

Training Title:

MANAGING TENDERS, SPECIFICATIONS & CONTRACTS

Training Duration

5 days

Training Dates & Venue

REF CM059	Managing Tenders, Specifications & Contracts	5	08 – 12 Sep. 2025	\$5,500	Dubai, UAE
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In any of 4 or 5 star hotel. Exact venue will be informed once finalized.

Training Fees

- \$5,500 per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Lunch.

Training Certificate

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

Language: English

TRAINING OVERVIEW

TRAINING DESCRIPTION

This course provides participants with the knowledge and skills necessary to effectively manage the tendering process, develop clear and enforceable specifications, and oversee the successful execution of contracts. It emphasizes best practices in procurement planning, tender preparation, bid evaluation, and contract management in both public and private sector contexts.

Participants will gain practical insights into drafting technical and functional specifications, selecting appropriate tendering methods, evaluating supplier proposals, mitigating risks, and ensuring legal and contractual compliance throughout the procurement lifecycle.

COURSE OBJECTIVES

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

- Understand the full procurement cycle and key decision points in tendering.
- Prepare clear, concise, and comprehensive specifications.

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- Choose the appropriate procurement and tendering method.
- Evaluate tenders fairly and transparently.
- Understand legal and contractual implications of procurement decisions.
- Manage supplier performance and enforce contract terms.
- Identify and mitigate contractual risks.
- Ensure alignment with internal policies and external regulatory requirements.

TRAINING METHODOLOGY:

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions and motivating everybody to find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of the multiple-choice type will be made available on a daily basis to examine the effectiveness of delivering the course.

All presentations are made in excellent colorful power point. Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work & Practical Exercises
- 20% Videos & General Discussions

WHO SHOULD ATTEND?

- Procurement and contract officers
- Engineers and project managers
- Finance and legal professionals involved in procurement
- Government officials managing public tenders
- Private sector buyers and category managers

COURSE OUTLINE

Day 1: Procurement & Tendering Fundamentals

- Procurement lifecycle overview
- Types of procurement methods
- Public vs. private sector procurement
- Legal and regulatory frameworks
- Ethics and governance in procurement

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Day 2: Specification Development

- Role of specifications in procurement
- Types of specifications (technical, functional, performance-based)
- Writing clear and concise specifications
- Common pitfalls and how to avoid them
- Stakeholder involvement in specification drafting

Day 3: Tendering Process & Bid Evaluation

- Tender document preparation (RFI, RFP, RFQ, ITT)
- Setting evaluation criteria and scoring models
- Tendering procedures and timelines
- Managing bidder queries and clarifications
- Bid evaluation and selection process

Day 4: Contract Formation & Management

- Types of contracts and key structures
- Essential contract terms and clauses
- Contract award and execution process
- Supplier relationship and performance management
- Contract monitoring and reporting

Day 5: Risk Management & Dispute Resolution

- Identifying and managing procurement risks
- Ensuring compliance and audit readiness
- Common contract disputes and causes
- Dispute resolution methods
- Contract closure and lessons learned

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NOTE:

Pre & Post Tests will be conducted.

Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.

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