

## **COURSE OVERVIEW CM0099** **Contract, Tendering, Bidding & Awards**

### **Course Title**

Contract, Tendering, Bidding & Awards

### **Course Date/Venue**

Session 1: August 03-07, 2025/Tamra  
Meeting Room, Al Bandar Rotana  
Creek, Dubai, UAE

Session 2: November 09-13, 2025/Tamra  
Meeting Room, Al Bandar Rotana  
Creek, Dubai, UAE



### **Course Reference**

CM0099

### **Course Duration/Credits**

Five days/3.0 CEUs/30 PDHs

### **Course Description**



***This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.***



Tender and its associated contract and service level agreement can affect the profitability, reputation, market share and image of the company. Tenders can result in buying the wrong service or product at the wrong price and that can seriously harm the health of the organization. Suppliers and buyers can avoid mistakes in tenders, show best practice and create winning tenders and proposals.



This course will demonstrate the process and provide guidance to developing truly effective tenders that make for better vendor evaluation and selection and facilitate ongoing contract management. Participants will gain knowledge and experience on how to apply concepts of tendering and technical tender evaluation in a manner that follows international best practice and be aware of the kind of tools appropriate for the task.

This course will help companies award the right contracts to the best providers. Contracting involves many roles that must work together to negotiate, document, and ensure a reliable supply of goods and services for capital projects and ongoing operations. Everyone involved in contracting with suppliers and service providers must understand the entire process, the keys to success, and what is required of their role if contracts are to be effective in managing supply risks.

The course will cover the formation, effective, structure and types of contracts; main contract clauses and issues; contract management and tendering-when does the process start; developing the tender; scope of work; important elements of the contract; bidder selection and tender evaluation; managing the contract performance; pre-contractual documents and documents of contract effectiveness; negotiation techniques; and modern alternative dispute resolution (ADR).

### **Course Objectives**

Upon the successful completion of the course, each participant will be able to:-

- Apply and gain a comprehensive knowledge on contract, tendering, bidding and awards
- Discuss the local laws policies and regulation related to tendering as well as interpret the State Tendering Law
- Determine the formation, effective, structure and types of contracts as well as main contract clauses and issues
- Implement contract management and develop the tender as well as identify the process including elements of a good procurement and competitive bidding process, standards of ethical practice, etc
- Identify the elements of a contract, how contracts are formed and ended, including the terms mean, and damages
- Recognize contract standards and laws covering international contract standards, international contracts law, legal consideration in contracts, standard international conditions of contracts and civil law considerations in contracts
- Identify the important elements of the contract, bidder selection and tender evaluation and carryout managing the contract performance
- Review pre-contractual documents and documents of contract effectiveness including letters of intent, award, instructions to proceed, bonds, tender documents, parent company guarantees, letters of comfort and awareness, commercial standard documents and general and special conditions
- Apply negotiation techniques in contract management and tendering process

### **Exclusive Smart Training Kit - H-STK®**



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

### Who Should Attend

This course provides an overview of all significant aspects and considerations of contract, tendering, bidding and awards for engineers and supervisors involved in procurement and contracts management.

### Course Certificate(s)


Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

### Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:-

-  British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

-  The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.



### Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Mr. Douglas Robinson**, MBA, BSc (Honors), Dip, is currently the **President** of **DSR Consulting** and the **Professor** of **Business Studies Unit (BSU)** at **Durban Institute of Technology (DIT)**, where he is lecturing at **MBA level** in **Advanced Contract Management, Contract Management Guidelines & Practices, Contract Management Framework, Contracts Monitoring & Evaluation, Contracts & Suppliers Risk Identification, Contract Terms & Conditions, Contract Terminations, Advanced Suppliers & Contractors Management, Contractor Performance Evaluation, Contract Execution, Insurance Management, Leadership & Change Management, Contract Procurement and Partnering, Contract Negotiation Foundations, Contract Management & Administration, FIDIC & Other Model Contracts, Advanced International Contracts Laws, Risk Management, Facility & Space Management, Asset Management & Strategies, Integrated Workplace Management systems (IWMS), Smart Building Systems & Automation, Access & Control Systems, Budgeting & Forecasting, Budget Preparation & Control, Budget Planning & Monitoring, Project Procurement Management, Human Resources Management (HRM), Presentation Skills, Negotiation Skills, Interpersonal Skills, Communication Skills, Collaboration Skills, Developing Effective Partnership, Project Gate System Procedures, Adaptability & Flexibility, Learning & Self Development, Industrial Relationships, Driving Performance, Performance Measurement, Performance Goal Implementation, Time Management Techniques, Organizing Daily Activities, Handling Difficulties & Pressure, Productivity & Feedback Management, Problem Solving & Decision Making, ISO 9001 Lead Auditor, Competency Based Training & Design Plan, Commercial Negotiation & Legal Aspects, Logistics & Supply Chain Management, Quality Management, Project Financial Planning, Financial Management, Materials Inventory Management, Budgeting & Cost Control, Project Accounting, Project Management, Operations Management, Procurement Management, Entrepreneurship and International Business.**

