MANAGING TENDERS, SPECIFICATIONS & CONTRACTS



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Introduction

Managing Tenders, Specifications & Contracts examines how organizations run the full cycle from defining a requirement to administering the resulting contract. This Training Course covers tender documentation, specification writing, bid evaluation, award, and contract administration. Participants study technical specifications, bills of quantities, tender evaluation criteria, and variation control. Furthermore, the programme connects commercial documents to supplier performance through drafting labs and tender simulations. As a result, delegates leave able to run tenders that attract the right bids and contracts that hold together in practice.

Managing Tenders, Specifications & Contracts Course Objectives

- Define the tender cycle from requirement to contract award.
- Write specifications, scopes, and statement-of-work documents clearly.
- Prepare tender documents, ITT packs, and evaluation criteria.
- Run prequalification and shortlisting of bidders fairly.
- Evaluate bids using weighted technical and commercial scoring.
- Apply contract types: lump sum, schedule of rates, and cost-plus.
- Draft contract terms covering risk, payment, and remedies.
- Administer contracts with obligation registers and notice discipline.
- Control variations, change orders, and claims documentation.
- Manage contract closeout, performance review, and renewal.

Course Methodology

- Interactive workshops using real tender packs and contract files.

- Structured specification and statement-of-work drafting labs.
- Tender evaluation exercises with weighted scoring matrices.
- Guided contract clause analysis on risk and payment terms.
- Case review of tendering disputes and contract failures.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- Procurement and tendering officers.
- Contract managers and administrators.
- Technical and project engineers writing specifications.
- Quantity surveyors and cost estimators.
- Legal advisors supporting procurement.
- Internal audit and compliance professionals.
- Suppliers preparing bids and tender submissions.

Managing Tenders, Specifications & Contracts Course Outlines

Day 1: Foundations of Tendering and Procurement Planning

- The tender cycle: planning, advertising, evaluation, award, administration.
- Procurement methods: open tender, limited tender, and direct award.
- Justifying procurement method selection.
- Procurement planning and packaging strategy.

- Roles, approvals, and delegation of authority.
- Ethics, conflict of interest, and integrity controls.
- Building the tender file and records trail.

Day 2: Specifications, Scopes, and Statement of Work

- Functional versus technical specification approaches.
- Writing performance-based specifications clearly.
- Scopes of work, deliverables, and acceptance criteria.
- Bills of quantities and schedules of rates.
- Drawings, standards, and reference documents.
- Avoiding over-specification and brand lock-in.
- Reviewing specifications for clarity and completeness.

Day 3: Tender Documents and Bid Evaluation

- Structure of the invitation to tender (ITT) package.
- Instructions to bidders and submission formalities.
- Bid security, validity periods, and clarification rules.
- Prequalification and shortlisting criteria.
- Weighted technical and commercial evaluation matrices.
- Abnormally low bids and price reasonableness checks.
- Award recommendation and standstill and debriefing.

Day 4: Contract Formation and Administration

- Contract structure: recitals, clauses, and schedules.
- Risk allocation, indemnities, and limitation of liability.

- Payment terms, certifications, and retention.
- Performance guarantees and advance payment bonds.
- Obligation registers, notice requirements, and time bars.
- Variation procedures and change order control.
- Contract filing, correspondence, and audit readiness.

Day 5: Performance, Claims, and Contract Closeout

- Supplier performance monitoring and KPI frameworks.
- Service levels, penalties, and service credits.
- Breach, remedies, and termination provisions.
- Claims documentation and evidence files.
- Contract closeout, final accounts, and retention release.
- Renewal, extension, and re-tender decisions.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Managing Tenders, Specifications & Contracts, participants will have acquired a practical command of tender documentation, specification writing, bid evaluation, and contract administration. They will know how to write specifications that produce usable bids, evaluate offers fairly, and administer contracts with disciplined records. In addition, the course prepares delegates to control variations and close out contracts properly. As a result, they return to work ready to manage the full tender and contract cycle with confidence. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

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FAQs for the Managing Tenders, Specifications & Contracts course

Q1 What is the "Managing Tenders, Specifications & Contracts" course about?

It is a five-day programme that explains how organizations run the full cycle from requirement definition to contract administration. It covers tender documentation, specification and scope writing, bid evaluation, contract formation and terms, variation control, performance management, and closeout.

Q2 What are the key benefits of the "Managing Tenders, Specifications & Contracts" course?

Participants gain the ability to write specifications that attract usable bids, run evaluations that withstand challenge, and draft contracts that keep suppliers accountable. They also learn to control variations and claims, manage performance against measures, and close out contracts on accurate final accounts.

Q3 What skills will I gain from the "Managing Tenders, Specifications & Contracts" course?

Tender document preparation and specification writing, bid evaluation using weighted technical and commercial criteria, contract drafting with risk and payment term control, and contract administration with variation, performance, and closeout management.

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Q4 What tools, methods, or standards are covered in the "Managing Tenders, Specifications & Contracts" course?

The course covers invitation to tender (ITT) packs, performance-based and functional specifications, bills of quantities and schedules of rates, weighted technical and commercial evaluation matrices, bid security and validity provisions, abnormally low bid analysis, contract conditions with indemnities and limitation of liability, performance bonds and advance payment guarantees, obligation registers and notice calendars, variation and change order procedures, service level and KPI frameworks, and final account and retention release procedures.

Q5 How is the "Managing Tenders, Specifications & Contracts" course applied in real-world practice?

Delegates apply it through procurement plans, specifications and scopes of work, ITT packages, evaluation reports, award recommendations, contract documents, obligation registers, variation orders, performance review meetings, claims files, and final accounts. They also use it to prepare tender responses and to audit procurement and contract files.