TENDERS & CONTRACT MANAGEMENT SKILLS



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Introduction

Tenders & Contract Management Skills examines how organizations run tender processes and administer contracts that deliver what they promise. This Training Course covers tender planning, specification writing, bid evaluation, contract award, and post-award administration. Participants study FIDIC and NEC4 conditions, evaluation matrices, obligation registers, and notice regimes. Furthermore, the programme connects documentation to delivery through tender drafting labs and contract administration simulations. As a result, delegates leave able to run defensible tenders, award on evidence, and manage contracts through to successful closeout without disputes.

Tenders & Contract Management Skills Course Objectives

- Define the tender cycle and its governance requirements.
- Write clear specifications, scopes, and statement of work documents.
- Select tender routes: open, restricted, negotiated, and framework.
- Build evaluation criteria and weighted scoring matrices.
- Apply total cost of ownership in bid comparison.
- Award contracts transparently and document decisions.
- Administer obligations, notices, payments, and securities.
- Control variations, claims, and price adjustment mechanisms.
- Manage contract risk, performance, and breach remedies.
- Close out contracts and capture lessons learned.

Course Methodology

- Interactive workshops using real tender and contract files.

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- Structured tender document and evaluation design labs.
- Contract clause analysis on risk, payment, and remedies.
- Contract administration simulation and notice tracking.
- Group review of award decisions and peer feedback.
- Action planning that converts each session into a workplace commitment.

Who Should Take This Course

- Contract managers and administrators.
- Procurement and tender officers.
- Project and commercial managers.
- Legal counsel and contracts advisors.
- Quantity surveyors and cost engineers.
- Technical staff preparing specifications.
- Internal audit and compliance specialists.

Tenders & Contract Management Skills Course Outlines

Day 1: Tender Planning and Documentation

- The tender cycle from requirement to award.
- Tender strategies: open, restricted, negotiated, and framework.
- Specification and scope of work drafting.
- Statement of work, schedules, and deliverables structure.
- Tender timelines, milestones, and communication rules.
- Governance, approvals, and delegated authority.
- Compliance, ethics, and conflicts of interest in tendering.

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Day 2: Bid Evaluation and Award

- Prequalification and bidder capability assessment.
- Weighted evaluation criteria and scoring models.
- Technical and commercial evaluation practice.
- Total cost of ownership comparison in bid analysis.
- Clarification, negotiation, and best-and-final offer stages.
- Award recommendation, notification, and debriefing.
- Handling challenges, complaints, and audit review.

Day 3: Contract Formation and Key Terms

- Contract architecture: recitals, definitions, and schedules.
- Standard forms: FIDIC, NEC4, JCT, and bespoke conditions.
- Risk allocation through indemnities and liability caps.
- Payment terms, certification, and security instruments.
- Performance guarantees, bonds, and retention.
- Service level agreements and performance clauses.
- Interpretation rules and precedence of documents.

Day 4: Contract Administration in Practice

- Obligation registers and responsibility matrices.
- Notice regimes, time bars, and communication protocols.
- Variation control and change order procedures.
- Price adjustment, indexation, and currency clauses.
- Progress monitoring and milestone certification.

- Claims documentation, evidence, and delay analysis.
- Suspension, termination, and step-in rights.

Day 5: Performance, Disputes, and Closeout

- Performance measurement and KPI frameworks.
- Breach, remedies, and corrective action plans.
- Dispute avoidance and early resolution techniques.
- Negotiation, mediation, and adjudication options.
- Final accounts, defects liability, and retention release.
- Contract closeout, records, and lessons learned.
- Personal action plan and continuous improvement.

Conclusion

By successfully completing Tenders & Contract Management Skills, participants will have acquired a practical command of tender documentation, bid evaluation, contract formation, and contract administration. They will know how to run tenders that withstand audit challenge, award on total cost evidence, and manage obligations, variations, and claims without disputes. In addition, the course prepares delegates to handle performance failures and close out contracts cleanly. As a result, they return to work ready to manage tendering and contracts from planning to final account. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

FAQs for the Tenders & Contract Management Skills course

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Q1 What is the "Tenders & Contract Management Skills" course about?

It is a five-day programme that covers the tender cycle and the administration of awarded contracts. It covers tender planning and documentation, specification drafting, bid evaluation and award, contract formation and key terms, contract administration, variation and claims control, dispute avoidance, and contract closeout.

Q2 What are the key benefits of the "Tenders & Contract Management Skills" course?

Participants gain the ability to run tenders that stand up to audit and challenge, evaluate bids on total cost rather than headline price, and administer contracts through obligations, notices, and variations without disputes. They also learn to manage performance failures properly and close contracts with complete records.

Q3 What skills will I gain from the "Tenders & Contract Management Skills" course?

Tender documentation and specification drafting, bid evaluation with weighted scoring and TCO analysis, contract formation with risk allocation clauses, and contract administration with obligation tracking, variation control, and closeout.

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Q4 What tools, methods, or standards are covered in the "Tenders & Contract Management Skills" course?

The course covers the tender cycle model, open, restricted, negotiated and framework tender routes, specification, scope of work and statement of work formats, tender timelines and communication protocols, prequalification and capability assessment frameworks, weighted technical and commercial evaluation matrices, total cost of ownership bid comparison, clarification, negotiation and best-and-final offer procedures, FIDIC, NEC4 and JCT standard forms, indemnity and limitation of liability clauses, payment certification and security instruments, performance bonds and retention, service level agreements and performance clauses, rules of document precedence, obligation registers and responsibility matrices, notice regimes and time bars, variation and change order procedures, price adjustment and indexation clauses, delay analysis and claims documentation, suspension and termination provisions, KPI frameworks, remedies and corrective action planning, dispute avoidance, negotiation, mediation and adjudication options, final account and defects liability procedures, and retention release and closeout documentation.

Q5 How is the "Tenders & Contract Management Skills" course applied in real-world practice?

Delegates apply it through tender strategies, invitation documents, specifications, evaluation models, award recommendation reports, contract documents, obligation registers, notice logs, variation orders, payment certificates, claim files, KPI reports, corrective action plans, dispute files, and final account statements. They also use it to prepare tender and contract files for audit review and to brief project teams on contractual obligations.