

Tenders and Contracts Management

Objectives:

Upon the completion of this course, candidates will be able to:

- Follow an End-to-End bidding process
- Use the different contracting tools and techniques
- Be better negotiators
- Identify which type of contract to use, and when
- Have better command of Contract Management
- Better manage bidding and tendering processes

Contents:

1. THE DIFFERENT FORMS OF TENDER

2. Tendering Procedures Flowchart

Recommended procedure for the prequalification of tenderers

3. Types of contracts

- A. Classification According To Contract Price
- B. Classification According To Nature of Works
- C. Classification According To Scope of Works
- D. Classification by Method of Evaluating Contract Price
- E. Other Types of Contracts
 - Management Contracts.
 - Target Cost Contracts.
 - Value Contracts.
 - Ceiling Value Contracts.
 - Schedule of rate contracts.
 - Continuation Contracts.
 - Operation and running contracts.
 - Service Contracts.

4. Conditions of contracts

- Article 147
- Article 89
- Article 646



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- 4.1. Allocation of risks and how disputes to be settled:
- 4.2. What /does a contract Consists of:
- 4.3. The contract documents
- 4.4. What does the general conditions include?
- 4.5. Conditions of Particular Application

5. Contract management

5.1. Introduction

5.2. SETTING UP A SYSTEM FOR MONITORING AND CONTROL

5.2.1. Planning Page :Contract Administration Monitoring Checklist

- 5.2.1.1. Supplier/Contractor Selection Program
- 5.2.1.2. Selection Documentation
- 5.2.1.3. Purchase/Order Contract Development Award
- 5.2.1.4. General Duties/Administration

5.3. ESTABLISHING FINANCIAL CONTROLS

5.3.1. USING ESTIMATES AS A CONTROL DEVICE IN CONTRACT ADMINISTRATION

5.4. PROJECT CONTROL IN THE CONTRACT FUNCTION

5.5. CONTRACT ADMINISTRATION POLICIES AND PROCEDURES

6. Sample in contract administration manuel

Target Group:

Potential Candidates for this course are:

- Procurement Managers
- Purchasing Managers
- Logistics Managers
- Project Managers
- Sourcing Managers
- Staff wishing to move to the above positions
- Corporate Sales Managers
- Corporate Sales persons

Language:

- The materials for the trainees will be in English.
- The language of instruction should be in Arabic / English.

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