Mr. Robinson has over **30 years** of international experience in **Contract Management, Quality Management, ISO Standards, Logistics & Supply Chain Management, Procurement, Purchasing, Outsourcing Strategies, Project Management, Business Systems, Operations Management and Business Re-Organization**. Further, he is a **Registered Assessor** of **Quality Management, Logistics, Supply Chain Management, Procurement Strategies, Purchasing and Outsourcing**.

As a leader in the **Quality, Procurement and Logistics** fields, Mr. Robinson facilitated in-house skills development programmes in a lot of companies worldwide and has **extensive consulting experience** in both the public and private sectors. His experience includes implementing SAP system in procurement, financial, sales, distribution, materials inventory, contract management and costing.

During his long career life, Mr. Robinson worked for many **international companies** such as Tiger Brands, Nestle's, Mondi Manufacturing, Mondi Forests, Masonite Africa Ltd., Frame etc. He worked as **General Manager, Quality Manager, Contracts Manager, Procurement Manager, Logistics Manager, Logistics Superintendent, Project Manager, Purchasing Supervisor, SAP Facilitator**, etc.

Due to his thorough and long experience and knowledge, Mr. Robinson is **recognized internationally** as an **Expert** in **Facility & Space Management, Logistics & Supply Chain Management, Procurement, Purchasing, Outsourcing, Strategic Planning, Business Wellness Analysis, Contract Management, Project Management, Feasibility Studies, Financial Analysis, Cash-flow, Budget & Forecasting, Capital Investment Analysis, Risk Analysis, Business Process Analysis and Quality Management Systems**.

Mr. Robinson has a **Master's degree in Business Administration (MBA)** from the **University of Durban-Westville**, a **Bachelor's degree with Honors in Business Management and Administration** and **Diplomas in Medical Technology, Marketing Management, Business Management and Project Management** from the **University of Rhodesia** and from the **Damelin Management School** respectively. Further, he is a **Certified Instructor/Trainer**, a **Certified Trainer/Assessor** by the **Institute of Leadership & Management (ILM)**, an active member of international professional affiliations and delivered innumerable trainings, courses, workshops and seminars globally.

### Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

### Course Fee

**US\$ 5,500** per Delegate + **VAT**. This rate includes H-STK® (Howard Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day

### Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

### Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

#### **Day 1**

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>Overview of Local Laws, Policies &amp; Regulations Related to Tendering</b>
0930 – 0945	Break
0945 – 1130	<b>Tendering Laws</b> Central Tenders Committee • Procedure Governing Letter of Tenders & Filling of Applications • Contracting Procedure (Procedure for Opening of Envelopes and Technical Testing, Procedure to be Followed in Deciding on a Tender and Signing a Contract, Concluding Provisions )
1130 – 1230	<b>Formation, Effective, Structure &amp; Types of Contracts</b> Why We Need Contracts • Basic Principles in Contract Formation and Contract Effectiveness • Invitation to Tender & Contractual Impact of Tender Responses
1230 – 1245	Break
1245 – 1420	<b>Formation, Effective, Structure &amp; Types of Contracts (cont'd)</b> Form of Agreement • Basic Contractual Structures • Proper Law of the Contract
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One



