

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

**Course Title**

Contract, Tendering, Bidding & Awards

**Course Reference**

CM0099

**Course Duration/Credits**

Five days/3.0 CEUs/30 PDHs



**Course Date/Venue**

| Session(s) | Date                 | Venue   |
|------------|----------------------|---|
| 1          | February 11-15, 2024 | The Mouna Meeting Room, The H Dubai Hotel, Sheikh Zayed Rd - Trade Centre, Dubai, UAE |
| 2          | March 03-07, 2024    | Oryx Meeting Room, Doubletree By Hilton Doha-Al Sadd, Doha, Qatar                     |

**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, sample video clips of the instructor’s actual lectures & practical sessions during the course 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:-


- 

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.

- 

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.

### 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:



**Dr. Chris Le Roux**, PhD, MSc, BSc, PMI-PMP, is a **Senior Management Consultant** with over **40 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Contract Management, Tender Development, Contract Standards & Laws, Dispute Resolution & Risk Identification, Global Diverse & Virtual Teams Operation, Exceeding Customer Expectations, Corporate Governance Best Practice, Business Performance Management & Improvement, Building Environment of Trust & Commitment, Leadership Skills, Presentation Skills, Communication & Interpersonal Skills, Effective Communication & Influencing Skills, Effective Business Writing Skills, Creative Thinking & Problem-Solving Techniques, Emotional Intelligence, Writing Business Documents, Business Writing (Memo & Report Writing), Leadership & Team Building, Psychology of Leadership, Interpersonal Skills & Teamwork, Coaching & Mentoring, Innovation & Creativity, Office Management & Administration Skills, Controlling Your Time & Managing Stress, Crisis Management, Strategic Human Resources Management, Change Management, Negotiation Skills, Strategic Planning, Risk Analysis & Risk Management, Win-Win Negotiation Strategies, Quality Improvement & Resource Optimization, Neuro Linguistic Programming (NLP), Personal Resilience Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, Career Management, Situation & Behaviour Analysis, Interpersonal Motivation Skills, Inventory Management, Financial Administration, Project & Contracts Management Skills, Project & Construction Management, Project Planning, Scheduling & Control, Project Management, Project Delivery & Governance Framework, Project Management Practices, Project Management Disciplines, Project Risk Management, Risk Identification Tools & Techniques, Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Project Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Quality Assurance, Project Human Resource Management and Project Communications Management. Further, he is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis. He was the **Psychologist & Project Manager** wherein he was responsible in the project management and private psychology practices.**

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director, Medico Legal Assessor Psychologist, Training & Development General Manager, Project Manager, Account Manager, Commercial Sales Manager, Manager, Sales Engineer, Project Specialist, Psychology Practitioner, Senior HR Consultant, Senior Lecturer, Senior Consultant/Trainer, Business Consultant, Assistant Chief Education Specialist, ASI Coordinator, Part-time Lecturer/Trainer, PMP & Scrum Trainer, Assessor & Moderator, Team Leader, Departmental Head, Technical Instructor/Qualifying Technician, Apprentice Electrician: Signals and Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD in Commerce Major in Leadership in Performance & Change**, a **Master's degree in Human Resource Management**, a **Bachelor's degree (with Honours) in Industrial Psychology**, a National Higher Diploma and a National Technical Diploma in **Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional (PMI-PMP)**, a **Certified Scrum Master Trainer** by the VMEdu, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator, Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops 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.

### Accommodation

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

### Course Fee

|       |   |
|-------|---|
| Dubai | <b>US\$ 5,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day |
| Doha  | <b>US\$ 6,000</b> per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day               |

### 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 | <i>Registration &amp; Coffee</i>   |
| 0800 – 0815 | <i>Welcome &amp; Introduction</i>  |
| 0815 – 0830 | <b>PRE-TEST</b>  |
| 0830 – 0930 | <b><i>Overview of Local Laws, Policies &amp; Regulations Related to Tendering</i></b>  |
| 0930 – 0945 | <i>Break</i>   |
| 0945 – 1130 | <b><i>Tendering Laws</i></b><br><i>Central Tenders Committee • Procedure Governing Letter of Tenders &amp; 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 )</i> |
| 1130 – 1230 | <b><i>Formation, Effective, Structure &amp; Types of Contracts</i></b><br><i>Why We Need Contracts • Basic Principles in Contract Formation and Contract Effectiveness • Invitation to Tender &amp; Contractual Impact of Tender Responses</i>   |
| 1230 – 1245 | <i>Break</i>   |



