

Course Overview:

Over half of all outsourcing contracts and up to thirty per cent of other supplier contracts involve dispute: and the causes for dispute invariably go back to the detail of the tender and its associated contract and service level agreement. This can affect the profitability, reputation, market share and image of the customer.

Course Objective:

It is to present and discuss the Construction Tendering: Preparation, Submittal, Analysis and Award. Such projects involve much time and expense, and close management control of them is required if they are to be completed within the established time and cost limitations. Developed and discussed are management techniques directed toward the control of cost, time, resources, and project finance during the construction tendering. Effective management of a project requires a considerable background of general knowledge about the construction industry.

Course Outline:

1. THE ARRAY OF CONSTRUCTION CONTRACTS: • Types Of Construction Contracts • Construction Contractors • Project construction contracts and contractors selection Methods Methods Of Contracting

2. CONSTRUCTION PRICING: Pricing For Constructed Facilities Relative Costs Of Construction Contracts Principles Of Competitive Bidding Principles Of Contract Negotiation

3. Purchasing: Policies and procedures, purchasing and the law, objectives of business, purpose and duties of management, organization structure Business, industrial and organizational psychology, human resources and the law, diversity, selection of buyers, training, supervision, ethics, job descriptions, managing quality Accounting, control of purchases, purchase or lease, payment methods, managing inventory, security issues Managing Quality - How to Get the Quality and Service You Want Dealing with suppliers, international issues, negotiating techniques, communicating, math needed, management tools, green purchasing, public relations, economics, what general management should know

4. Tenders: A) INTRODUCTION AND OVERVIEW OF TENDER DOCUMENTS: notice inviting tender (nit) form of bid instruction to tenderer (itt) general conditions of contract (gcc) special conditions of contract (scc) General technical specifications (gts)

B) TENDERING PROCEDURES Project Strategy Establishment of Procurement Method and Form of Tendering Preparation of Programs Preparation of Prequalification Documents Invitation to Prequalify (Advertisement) Issue and Submission of Prequalification Documents Analysis of Prequalification Application

Who Should Attend:

This course is designed for Managers, Coordinators, Supervisors, Engineers, Assistants, Officers and Administrators responsible for:
Tenders, Contracts, Procurement, Purchasing, Supply

Training Language:

Eng/Ar

Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation