

PREPARATION & EVALUATION OF TENDER/CONTRACTS (LEGAL, TECHNICAL, COMMERCIAL & FINANCIAL ASPECTS)

“Mastering End-to-End Tendering and Contract Management for Risk-Aware, Compliant, and Competitive Outcomes”

Schedule

Date	Venue	Fees (Face-to-Face)
02 – 06 Mar 2026	Dubai, UAE	USD 3495 per delegate

Introduction

In today’s procurement and project-driven environments, the ability to prepare, evaluate, and manage tenders and contracts effectively is vital. Poorly structured tenders or unbalanced contracts can expose organizations to legal disputes, financial losses, or operational failure. A comprehensive understanding of the legal, technical, commercial, and financial aspects of tendering is essential for reducing risk and achieving value for money.

This 5-day course equips professionals with the tools, templates, and knowledge to prepare clear, competitive, and compliant tender documents and to conduct robust evaluation processes. Participants will learn how to balance stakeholder needs, ensure transparency, and structure contracts that protect organizational interests across sectors.

Objectives

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

- Draft and manage tender documents that meet legal and operational standards
- Evaluate bids using objective, risk-based, and value-oriented criteria
- Understand contract types, terms, and conditions for procurement success
- Navigate legal and regulatory compliance in public and private tenders
- Apply risk management in contract formulation and execution

Why Attend

- To strengthen your capabilities in drafting, reviewing, and evaluating tenders
- To improve your organization's ability to secure and award competitive contracts
- To reduce legal and commercial risk in procurement processes
- To implement transparent and auditable evaluation procedures
- To ensure that contracts align with scope, deliverables, and KPIs

Target Audience

This program is designed for:

- Procurement and tendering officers
- Contract administrators and legal advisors
- Project and construction managers
- Finance, commercial, and audit professionals
- Any staff involved in sourcing, bidding, evaluation, or contract execution

Individual Benefits

Key competencies that will be developed include:

- Comprehensive knowledge of tender lifecycle and contract design
- Bid evaluation and scoring techniques
- Understanding of contractual clauses and risk allocation
- Skills in negotiation and vendor engagement
- Best practices in documentation and regulatory compliance

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved procurement efficiency and cost-effectiveness
- Reduced contract disputes and procurement risks
- More transparent and defensible tender evaluation procedures
- Enhanced cross-functional coordination in tendering and contracting
- Compliance with industry regulations and internal governance

Instructional Methodology

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

- Strategy Briefings - Tendering frameworks, contract law essentials, and evaluation policies
- Case Studies - Dispute scenarios and successful tender projects
- Workshops - Tender drafting, scoring models, and contract reviews
- Peer Exchange - Practical group discussions and bid simulations
- Tools - Templates for RFPs, evaluation matrices, contract checklists, and risk registers

MAWA EVENTS

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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: Introduction to Tendering and Legal Frameworks

- Module 1: Tendering Processes and Procurement Strategy (07:30 – 09:30) • Types of tenders: open, restricted, negotiated • Steps in the procurement lifecycle • Stakeholder alignment and sourcing plans
- Module 2: Legal Aspects of Tendering and Contracts (09:45 – 11:15) • Basic contract law and legal validity • Offer and acceptance, terms and conditions • Award obligations and bid challenge risks
- Module 3: Tender Planning and Documentation (11:30 – 01:00) • Preparation of RFQ/RFP/ITT documents • Scope of work, specifications, and instructions to bidders • Timelines, queries, and clarifications
- Module 4: Workshop – Drafting Tender Documents (02:00 – 03:30) • Hands-on exercise creating a compliant RFP

Day 2: Technical and Commercial Requirements

- Module 1: Technical Specifications and Deliverables (07:30 – 09:30) • Defining quality, timelines, and performance KPIs • Minimum vs. mandatory vs. optional requirements • Handling proprietary solutions
- Module 2: Commercial Terms and Conditions (09:45 – 11:15) • Payment terms, currency, retention, penalties • Insurance, liabilities, warranties • Taxes, price escalation, and dispute clauses
- Module 3: Prequalification and Vendor Assessment (11:30 – 01:00) • Vendor eligibility criteria • Use of vendor scorecards and pre-bid meetings • Confidentiality and ethical considerations
- Module 4: Case Study – Tender Compliance Evaluation (02:00 – 03:30) • Evaluate a sample submission against technical/commercial criteria

Day 3: Evaluation Methodology and Bid Scoring

- Module 1: Setting Evaluation Criteria (07:30 – 09:30) • Defining weighted scoring systems • Cost vs. value-based evaluation • Pass/fail and scored components
- Module 2: Bid Opening and Assessment (09:45 – 11:15) • Process controls and governance • Clarifications, deviations, and exceptions handling • Auditable evaluation documentation
- Module 3: Risk-Based Evaluation Techniques (11:30 – 01:00) • Assessing financial stability, capacity, and references • Using scoring matrices for qualitative and quantitative factors • Post-evaluation risk mitigation
- Module 4: Workshop – Evaluation Simulation (02:00 – 03:30) • Compare, score, and rank sample bids

Day 4: Contract Structuring and Negotiation

- Module 1: Types of Contracts and Risk Allocation (07:30 – 09:30) • Lump sum, unit rate, cost-plus, framework agreements • Risk-sharing models and contractor responsibilities • Contract negotiation considerations
- Module 2: Negotiation Strategies and Awarding (09:45 – 11:15) • Preparing for post-bid negotiations • Finalizing terms and commercial clarifications • Issuing letters of award and contracting
- Module 3: Contract Management and Administration (11:30 – 01:00) • Performance monitoring and milestone tracking • Variation management and claims prevention • Termination, extensions, and close-out
- Module 4: Case Study – Post-Award Risk Management (02:00 – 03:30) • Group analysis of real-world contract failure

Day 5: Compliance, Auditing, and Continuous Improvement

- Module 1: Procurement Governance and Ethics (07:30 – 09:30) • Transparency, fairness, and anti-corruption practices • Public vs. private sector procurement compliance • Role of procurement committees and auditors
- Module 2: Audit Readiness and Documentation (09:45 – 11:15) • Maintaining an audit trail • Preparing for internal and external reviews • Evaluation reports and justifications

- **Module 3: Lessons Learned and Best Practices (11:30 – 01:00)** • Root cause of procurement errors and disputes • Standardizing templates and processes • Continuous improvement frameworks
- **Module 4: Final Exercise & Certification (02:00 – 03:30)** • Develop a tender plan and contract summary for a simulated project

Certification

Participants will receive a Certificate of Completion in Preparation & Evaluation of Tender/Contracts, validating their expertise in managing the full tender lifecycle while balancing legal, technical, financial, and commercial risks.

Why Choose MAWA Events

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