MERCURY

Advanced Contract Management and Tendering Course

21 – 25 March 2027
Kuala Lumpur (Malaysia)



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Ref: 4067_1082922 **Date:** 21 – 25 March 2027 **Location:** Kuala Lumpur (Malaysia) **Fees:** 4600 Euro

Introduction

High-quality contract and tender management are essential in achieving improved performance levels for all organizations. Providing the high value-added activities available from contract and procurement operations requires the continuous involvement of knowledgeable professionals and management who understand and implement the best practices in advanced contract management and tendering for acquiring goods, equipment, and services.

What is Tendering a Contract?

Understanding contract tendering: In this contract management and tendering course module, we will delve into the definition and processes of tendering contracts, emphasizing the practical understanding of what tendering contracts mean.

Participants in the advanced contract management and tendering course will gain insights into managing tenders efficiently and explore the best practice guide for tendering and contract management, which leads to successful projects and partnerships.

Targeted Groups

- Project management professionals.
- Contracts, purchasing, and project personnel.
- Engineering, operational, and maintenance personnel.
- This advanced contract management and tendering course is for all others who are involved in the planning, evaluation, preparation, and management of tenders, specifications, awards, and contracts that cover the acquisition of materials, equipment, and services and who are in organizations whose leadership wants high levels of competency in those involved in these activities.

Course Objectives

At the end of this advanced contract management and tendering course, participants will be able to:

- Discuss elements of a good procurement process.
- Learn methods of tender evaluation.
- Review contract strategies.
- Explore steps in developing performance-based service contracts.
- See examples of important commercial contract clauses.
- Be presented with the essential elements of a contract.
- Be given examples and sources of contract checklist.

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Targeted Competencies

Upon the end of this advanced contract management and tendering course, target competencies will be able to evolve the ability of:

- Developing tender evaluation criteria.
- Selecting the right contract type.
- Contract preparation.
- Contract management.
- Elements of a good procurement and competitive bidding process.

Course Content

Unit 1: Contract Management and Tendering: When Does the Process Start?

- What do you need to know to be competent in contract management?
- Elements of a good procurement and competitive bidding process.
- Standards of ethical practice.
- For 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.

Unit 2: Developing The Tender

- Objectives of the contract.
- Tender and contract checklists.
- The important integration clause.
- Inspection, acceptance, rejection.
- Clauses for defects in material and workmanship.
- Developing performance-based service contracts.
- Penalty/liquidated damages clause.
- Clauses for spare parts.

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Unit 3: Important Elements of The Contract

- Saving with economic price adjustment clauses.
- Force majeure clauses.
- Contract changes clauses.
- Methods of payment.
- Progress payments.
- Letters of intent, award, and side agreements.

Unit 4: Bidder Selection and Tender Evaluation

- 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.

Unit 5: Managing The Contract Performance

- The criticality of good contract administration.
- Contract changes.
- Determining status and expediting.
- Contractor payments.
- How do contracts end?
- Remedies for breach of contract.
- Types of bonds and guarantees.
- Negotiation tips.