

# TENDER DOCUMENTS, GENERAL AND SPECIAL SPECIFICATIONS, AND CONTRACTS.

*"Master the Preparation, Evaluation, and Legal Aspects of Tenders and Contractual Documents in Projects and Procurement"*

## Schedule

Date	Venue	Fees (Face-to-Face)
16 - 20 Feb 2026	Dubai, UAE	USD 3495 per delegate

## Introduction

Effective tendering and contract management are at the core of successful project execution and risk mitigation in construction, engineering, procurement, and public works. Poorly drafted specifications or contracts can lead to disputes, cost overruns, and project delays.

This 5-day bilingual (English & Arabic) course provides participants with comprehensive knowledge and practical tools to develop, evaluate, and manage tender documents, general and special specifications, and various types of contracts. It emphasizes clarity, compliance, risk allocation, and successful project delivery through legally sound documentation.

## Objectives

By the end of this course, participants will be able to:

- Prepare complete and compliant tender documents and technical specifications
- Distinguish between general and special conditions/specifications in contracts
- Draft, review, and manage commercial terms and legal clauses effectively
- Analyze and evaluate contractor bids using structured methods
- Understand legal obligations, contract types, and dispute avoidance techniques
- Improve coordination among procurement, technical, and legal departments

## Why Attend

- Gain hands-on knowledge of tendering laws and international best practices
- Learn how to structure technical and commercial specifications clearly
- Reduce legal and operational risks through better contract design
- Improve the quality and fairness of procurement processes
- Build cross-functional skills in legal, commercial, and technical contract aspects

## Target Audience

This program is designed for:

- Contract administrators, tender officers, and procurement specialists
- Project managers and engineers involved in tendering
- Legal and compliance officers in construction and industrial sectors
- Government and municipal procurement personnel
- Consultants, quantity surveyors, and technical reviewers

## Individual Benefits

Key competencies that will be developed include:

- Structuring, drafting, and reviewing tender documents and contracts
- Risk identification and allocation through specifications and clauses
- Interpreting contract language and legal implications
- Evaluating bids based on quality, compliance, and value
- Improved communication with legal, engineering, and vendor teams

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- More effective and legally compliant tender processes
- Lower risk of contract disputes, claims, and scope creep
- Better value for money in procurement outcomes
- Enhanced reputation for transparency and fairness in bidding
- Stronger alignment between procurement, project execution, and legal review

## Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Legal frameworks, contract types, and risk management
- Case Studies - Disputes, tenders, and contracts from real projects
- Workshops - Drafting clauses, writing specifications, and evaluating bids
- Peer Exchange - Group discussion on procurement challenges and lessons
- Tools - Tender document templates, clause libraries, and evaluation sheets

## Course Outline

### DETAILED 5-DAY COURSE OUTLINE

**Training Hours: 7:30 AM - 3:30 PM** Daily Format: 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 - 02:00

#### Day 1: Tendering Overview and Document Structure

- Module 1: Principles of Tendering and Procurement (07:30 - 09:30) • Competitive bidding, transparency, and value-for-money • Types of tenders: open, limited, negotiated
- Module 2: Components of a Tender Document (09:45 - 11:15) • Instructions to bidders, scope of work, evaluation criteria • Mandatory forms and document structure
- Module 3: General vs. Special Conditions (11:30 - 01:00) • What belongs in each section and why it matters • Tailoring general conditions to project-specific needs
- Module 4: Workshop - Drafting Tender Table of Contents (02:00 - 03:30) • Team activity to structure a sample tender document

#### Day 2: Writing Effective Specifications

- Module 1: General Specifications (07:30 - 09:30) • Standard requirements applicable to all contracts • Quality, compliance, and safety references
- Module 2: Special/Project-Specific Specifications (09:45 - 11:15) • Site-specific, material-specific, or design-specific content • Incorporating drawings, standards, and tolerances
- Module 3: Specification Clarity and Consistency (11:30 - 01:00) • Avoiding ambiguity and conflicting language • Managing revisions and document control
- Module 4: Workshop - Evaluating Specification Quality (02:00 - 03:30) • Analyze a real specification section for completeness and clarity

#### Day 3: Contract Types and Legal Concepts

- Module 1: Contractual Frameworks (07:30 - 09:30) • Lump sum, unit price, cost-plus, and EPC contracts • FIDIC, government templates, and commercial contracts
- Module 2: Key Legal Clauses in Contracts (09:45 - 11:15) • Payment terms, variation orders, liquidated damages, termination • Clauses for delay, dispute resolution, and force majeure
- Module 3: Legal Responsibilities and Liabilities (11:30 - 01:00) • Scope definition, indemnities, insurance, and warranties
- Module 4: Workshop - Analyzing Sample Contract Clauses (02:00 - 03:30) • Participants review clauses and identify risks

#### Day 4: Tender Evaluation and Award Process

- Module 1: Bid Evaluation Methods (07:30 - 09:30) • Technical vs. financial evaluation models • Prequalification and scoring systems
- Module 2: Bid Opening, Clarifications, and Negotiations (09:45 - 11:15) • Handling ambiguities, compliance checks, and post-tender clarifications
- Module 3: Contract Award and Signing (11:30 - 01:00) • Letter of intent, finalization, and handover to project execution
- Module 4: Workshop - Tender Evaluation Simulation (02:00 - 03:30) • Group scoring of mock tender submissions

#### Day 5: Risk Mitigation and Contract Administration

- Module 1: Contract Execution and Change Management (07:30 - 09:30) • Managing variations, extensions of time, and scope changes
- Module 2: Claims, Disputes, and Resolution Methods (09:45 - 11:15) • Avoiding common disputes through better documentation • ADR, arbitration, and litigation options
- Module 3: Contract Close-Out and Lessons Learned (11:30 - 01:00) • Final account settlement, warranties, and document archiving
- Module 4: Final Exercise & Wrap-up (02:00 - 03:30) • Teams develop a checklist for tender and contract success

## Certification

Participants will receive a Certificate of Completion in Tender Documents, Specifications & Contracts, confirming their knowledge and applied skills in preparing, managing, and evaluating tenders and contract documentation in line with industry and legal standards.

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