|             |   |
|-------------|---|
| 1245 – 1420 | <b>Formation, Effective, Structure &amp; Types of Contracts (cont'd)</b><br>Form of Agreement • Basic Contractual Structures • Proper Law of the Contract                               |
| 1420 – 1430 | <b>Recap</b><br>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><br>Rights & Obligations under the Contract • Links between Risk & Reward for the Contractor • Transfer of Title and Risk-Use of INCOTERMS • The Need for Insurance and Indemnities • Delays and Suspensions • Delivery and Acceptance   |
| 0930 – 0945 | Break   |
| 0945 – 1130 | <b>Main Contract Clauses &amp; Issues (cont'd)</b><br>Remedies for Failure to Perform • Frustration of a Contract • Rights to Terminate • Warranty and Guarantee Periods-Latent Design Defect • Notices • Entire Agreement & Waiver   |
| 1130 – 1230 | <b>Contract Management &amp; Tendering-When Does the Process Start</b><br>What you Need to Know to be Competent at Contract Management • Elements of a Good Procurement & 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 |
| 1230 – 1245 | Break   |
| 1245 – 1420 | <b>Tendering Case Studies</b>   |
| 1420 – 1430 | <b>Recap</b><br>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 Two  |

**Day 3**

|             |   |
|-------------|---|
| 0730 – 0930 | <b>Developing the Tender</b><br>Objectives of the Contract • Tender and Contract Check List • The Important Integration Clause • Inspection, Acceptance, Rejection                                |
| 0930 – 0945 | Break   |
| 0945 – 1130 | <b>Developing the Tender (cont'd)</b><br>Clauses for Defects in Material and Workmanship • Developing Performance-Based Service Contracts • Penalty/Liquidated Damages Clause • Clauses for Spare |
| 1130 – 1230 | <b>Overview of Contract Law</b><br>Elements of a Contract • How Contracts are Formed & Ended • What the Terms Mean • What Damages Are   |
| 1230 – 1245 | Break   |





|             |  |
|-------------|--|
| 1245 – 1420 | <b>Contract Standards &amp; Laws</b><br><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><br><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        | <i>Lunch &amp; End of Day Three</i>  |

**Day 4**

|             |   |
|-------------|---|
| 0730 – 0930 | <b>Important Elements of the Contract</b><br><i>Saving with Economic Price Adjustment Clauses • Force Majeure Clauses • Contract Changes Clauses • Methods of Payment • Progress Payments • Letters of Intent, Award and Side Agreements</i>                                |
| 0930 – 0945 | <i>Break</i>  |
| 0945 – 1130 | <b>Bidder Selection &amp; Tender Evaluation</b><br><i>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</i> |
| 1130 – 1230 | <b>Managing the Contract Performance</b><br><i>The Criticality of Good Contract Administration • Contract Changes • Determining Status and Expediting • Contractor Payments</i>   |
| 1230 – 1245 | <i>Break</i>  |
| 1245 – 1420 | <b>Managing the Contract Performance (cont'd)</b><br><i>How Contracts End • Remedies for Breach of Contract • Types of Bonds &amp; Guarantees • Negotiation Tips</i>  |
| 1420 – 1430 | <b>Recap</b><br><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        | <i>Lunch &amp; End of Day Four</i>  |

**Day 5**

|             |   |
|-------------|---|
| 0730 - 0930 | <b>Pre-Contractual Documents &amp; Documents of Contract Effectiveness</b><br><i>Letters of Intent and Award, Instructions to Proceed • Bonds • Tender Documents • Parent Company Guarantees</i>  |
| 0930 – 0945 | <i>Break</i>  |
| 0945 – 1130 | <b>Pre-Contractual Documents &amp; Documents of Contract Effectiveness (cont'd)</b><br><i>Letters of Comfort and Awareness • Use of Commercial Standard Documents • Use of General and Special Conditions</i>   |
| 1130 – 1230 | <b>Negotiation Techniques</b><br><i>Pre-Contract &amp; 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</i> |
| 1230 – 1245 | <i>Break</i>  |



|             |   |
|-------------|---|
| 1245 – 1345 | <b>Modern Alternative Dispute Resolution (ADR)</b><br><i>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</i> |
| 1345 – 1400 | <b>Course Conclusion</b><br><i>Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course</i>  |
| 1400 – 1415 | <b>POST-TEST</b>  |
| 1415 – 1430 | <i>Presentation of Course Certificates</i>  |
| 1430        | <i>Lunch &amp; End of Course</i>  |

**Practical Sessions**

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



**Course Coordinator**

Kamel Ghanem, Tel: +971 2 30 91 714, Email: [kamel@haward.org](mailto:kamel@haward.org)