



# Tendering: Contract Preparation and Bid Evaluation



+971 4 556 7171  
800 7100 (within UAE)



[www.meirc.com](http://www.meirc.com)



[meirc@meirc.com](mailto:meirc@meirc.com)



**Meirc**  
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 different contract types and 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
- Describe different types of contracts and discuss several contracting strategies including pricing
- 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 30 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



- Determining sourcing strategy
- Contract types and strategies
  - Fixed price (lump sum) contracts
    - Firm fixed contracts
    - Economic price adjustment
    - Incentive contracts
  - Cost reimbursable (cost plus) contracts
    - Percentage of cost
    - Fixed fee
    - Award fee
    - Incentive fee
  - Time and material contracts
  - Intellectual properties
  - Special forms of contracting
  - International contracting
  - Amendments
- 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



## Associations

**Project Management Institute (PMI)®** : Meirc is designated as a Registered Educational Provider (R.E.P.) with the Project Management Institute (PMI)®. As a result, Meirc is authorized to issue Category Three Professional Development Units (PDU) that can be used for the authorization to take the Project Management Professional (PMP)® certification exam and for maintaining the PMP credentials.



**Chartered Institute of Logistics and Transport (CILT)** : Meirc is an Approved Training Provider (ATP) in the region for the Chartered Institute of Logistics and Transport (CILT). Established in 1919, CILT is the world's leading supply chain, logistics and transport professional body with over 33,000 members across the globe. CILT seeks to add value to individual and corporate members by enhancing their knowledge, careers, and businesses by setting, supporting and delivering professional standards and education in the fields of logistics, transport and supply chain. By attending Meirc's CILT accredited courses, participants can earn CPD units as well as attain modular unit award courses that can be combined for international certification



## Location & Date

3 - 7 Nov, 2019

English

Dubai

Kempinski / Mall of the Emirates

**Fees: US\$** (including coffee breaks and a buffet lunch daily)

Per participant - 2019

US\$ 4800

Fees + VAT as applicable

UAE Tax Registration Number 100239834300003



## Courses in Contracts Management

Dates	Course Name	Language	Location	Fees
25 - 29 Aug, 2019	Certified Contract Manager	English	Munich	US\$ 5100
1 - 5 Sep, 2019	Project Management for Contract Professionals	English	Dubai	US\$ 4800
8 - 12 Sep, 2019	Managing Change Orders and Contractual Claims	English	Dubai	US\$ 4800
22 - 26 Sep, 2019	Contract Administration: Understanding and Implementing Contractual Obligations	English	Dubai	US\$ 4800
13 - 17 Oct, 2019	Essential Skills for Contract Professionals	English	Dubai	US\$ 4800
20 - 24 Oct, 2019	Certified Contract Manager	English	Dubai	US\$ 5100
17 - 21 Nov, 2019	Contract Administration: Understanding and Implementing Contractual Obligations	Arabic	Dubai	US\$ 4800
8 - 12 Dec, 2019	Drafting Contracts and Writing Scope of Work	English	Dubai	US\$ 4800
15 - 19 Dec, 2019	Managing Change Orders and Contractual Claims	English	Dubai	US\$ 4800
22 - 26 Dec, 2019	Certified Contract Manager	English	Dubai	US\$ 5100



# Meirc Timeline

