



Tendering: Contract Preparation and Bid Evaluation - Virtual Learning



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Meirc ^{+years} 60
Training & Consulting

Why Attend

The overall aim of this course is to provide participants with the knowledge, concepts and skills needed to perform all the tasks required in the pre-award phase of a contract. The course covers various contracting methods with a concentration on tendering.

Participants in this interactive course will learn essential tools and techniques used in analyzing submitted bids including preliminary examination, technical evaluation and commercial evaluation.

Course Methodology

This course relies on the use of individual and group exercises aimed at helping participants learn all key contract management activities. The course also features the use of a number of case studies, presentations and role plays by participants followed by plenary discussions. In addition, this course incorporates pre and post testing.

Course Objectives

By the end of the course, participants will be able to:

- Outline the basic elements of contracting
- List the major steps involved in contract preparation procedures including developing an effective scope of work, terms and conditions and sourcing strategy
- Evaluate in-depth the process of preparing tenders and selecting potential contractors
- Use evaluation criteria to select the most appropriate contractors for the project

Target Audience

All those involved in any step of contract pre-award phase of the contracting process including personnel involved in determining the best contracting strategy, sourcing decisions and tendering. Meirc is assigned as a Registered Educational Provider (REP) with the Project Management Institute (PMI®). This program is worth 12 PDUs.

Target Competencies

- Contract preparation
- Tendering
- Bids evaluation
- Writing scope of work
- Planning pre-award process
- Understanding bidding process

Course Outline

- Overview of contracting and tendering
 - Elements of a contract
 - Important concepts used in contract management
 - Problems in preparing contracts
 - Stages in contracting
 - Tendering objectives
 - One step versus two step sealed bidding
 - Tendering process
- Contract preparation
 - Set-up contracting strategy
 - Contracting methods
 - Drafting of scope of work
 - Decision analysis worksheet
 - Drafting fundamentals
 - Implications of poor scope of work
 - Terms and conditions
 - Contract types



- Determining sourcing strategy
- Bidding Procedures
 - Invite potential bidders
 - Tender briefing
 - Receiving and opening of bids
 - Recommendation report
- Bids evaluation and contract award
 - Evaluation process
 - Preliminary examination of bids
 - Detailed examination of bids
 - Commercial Evaluation
 - Value for money
 - Whole life costing
 - Most economic advantageous tender
 - Technical Evaluation
 - Scoring protocol
 - Method of awarding contract



Location & Date

15 - 17 Nov, 2020

English

Fees: US\$

Per participant - 2020

US\$ 1750

Fees + VAT as applicable

UAE Tax Registration Number 100239834300003



For Companies that want to maximize the return on their investment in training: **Register 3 participants** on the same course and date and pay only for 2.



Meirc Timeline



2020

Meirc launches its virtual learning solutions



2019

Meirc launches its Professional Qualification training and introduces Hands-on Automation and Process Control Courses



2018

Meirc celebrates its 60th anniversary



2017

Meirc introduces its blended learning methodology



2015

Meirc relocates to its newly acquired HQ office in Bay Square, Business Bay, Dubai



2014

Meirc adds PLUS Specialty Training, a new division providing technical and industry-specific courses



2007

Meirc opens an office in Jeddah, Saudi Arabia



2004

Meirc opens an office in Abu Dhabi, UAE



1997

Meirc is the 1st training company in the region to have its own website



1991

Meirc becomes headquartered in Dubai, UAE



1988

Meirc celebrates its 30th anniversary with its advisory committee (Aramco, Bapco, KOC, QPC)



1967

Meirc builds its own office building in Beirut



1958

Meirc is founded in Beirut by the late Simon Siksek

Call us

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