



TCM299

Tendering & Contracting

Course Introduction:

This course is designed to help companies award the right contracts to the best providers. Contracting involves many roles that must work together to negotiate, document, and ensure a reliable supply of goods and services for capital projects and ongoing operations. Everyone involved in contracting with suppliers and service providers must understand the entire process, the keys to success, and what is required of their role if contracts are to be effective in managing supply risks. Materials and exercises in this course are specifically built around oil and gas industry issues.

Course Objectives:

At the end of the course participants will be able to:

- Manage project and legal risks with the contracting process
- Successfully manage disputes and contract performance issues
- Know what is required in a successful tender package
- Identify the appropriate contract price strategy to minimize financial risks and contract costs
- Know the difference between cost and price analysis and how to use each technique to evaluate a proposal
- Be appropriate commercial and legal contract terms and conditions

Who Should Attend?

Individuals involved in any aspect of sourcing, tendering, selecting, forming, and executing contracts with suppliers of goods and services to the oil and gas industry. Included are project technical roles such as facilities engineers, drilling engineers, project engineers, commissioning engineers, contracts engineers, and planning engineers.

Course Outline:

What is a contract?

- The contract as a legal instrument
- The contract as an investment tool

What is the supply chain and how do we manage it?

- Illustration of supply chain management (SCM)
- Benefits of defining SCM

- SCM analysis for opportunities to save money

Developing a best-practice procurement process

- A suggested process for managing contracts from beginning to end
- The role of end-users and the contracts specialist

What is a contracts strategy and how do we develop one?

- Oil industry case studies and examples
- The essential ingredients of a contracts strategy
- The process of developing a contracts strategy

The role of contracts policy and procedures

- The vital relationship between contracts strategy, policy and procedure
- Oil industry examples of contracts policy and procedure

Alternative contracts strategies

- Oil industry examples and case studies
- The role of contract risk assessment
- The importance of contract risk assessment in strategy and contractor selection
- How to carry out a contract risk assessment

Alternative tendering strategies

- Functional versus technical specifications
- Oil industry examples

Different types of contracts

- Strengths and weaknesses of alternative contract types
- How to choose an appropriate contract compensation method

How to prepare contractor selection criteria

- Oil industry examples
- Traditional versus non-traditional selection criteria

How to evaluate tender submissions

- How to ensure best-value selection
- How to avoid common mistakes

Understanding the "small print"

- Getting to grips with contractual language and terms and conditions

How to manage the contract after it has been awarded

- The role of the "kick-off" meeting
- Preventing and resolving disputes
- Managing cost and performance
- How to give contractor feedback

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session