## Day 2

0730 – 0930	<b>Main Contract Clauses &amp; Issues</b> <i>Rights &amp; Obligations under the Contract • Links between Risk &amp; Reward for the Contractor • Transfer of Title and Risk-Use of INCOTERMS • The Need for Insurance and Indemnities • Delays and Suspensions • Delivery and Acceptance</i>
0930 – 0945	Break
0945 – 1130	<b>Main Contract Clauses &amp; Issues (cont'd)</b> <i>Remedies for Failure to Perform • Frustration of a Contract • Rights to Terminate • Warranty and Guarantee Periods-Latent Design Defect • Notices • Entire Agreement &amp; Waiver</i>
1130 – 1230	<b>Contract Management &amp; Tendering-When Does the Process Start</b> <i>What you Need to Know to be Competent at Contract Management • Elements of a Good Procurement &amp; Competitive Bidding Process • Standards of Ethical Practice • Example Policy "Relations with Suppliers" • Selecting the Right Contracting Strategy • Types of Statement of Work • The Importance of the Contract • Basic Contract Types • Basic Types of Project Delivery</i>
1230 – 1245	Break
1245 – 1420	<b>Tendering Case Studies</b>
1420 – 1430	<b>Recap</b> <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	Lunch & End of Day Two

## Day 3

0730 – 0930	<b>Developing the Tender</b> <i>Objectives of the Contract • Tender and Contract Check List • The Important Integration Clause • Inspection, Acceptance, Rejection</i>
0930 – 0945	Break
0945 – 1130	<b>Developing the Tender (cont'd)</b> <i>Clauses for Defects in Material and Workmanship • Developing Performance-Based Service Contracts • Penalty/Liquidated Damages Clause • Clauses for Spare</i>
1130 – 1230	<b>Overview of Contract Law</b> <i>Elements of a Contract • How Contracts are Formed &amp; Ended • What the Terms Mean • What Damages Are</i>
1230 – 1245	Break
1245 – 1420	<b>Contract Standards &amp; Laws</b> <i>International Contract Standards • International Contracts Law • Legal Considerations in Contracts • Standard International Conditions of Contracts • Civil Law Considerations in Contracts</i>
1420 – 1430	<b>Recap</b> <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	Lunch & End of Day Three



#### Day 4

0730 – 0930	<b>Important Elements of the Contract</b> Saving with Economic Price Adjustment Clauses • Force Majeure Clauses • Contract Changes Clauses • Methods of Payment • Progress Payments • Letters of Intent, Award and Side Agreements
0930 – 0945	Break
0945 – 1130	<b>Bidder Selection &amp; Tender Evaluation</b> Selecting the Bidders • We Want More than the Lowest Price • How Do you Know you Got a Good Price • Use of Price Indexes • Electronic Evaluations • Requesting Cost Breakdowns and Evaluations of Cost Breakdowns
1130 – 1230	<b>Managing the Contract Performance</b> The Criticality of Good Contract Administration • Contract Changes • Determining Status and Expediting • Contractor Payments
1230 – 1245	Break
1245 – 1420	<b>Managing the Contract Performance (cont'd)</b> How Contracts End • Remedies for Breach of Contract • Types of Bonds & Guarantees • Negotiation Tips
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Four

#### Day 5

0730 - 0930	<b>Pre-Contractual Documents &amp; Documents of Contract Effectiveness</b> Letters of Intent and Award, Instructions to Proceed • Bonds • Tender Documents • Parent Company Guarantees
0930 – 0945	Break
0945 – 1130	<b>Pre-Contractual Documents &amp; Documents of Contract Effectiveness (cont'd)</b> Letters of Comfort and Awareness • Use of Commercial Standard Documents • Use of General and Special Conditions
1130 – 1230	<b>Negotiation Techniques</b> Pre-Contract & Post Contract “Qualification Phrases” • Phases and Style • Roles in Negotiations • Authority to Negotiate • Agendas to Set Priorities • Timekeeping • Minutes and Records-Contractual Impact • Correspondence-Contractual Impact • Knowing How to Recognize a “Win” • When to Walk Away-the BATNA and how to Understand the Consequences
1230 – 1245	Break
1245 – 1345	<b>Modern Alternative Dispute Resolution (ADR)</b> Causes of Contractual Dispute and Business Impact • Should We Litigate or Arbitrate? • Other Options-Mediation, Adjudication, Expert Determination • Litigation Processes • Enforcement of Court Judgements and Awards • Arbitration • Court Support of Arbitration • Reasons for Looking at Alternative Methods of Dispute Resolution
1345 – 1400	<b>Course Conclusion</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course
1400 – 1415	<b>POST-TEST</b>
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course





### **Practical Sessions**

This practical and highly-interactive course includes real-life case studies and exercises:-



### **Course Coordinator**

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