

Managing Tenders and Contracts

Toward effective & efficient Procurements & mastering best practices in Tendering & Contracts

Course #: PR0300

Duration: 5 Days

Earn: 35 PDU

Overview

Procurement refers to the practices involved in engaging resources from outside (and also possibly within) an organization to do work (construct, fabricate, manufacture, etc.), provide services (management, consulting, design, research and development, etc.), supply materials and products, and design, manufacture and or supply equipment. Managing tenders and contracts is a 5-day course that takes participants into a journey through the whole steps of outsourcing procurement. This includes understanding the competitive environment, procurement process, tendering procedures, contracting types, methods and ethics.

Objectives

Participants at the completion of this course will be able to:

Understand the contract legal issues, and determine methods of contracting, documentation, and differentiate between contract types

Learn tendering best practice process, through bidding to awarding

Know how to manage contracts, variation orders, approvals, contracts administration, and payment system

Manage change orders, and administer claims, disputes, and appeals

Secure how to close a contract and thereafter close a project



Who Should Attend

This course is designed to target all participants who would like to learn more in depth about the procurement processes; tendering and contracts. It is suitable for all who are not aware, confused and overwhelm about the tendering and contracting processes and its workflow, as well as those who are interested to improve their skills and understand the best practices in the procurement domain.

Course Materials

Comprehensive Training Manual

Valuable Text book in Managing Tenders and Contracts

Certified Completion Certificate (35 Hours)

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