

Scandinavian Academy
Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Implementing the PreAward Phase of a Project or Major Procurement

Code	City	hotel	Start	End	price	Language - Hours
PI-347SA	Al Baha	Hotel Meeting	2027-01-24	2027-01-28	10950 SR	En - 25

Program Overview

In this program you will learn about:

In this program we cover the A-Z of the following Contract Types:

- Managing Competitive Tendering based Contracts
- Single Source Contract Management
- Negotiated Contract Management

For each Contract Type we discuss best practices for:

- Pre-Award Planning
- Scope Formulation
- Contracting Strategy Formulation
- Prequalification
- Preparing/Reviewing Contract Conditions
- Preparing/Reviewing Special Technical Requirements
- Tender Package Preparation
- Bidding Process Management
- Bid Evaluation
- Award and Contract Agreement

Program Content

- Industry Terminology and Standards
- Pre-Award Work Process Flow Charts

Understanding the Need for, and, How to Prepare and/or Analyze:-

- Project Definition
- Scope of Work
- Work Schedule
- Cost Estimation
- Choosing Contract Price Risk you want to take
- Fixed Price - Lump Sum
- Fixed Price - Unit Rates
- Fixed Price - Part Lump Sum and Part Unit Prices
- Reimbursable Contracts Types
- Request for Proposals - Beauty Show
- Open Tender, Limited Tender, or, Single Source
- Company Policy - Impartiality in Bidding and Ethical Standards
- Planning the Tendering Project
- Invitation to Prequalify or Register
- Prequalification Form
- Tender Package Preparation
- Technical Bid Documents
- Key Technical Requirements
- Handling Scope Related Risks
- Tender Package Preparation...
- Commercial Bid Documents
- Key Contract Provisions
- Variation Pricing
- Attached Documents
- Referenced Documents
- Managing the Bidding Stage
- Document Delivery
- Handling Queries

- Bidder Meetings
- Site Visits
- Managing Contacts with Bidders
- Bid Evaluation
- Bid Completeness Check
- Implication of Bid Programs, Schedules, Projected Progress etc. Submissions
- Handling Bid Reservations
- Alternate Proposals Evaluation and Handling
- Making Bids Comparable by bringing to same basis
- Bid Clarifications during Evaluation
- Negotiations during Evaluations
- Award Recommendations
- Award
- Letter of Intent
- Letter to Proceed
- Letter of Award
- Bonds and Guarantees
- Contract Agreement
- Intimating Unsuccessful Bidders
- Good Management Practices
- IT Tools to ...
- Increase Productivity
- Improve Quality (Meeting Real Needs)
- Reducing Costs
- Implementing E-Tendering
- Implementing Improvements

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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