



PAN AFRICAN

Learning and Growth Network

MANAGING TENDERS, SPECIFICATIONS AND CONTRACTS

The Procurement Journey Training Workshop

SANDTON LODGE HOTEL
Corner 12th Avenue and River Road
RIVONIA (Edenburg on GPS)
Johannesburg,
South Africa

24-28 MARCH 2025

FROM **8:30**
TILL **4PM**

REGISTRATIONS FEES USD2,500

FEE INCLUDES
TRAINING MATERIALS
MEALS & REFRESHMENTS DURING THE DAY
AIRPORT PICKUP AND DROP OFF
HOTEL PICKUP AND DROP OFF
DELEGATE LAPTOP
½ DAY TOUR TO TOURIST ATTRACTION SITES

FEE EXCLUDES
DINNER AND ACCOMMODATION

CONTACT

training@palgnet.com
Tel: MW: +265 999 295 659
RSA: +27 76 585 7742
www.palgnet.com



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INTRODUCTION

This highly interactive Managing Tenders, Specifications and Contracts training course considers how your organisation can identify and use the most appropriate procurement strategy and discusses best practice in developing tender documentation, criteria and evaluation. The course focuses on how best to deal with key contractual liability issues to minimise the risk exposure to your organisation from cost and time overruns. This Managing Tenders, Specifications and Contracts training course also provides tools, tips and techniques on effective resolution of disputes to minimise cost and reputational risk exposure to your organisation.

A large proportion of an organization's costs is expended on the procurement of goods and services, particularly where it involves a global supply chain network as is the case with most of today's industries and sectors. Using management best practice through the tendering and procurement process and in contract implementation is thus critical to ensuring cost and process efficiencies to your organisation.

COURSE HIGHLIGHTS

- The Use of Different Procurement Strategies
- Best practice in the Procurement Process
- Key Issues in Developing Tender Documentation
- Principal Contractual Liability Issues
- Ways to Manage Performance Failures
- Managing Claims and Resolving Disputes

OBJECTIVES

- Identify the most appropriate procurement strategy
- Evaluate tendering and procurement best practices
- Assess and manage key contractual risks
- Compare ways of dealing with performance failures
- Evaluate the most appropriate seminar of action when disputes arise

TRAINING METHODOLOGY

In this Managing Tenders, Specifications and Contracts training course, participants will gain greater knowledge through presentations by an experienced international practitioner designed to both educate and challenge. Extensive use will be made of case studies and real examples of contracts. Open and instructive group discussions will also be facilitated encouraging delegates to raise questions, and share their own experiences.

WHO SHOULD ATTEND?

This training course will benefit a variety of personnel in your organisation involved in any aspect of tendering, procurement, and contract implementation. It will enable a broad range of disciplines to appreciate and understand tenders, specifications, and contracts.

The course is appropriate to a wide range of professionals, but will greatly benefit:

- Tendering and Procurement Managers
- Project and Contract Managers
- Sales and Marketing Professionals
- Project Management Professionals

ORGANISATIONAL IMPACT

Tendering and procurement processes can involve multiple phases, during which, assessing the issues and how to deal with them can be a daunting task. Your organisation will benefit by:

- Expanding traditional procurement options to promote your organisation's goals
- Exploring the risks of using different types of contracting strategy
- Developing best practice in the production of tender documentation
- Enhancing internal capacity to assess and manage key contractual risks
- Ensuring better monitoring and managing of performance issues
- Exploring alternative ways of reducing the impact of disputes

PERSONAL IMPACT

- Broadening your knowledge of a variety of procurement strategies
- Enhancing your knowledge of best practice in producing tender documentation
- Extending your understanding of key risk areas and their management
- Improving your knowledge of contract and relationship management
- Developing your knowledge of monitoring and managing performance failures
- Boosting your confidence in dealing with contractual issues and disputes

COURSE OUTLINE

Procurement Strategies and Best Practice

- Elements of Procurement Best Practice
- Types of Procurement Strategy
- Risk Management Process
- Balancing Risk Through Contract Strategy
- Supply Chain Risk Assessment
- Exposure to Bribery and Corruption

Contract Claims and Completion

- Types and Assessment of Claims
- Tiered Dispute Resolution Mechanisms
- Formal Dispute Resolution
- Contract Close Out
- Contract Review, Evaluation, Lessons Learned
- Seminar Overview – Learning Outcomes

Key Elements of the Contract

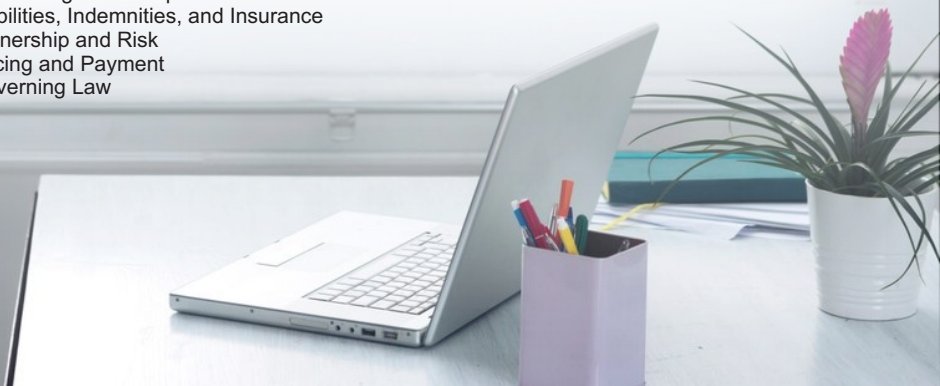
- Principal Performance Obligations
- Scheduling and Completion
- Liabilities, Indemnities, and Insurance
- Ownership and Risk
- Pricing and Payment
- Governing Law

Managing Change & Performance Failures

- Assignment, Novation and Subcontracting
- Implications of Varying Performance
- Managing External Events
- Performance-based Contracting
- Default Mechanisms
- Other Remedies

Developing Tenders and Specifications

- Developing the Scope of Work and Specification
- Selection and Evaluation Criteria
- Cost and Price Analyses
- Objectives of the Contract
- Ancillary Documents and Issues
- Negotiation Tools and Techniques



CERTIFICATES

On successful completion of this training course, PALGNET Certificate will be awarded to the delegates

Registration Fees:

\$2, 500.00 (USD).

Fee Includes

Training Materials
Meals & refreshments during the day
Airport pickup and drop off
Hotel Pickup and drop off
Delegate Laptop
½ day tour to tourist attraction sites

Fee Excludes

Dinner and Accommodation





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Welcome to the Sandton Lodge Rivonia, we extend a very warm welcome and trust your upcoming stay or conference with us will be both enjoyable and comfortable.



The Simama Hotels Sandton Lodge Rivonia offers business services and facilities. Our 34 Suites are all strictly non-smoking and have; Air-conditioning and Heating, Tea and Coffee Facilities, DSTV Decoder, a Mini-Bar Fridge (Stocked on request) and complimentary Broadband WIFI Internet Access with Secure on-site Parking available. As part of our continued guest-safety measures and growing international trend, the Sandton Lodge Hotel is a cashless establishment, for your convenience all major Credit and Debit cards are accepted in addition to Snap-Scan and Apple-Pay facilities.