

PARTNERS IN KNOWLEDGE UK LTD

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CONTRACTS AND TENDER MANAGEMENT

PIK559-0126 LON-2



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CONTRACTS AND TENDER MANAGEMENT

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**If you can't train them,
you can't blame them!**

Short Description:

An institution is hardly devoid of the need for supply contracts, contracting, services and so on. The means of contracting may be multiple and may differ from one country to another, and from one institution to another. However, the essence is almost the same: either the contracting is done by issuing a tender in the supply or contracting operations. So, most contract go through the stage of tendering and its procedures in order to ensure the integrity of the contractual process as much as possible, as well as keeping it away from manipulation by following specific legal procedures. Our training program in “Contracts and Tender Management” aims to provide participants with a deep understanding of all contracting methodologies. The content provided in this course will help participants understand all stages of contract processes while ensuring skills remain effective, up-to-date and focused. All stages in the contracting process will be covered starting with preparing contracts, tenders, negotiation of awarding contracts, organisational processes and management.

Course Overview:

TRAINING OBJECTIVES:

- Enriching participants' knowledge and supporting their applied skills in preparing and managing tenders.
- Developing participants' skills in managing contracts.
- Familiarising participants with the latest means of preparing tenders and managing contracts through practical exercises and presenting real experiences.

TARGET GROUP:

- Administrators and those responsible for the administration of government tenders.
- Administrators and employees in contract management and legal financial departments.
- Every person with a practical interest in the field of managing tenders and contracts.
- Purchasing and contracts managers.
- Heads of purchasing and bidding departments.

- Directors and members of the legal departments.

Program Outline:

DAY 1: Contract Basics

1. The basics of common contracts and clauses from a legal point of view.
2. Content of contract documents.
3. International contract forms.
4. Contract drafting.
5. Letters of guarantee, insurance and payments.

DAY 2: Contract Strategy

1. Strategic issues, supplier selection and contract system.
2. Factors affecting strategy.
3. Bidding methods and procedures.
4. Documentation of tenders.
5. Edit the wording of the contract.

DAY 3: Effective Control and Management Methods

1. Communication and meetings.
2. Financial arrangements and documentation.
3. Records - contract file.
- 5.

DAY 4: Reviewing contracts and understanding disclosure processes in various types of contracts

1. Common problems in contracting and obstacles to reviewing contracts.
2. Understand disclosures in contracts.
3. Methods and procedures for tenders, planning and reviewing contracts.
4. Contract award.
5. Checklist for developing a contract review program.

DAY 5: Incentives, Fines and Management of Subcontractors

1. The need for incentives and their importance.
2. Types of incentives and care.

3. Sharing - saving.
4. Withholding amounts and guarantees of good performance.
5. Developing qualified subcontractors.

DAY 6: Claims and Disputes, Negotiation and Raising a Claim

1. Overview and need to negotiate.
2. Timing, Planning and Preparation.
3. Negotiation Practice and the reasons for the claim.
4. Claim definition and Reasons for avoiding the claim.
5. Claims Negotiation.

DAY 7: Contracting Strategies to Avoid Claims

1. Payment contracts.
2. Design and edit contracts.
3. Identifying and avoiding risks (types of risk, dimensions of risk, problems and effects, Risk waiver).
4. Determine the extent of the risk.
5. Risk Management & Risk Mitigation Methods.

DAY 8: Commitment to quality in Contracts and Competitions

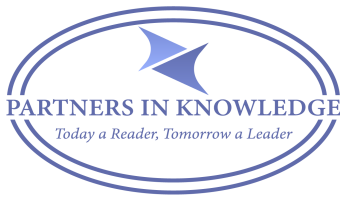
1. Quality systems in tenders and contracts.
2. Legal aspects of contracts.
3. Contracts are legally binding.
4. legality requirements.
5. Basic legal issues.

DAY 9: Contracting Ethics

1. The need for clarity and justice.
2. A unified approach for all contractors' reactions.
3. The main characteristics of contract control in an effective way.
4. Publication of the message for the preparation of tenders and contracts.
5. Groups exercise.

DAY 10: Claim Handling Techniques

1. Terminate the contract.
2. Dispute resolution mechanisms.



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3. Methods for calculating compensation values, cost and duration.
4. Arbitration steps.
5. Case-Study & Program conclusion.