

MANAGING TENDERS, SPECIFICATIONS & CONTRACTS

““Delivering Transparent, Competitive, and Well-Structured Procurement Outcomes””

Schedule

Date	Venue	Fees (Face-to-Face)
04 - 05 Mar 2026	Kuala Lumpur, Malaysia	USD 1995 per delegate
22 - 23 Apr 2026	Doha, Qatar	USD 1995 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Well-managed tenders and clearly written specifications form the foundation of successful contract execution. Procurement professionals must ensure that tenders are fair and competitive, specifications are accurate and unambiguous, and contract terms support performance, value for money, and compliance.

This 2-day course equips participants with practical tools and proven strategies to manage the end-to-end tendering process—from drafting requirements and evaluating bids to structuring and managing enforceable contracts. The course blends international best practices with regional public and private sector procurement insights.

Objectives

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

- Design transparent and compliant tendering processes
- Write clear, complete, and performance-based specifications
- Evaluate bids using defensible and criteria-driven methods
- Structure contracts that mitigate risks and ensure supplier performance
- Align procurement practices with institutional goals and legal requirements

Why Attend

- Improve procurement effectiveness and reduce delays, rework, or disputes
- Avoid ambiguity in technical and service specifications
- Ensure fair competition and robust supplier selection
- Minimize contractual risks through better tender planning
- Master practical templates and tools for procurement documentation

Target Audience

This program is designed for:

- Procurement and contracting professionals
- Tender evaluation committee members
- Project and technical team members responsible for developing specifications
- Legal, finance, or compliance personnel involved in procurement oversight
- Consultants or advisors supporting procurement projects

Individual Benefits

Key competencies that will be developed include:

- End-to-end knowledge of tendering, specification writing, and contract execution
- Technical and commercial bid evaluation techniques
- Specification drafting and review skills
- Awareness of legal and ethical requirements in tenders
- Confidence in managing supplier deliverables

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Enhanced transparency and competitiveness in procurement
- Better quality tenders and reduced procurement cycle times
- Clear, enforceable specifications and contract deliverables
- Fewer disputes and contract failures due to upfront clarity
- Stronger coordination across procurement, technical, and legal functions

Instructional Methodology

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

- Strategy Briefings - Tender process frameworks, procurement laws, and standards
- Case Studies - Common errors in tender and contract design, and how to avoid them
- Workshops - Hands-on drafting of specifications and evaluation matrices
- Peer Exchange - Group discussions and shared challenges from live tenders
- Tools - Sample RFPs, evaluation forms, and contract templates

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: Tender Planning and Specification Development

- Module 1: Procurement Planning and Tender Strategy (07:30 - 09:30) • Defining procurement objectives and needs • Choosing appropriate tendering methods (open, selective, limited) • Market sounding and procurement timeline development
- Module 2: Specification Writing Principles (09:45 - 11:15) • Types of specifications: functional, technical, performance-based • Common pitfalls in ambiguous or restrictive specifications • Writing clear, measurable, and non-discriminatory requirements
- Module 3: Tender Documentation and Issuance (11:30 - 01:00) • Key contents of RFQs, RFPs, and tender packs • Legal clauses and contract conditions to include • Managing clarifications, pre-bid meetings, and bidder communication
- Module 4: Workshop - Drafting Technical Specifications (02:00 - 03:30) • Hands-on group exercise: writing and reviewing a service or product specification

Day 2: Evaluation and Contract Awarding

- Module 5: Bid Evaluation and Selection (07:30 - 09:30) • Developing scoring criteria and weightings • Technical vs commercial evaluation approaches • Avoiding bias and documenting evaluation decisions
- Module 6: Contract Structuring and Risk Management (09:45 - 11:15) • Key contract clauses for performance, penalties, and warranties • Risk allocation principles in procurement contracts • Drafting dispute and termination clauses
- Module 7: Supplier Onboarding and Post-Award Activities (11:30 - 01:00) • Issuing notifications and handling contract signatures • Kick-off meetings and communication protocols • Monitoring early-stage performance and compliance
- Module 8: Final Q&A and Certification Session (02:00 - 03:30) • Group feedback and lessons learned • Individual action planning for improved tendering and contracting

Certification

Participants will receive a Certificate of Completion in Managing Tenders, Specifications & Contracts, demonstrating their ability to design, evaluate, and administer effective tenders and contracts across diverse procurement contexts.

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