Course Details:

Course Code	: SCLM-005
Course Title	: Modern Management Methodologies in Services and Purchase Contracts
Course Duration	: 5 Days

Course Overview:

- Advanced Tendering Procedures & Bid Evaluation training course will examine all the input that has influence and direct impact on tendering procedures and bid evaluation. The key elements include understanding business need, market analysis, supply chain cost modelling, contracting strategy, and contract award up to and including contract initiation. It introduces a methodology in classifying the 3rd party goods or services for an organization into categories based on supply risk to spend value. Then a methodology will be introduced to help assign the best-fit market approach to a category or its sub-category. All of these will lead to the best-fit tendering procedures and bid evaluation.

Learning Outcomes:

- Determine the procurement strategy choices available for a given opportunity
- Plan and manage a competitive tender process
- Identify, assess and make proposals on how to manage procurement risks
- Create an appropriate evaluation methodology to judge bids and tenders
- Evaluate vendor proposals from a technical and commercial perspective
- Handle the outcomes from a competitive bid process

Course Contents:

Formulating the Contracting Strategy:

- Classifying 3rd Party Spend into Categories
- Market Approaches
- Crafting the Contracting Strategy
- Identifying and Mitigating Contracting Strategy Risks
- Choosing the Best Contract Type, including

Best Practices in Tender Procedures:

- The Tendering Process
- Pre-qualification Methodologies

- Basic Accounting and Economics
- Total Cost of Ownership
- How to Prepare Internal Cost Estimate
- What is the role of negotiation?

Managing the Technical and Commercial Evaluation:

- The Purpose of Bid Evaluation
- Lowest Price or Best Value for Money
- Stages of the Evaluation
- Clarifying Bids to Assist the Evaluation
- Choosing Evaluation and Award Criteria
- Bid Evaluation Approaches

Optimizing the Tender Documents:

- Contents of the Tender Package
- Ensuring a Robust Specification and Scope of Work
- Defining the Response, You Require from Bidders
- Bid Security, Performance Security in Public Tenders
- Anticipating and Reducing the Risk of Scope Change

Managing the Contract Award and Initialization Stage:

- Communicating the Results – Internally and Externally
- Working with Tender Bonds and Performance Guarantees
- Dealing with Disputed Contract Awards
- Operating under Pre-contract Letters of Intent
- Managing Pre-contract Scope Changes

Our Methodology:

- Make coaching and monitoring innovative and using modern
- Media training also using on the go training by using interactive means and focusing on
- The exercises, practical applications and real situations study
- Live delivery method, instructor-led training
- Experienced consultant, trainers, and professional
- Qualified trainer with high-level experience

Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

Who Should Attend?

- Contract Professionals and Administrators
- Contract Analysts
- Contract Engineers
- Specifiers, Buyers and Purchasing Professionals
- Procurement Officers
- Anyone involved in the preparation, evaluation, and management of commercial invitations to tender