Contracting & Legal · CL342

Contract Management and Tendering

Kuala Lumpur · 21 Dec 2026 - 1 Jan 2027

Date	Venue	Duration
21 Dec 2026 - 1 Jan 2027	**Kuala Lumpur**	**2 Weeks**
Fee	**Ref**	**Language**
£8,000 GBP	**CL342**	**English**

Introduction

High-quality Contract and Tender Management is essential for driving improved performance and value in modern organizations. As procurement evolves from a transactional role to a strategic function, professionals must be equipped with the skills to manage complex contracts and tender processes efficiently and ethically. This training program provides participants with practical tools, global best practices, and professional insight into all aspects of contract lifecycle management—from initial planning to final closeout and performance evaluation.

Objectives of Contract Management and Tendering

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

- Understand the role and professionalization of contract and tender management
- Apply principles of effective procurement and competitive bidding processes
- Develop and evaluate tenders using structured criteria
- Choose and apply appropriate contract types and clauses
- Prepare, manage, and close contracts efficiently
- Address contractual disputes and manage risks
- Use negotiation and performance monitoring to optimize contract outcomes

Course Methodology of Contract Management and Tendering

- Lectures and Expert Insights: Leading industry experts will share their insights and best practices.
- Case Studies: Analyze real-world talent acquisition challenges and solutions.
- Group Discussions: Engage in meaningful discussions and share experiences with peers.
- Role-Playing and Simulations: Practice recruitment scenarios to enhance skills.
- Hands-on Workshops: Gain practical experience in using recruitment tools and techniques.

Who Should Attend

This training program is ideal for:

- Contract Managers

- Procurement Officers
- Supply Chain Specialists
- Tendering Professionals
- Project Managers
- Engineers
- Legal and Finance Officers
- Others involved in the procurement and contracting processes.

Course Outlines

Day 1

Strategic Foundations of Contract and Tender Management

- What is Contract Management? When does it start?
- The evolution from tactical to strategic procurement
- Contract Management as a profession
- Key roles and responsibilities in the contract lifecycle
- The procurement-contract interface

Day 2

Procurement Planning & Ethics

- Elements of a good procurement and competitive bidding process
- Strategic sourcing and market analysis
- Standards of ethical practice in tendering and contracting
- Case study: Supplier relations and ethical dilemmas
- Developing procurement policies

Day 3

Contracting Strategies and Statements of Work (SOW)

- Selecting the right contracting strategy
- Types of Statement of Work (SOW): Performance-based, design-based, level-of-effort
- Contract types: Fixed-price, cost-reimbursable, time & materials
- Deliverables and scope clarity
- Case example: Matching SOW to contract type

Day 4

Preparing the Tender and Contract Documents

- Objectives and structure of the contract
- Developing tender documents and checklists
- Example contract clauses: inspection, acceptance, and rejection
- Spare parts clauses and intellectual property rights
- Legal essentials: Integration clause and enforceability

Day 5

Performance-Based and Specialized Clauses

- Performance-Based Service Contracts: design and application
- Clauses for defects in materials and workmanship

- Penalty and Liquidated Damages Clauses
- Economic Price Adjustment Clauses
- Force Majeure and other risk mitigation clauses

Day 6

Contract Finance and Administrative Mechanisms

- Methods of payment and financial risk allocation
- Progress payments vs. lump sum
- Letters of Intent, Award, and Side Agreements
- Contract Changes Clauses
- Administrative structure of contract documents

Day 7

Bidder Selection and Tender Evaluation

- Selecting the right bidders: Prequalification and shortlisting
- Tender evaluation criteria: technical and commercial
- The balance between quality and price
- Using cost breakdowns and price indexes
- Introduction to e-tendering systems

Day 8

Advanced Tender Evaluation Techniques

- Conducting electronic evaluations
- Understanding total cost of ownership (TCO)
- How to evaluate value-for-money
- Developing weighted scoring models
- Case practice: Preparing an evaluation matrix

Day 9

Managing Contract Performance

- Importance of proactive contract administration
- Monitoring contractor obligations and KPIs
- Managing contract changes and extensions
- Payment approvals and release processes
- Common issues in contract execution

Day 10

Disputes, Closure, and Negotiation

- How contracts end: completion, termination, mutual release
- Remedies for breach of contract
- Types of bonds and guarantees
- Techniques for contract negotiation
- Negotiating a dispute resolution

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