract terms and conditions
- Evaluating pricing
- Negotiation preparation

WHO SHOULD ATTEND?

- Project, Contracts, and Procurement Personnel
- Engineering, Operational, and Maintenance Personnel
- And all others who are involved in the planning, evaluation, preparation and management of tenders, specifications, awards, and contracts that cover the acquisition of materials, equipment, and services and who are in organizations whose leadership want high levels of competency in those involved in these activities

PROGRAMME OBJECTIVES

- Learn how to set and maintain high standards in procurement
- Be given the elements of good procurement process
- Develop methods of applying Total Cost of Ownership
- Learn methods of tender evaluation
- Review contract strategies
- See examples of important contract clauses
- Explore issue of successful contract administration
- Understand remedies in case of breach of contract and standard approaches to claims and dispute resolution

TRAINING METHODOLOGY

Participants will increase competencies through a variety of instructional methods including lecture by an experienced practitioner and consultant, exercises, cases, and group discussions covering current practices and their relationship to the implementation of new concepts.

PROGRAMME SUMMARY

This EuroMaTech training course provides both strategic and practical insights into the 3 critical phases of Contract Management that are essential skill sets in developing and implementing the strategies required for continuous improvement.

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.

PROGRAM OUTLINE

DAY 01

Pre-Contract Phase

- Major Stages and Steps in the Project-Contracting Life Cycle
- Standards of Ethical Practice
- Elements and Importance of a Good Procurement and Tendering Process
- Strategic Procurement-Moving from the Tactical to Strategic
- The Critical Spend Profile and ABC Analysis
- The Importance and Objectives of The Contract
- Types of Statement of Work

DAY 02

Pre-Contract Phase Continued

- Risk Assessment
- Managing project and contract risk
- Basic Contract Types
- Economic Price adjustments
- Use of Producer Price Indexes
- Developing Tender Evaluation Criteria
- Contractor Qualification Best Practices
- Total Cost of Ownership
- Use of electronic processes for tendering

DAY 03

Contract Execution Phase

- Applying the value model of Total Cost of Ownership
- Elements of Cost that Make up a Price
- What is a Fair and Reasonable Profit
- Requesting Cost Breakdowns and Evaluations of Cost Breakdowns
- Negotiation Preparation
- Terms and Conditions Check Lists
- The Important Entire Agreement Clause
- Clauses for Spare Parts

DAY 04

Contract Execution Phase Continued

- Inspection, Acceptance, Rejection
- Warranty Clauses for Defects In Material And Workmanship
- Force Majeure, and how this is developing in the modern world
- Applicable Law
- How to deal with Contract Changes, Variations, Deviations
- Payment Considerations
- Methods of Payment
- Advance Payments
- Progress Payments
- Letters of Intent
- Types of Bonds and Guarantees

DAY 05

Post Award Phase

- Contract Administration
- Monitoring Performance, Status and Expediting
- Buyers Rights before Performance is Due
- Penalty / Liquidated Damages Clause – Delay and other matters
- How Contracts May End – Expiry, termination for convenience, termination for breach
- What Constitutes A Breach?
- Remedies For Breach Of Contract
- Claims and Disputes Resolution Provisions
- Final Contract Review and Close Out Process

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.

The 3 Phases of Contract Management

Tendering, Execution and Evaluation

✓	Date	Venue	Fee(\$)
	08 - 12 Mar 2020	Dubai	US\$4,950
	25 - 29 Oct 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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