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# Bidding, Evaluation, Negotiation & Contract Award

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01 - 05 Jul 2018, Dubai

04 - 08 Nov 2018, Dubai

# Bidding, Evaluation, Negotiation & Contract Award

## Introduction

This dynamic GLOMACS Contracts Management training seminar in Bidding, Evaluation, Negotiation & Contract Award has been specifically designed for organizations that wish to achieve excellence within their purchasing, tendering and contracts department. Participants will acquire detailed specialist skills that will give your organisation competitive edge by optimising supplier contribution. Participants in this GLOMACS Contracts Management training seminar will further develop their skills and competencies in order for them to prepare a tender package that will attract the very best of potential bidders. By adopting best practices in contract strategy, participants will learn about how to develop a tender strategy that will ensure the "best fit" supplier is selected that offers best value for money.

A contract can stand or fall on the expertise and performance of the Purchasing team. Too many projects are failing – and when projects fail, it is rarely technical. Whose fault is it? – and why, despite all the preparation to enter into robust contracts, does the project suffer from scope creep, or over budget or delivered too late?

### **This GLOMACS training course will feature:**

- Developing a Specific Statement of Requirements based on the actual needs of the organization
- Communication and understanding of stakeholders needs
- Preparing a robust and viable Tender Package
- Analysing risks and problems within the Evaluation phase
- Developing the right evaluation criteria for a specific project
- Monitoring the Performance of the Selected Suppliers

## Objectives

**By the end of this GLOMACS training course, participants will be able to:**

- Understand why projects fail and the reasons for failure
- Analyse the difference between the Needs and Wants of the end user
- Apply powerful interpersonal techniques to improve communication with stakeholders
- Determine the various risk associated with preparing the Tender Package

- Implement a dynamic and ethical evaluation criteria
- Understand the importance of Ethics in the Tender Process
- Improve the negotiation skills and tactics to create a win-win result

## Training Methodology

This is a highly interactive and competitive GLOMACS Contracts Management training seminar in Bidding, Evaluation, Negotiation & Contract Award, where the participants will grasp the essential elements of preparing a comprehensive bidding process that will add real and tangible value to their organization.

Delivered by a world-class subject matter expert in Procurement and Contracts Management, participants will increase their competencies through a variety of instructional methods, individual and team exercises, group discussions and specific team assignments covering the main topics presented in the training seminar.

## Who Should Attend?

**This GLOMACS training programme is suitable to a wide range of professionals but will greatly benefit the following individuals who are involved in:**

- Contracts, Contract Administration Professionals
- Tendering, Purchasing, Project Management Professionals
- Engineering, Operational, Finance, and Maintenance Professionals

But will also suit to a variety of individuals 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.

# Seminar Outline

## DAY 1

### Determining the Bidding Process within Your Organization

- Determining the Actual Requirements
- Understanding the Scope, Budget and Time
- Forming the Bid Team
- Choosing Open or Selective Bidding
- Agreeing the Bid Evaluation Criteria
- Engagement with the Internal Key Stakeholders

## DAY 2

### Preparing the Bid Package, Pre-qualification and Issuing the ITT

- Bid Documents
- Contract Terms and Conditions
- Drawings and Specifications
- The Process - expressions of interest, pre-qualification questionnaires, ITTs
- Proposed Contract Documents
- Pre-Bid Conference

## DAY 3

### Bid Opening and Bid Evaluation Process

- Purpose of Evaluation in the Procurement Process
- The Key to Best Practice Evaluations
- Evaluation Methods
- Requirement to Distinguish between Selection and Award Criteria
- Use of a Scoring Model to Evaluate Price and Dealing with the Lowest Price Approach
- Most Economically Advantageous Tender (MEAT) Approach - A Balance between Quality and Cost

## DAY 4

### Awarding the Contract and Post Tender Negotiations

- Selecting the Successful Bidder
- Cautious Rejection of Bidders
- Determining What is Successful Delivery of the Contract
- Agreeing Contract Terms and Conditions, SLAs and KPIs
- Negotiation Basics and the Ethics of Negotiation
- Common Negotiating Mistakes
- Persuasion Methods, Counteraction Strategies, common tools and tactics for a Win-Win Negotiation

## DAY 5

### Managing the Contract Post Award and Performance Management

- Introduction to Basic Contract Law
- Forming the Contract
- Contract Modifications
- Performance Management
- Contract Termination and Exit
- Lessons Learned



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Code	Date	Venue	Fees
CM013	01 - 05 Jul 2018	Dubai	\$4,750
CM013	04 - 08 Nov 2018	Dubai	\$4,750

## REGISTRATION DETAILS

LAST NAME: \_\_\_\_\_  
FIRST NAME: \_\_\_\_\_  
DESIGNATION: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
CITY: \_\_\_\_\_  
COUNTRY: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
MOBILE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

## AUTHORISATION DETAILS

AUTHORISED BY: \_\_\_\_\_  
\_\_\_\_\_  
DESIGNATION: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
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TELEPHONE: \_\_\_\_\_  
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FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

## PAYMENT DETAILS

- Please invoice my company  
 Cheque payable to GLOMACS  
 Please invoice me

## CERTIFICATION

Successful participants will receive GLOMACS' Certificate of Completion

## 4 WAYS TO REGISTER

Tel: +971 (04) 425 0700  
Fax: +971 (04) 425 0701  
Email: [info@glomacs.com](mailto:info@glomacs.com)  
Website: [www.glomacs.com](http://www.glomacs.com)

## TERMS AND CONDITIONS

- Fees - Each fee is inclusive of Documentation, Lunch and refreshments served during the entire seminar.
- Mode of Payment - The delegate has the option to pay the course fee directly or request to send an invoice to his/her company/ sponsor. Credit card and cheque payments are both acceptable.
- Cancellation / Substitution - Request for seminar cancellation must be made in writing & received three (3) weeks prior to the seminar date. A US\$ 250.00 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.
- Hotel Accommodation - is not included in the course fee. A reduced corporate rate and a limited number of rooms may be available for attendees wishing to stay at the hotel venue. Requests for hotel reservations should be made at least three (3) weeks prior to the commencement of the seminar. All hotel accommodation is strictly subject to availability and terms and conditions imposed by the hotel will apply.
- Attendance Certificate - a certificate of attendance will only be awarded to those delegates who successfully completed/ attended the entire seminar including the awarding of applicable Continuing Professional Education Units/Hours.
- Force Majeure - any circumstances beyond the control of the Company may necessitate postponement, change of seminar venue or substitution of assigned Instructor. The Company reserves the right to exercise this clause and implement such amendments.
- Fair Access / Equal Opportunities - In the provision of its services as a world-class Training Provider, the Company is committed to provide fair access / equal opportunities throughout the delivery of its courses and assessment leading to the completion of training seminars, or 3rd party qualifications/certifications.

