



## **External Training Course**

# **Pre-Contract Essentials (Get Prepared for Professional Contractual Relation)**

**From 30 Sep. To 04 Oct. 2024**  
**From 18 Nov. To 22 Nov. 2024**  
**From 09 Dec. To 13 Dec. 2024**

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**INTRODUCTION**

Organizations usually outsource some of the work tasked to contractors, vendors, consultants, and suppliers through procurement processes to obtain goods and services from external sources. There are two major parts in these processes. The first part is the Pre-Contract process starting from identifying the need, formulating the contracting strategy, preparing the procurement documents, tender floating, evaluation, contractor selection until a contract or agreement is signed. The second part is the execution of the contract by the parties and managing the contractual relation until handing over the goods and services to the Client. This Pre-Contract Essentials training course is designed to handle the pre-contract processes and emphasizes the importance of preparing and formulating a good and fair contract that will guide the execution later-on with the least possible conflict, disputes and preserving the good business relation between the contract parties. This Pre-Contract Essentials training course will highlight:

- Aligning procurement strategy to corporate strategy.
- Identifying the need and preparation of procurement documents.
- Obtaining bids from qualified sources (vendors, contractors, suppliers, consultants).
- Evaluating the bids and selecting the most responsive bids (Technical / Financial).
- Signing the contract and the difference forms of contracts.
- Contract negotiations and award.

**OBJECTIVES**

Upon completion of this Pre-Contract Essentials training course, participants should be able to:

- Understand the essentials of the pre-contract processes

- understand the selecting process of the project strategy regarding selecting the project delivery methods, contract type selection, tendering method as well as prequalification process
- Comprehend the process by which a comprehensive scope of work, goods and services can be developed into a contracted scope
- Understand the development of Pre-Qualification documents and tender documents
- Participate in contract evaluation, source selection, and contract award
- Gain understanding on the roles and responsibilities within all the above processes

## **TRAINING METHODOLOGY**

This training course shall be engaging and shall follow interactive learning methods. It will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension, and retention of the information presented using international standards and practical case studies.

## **ORGANISATIONAL IMPACT**

Delegates attending this GLOMACS Pre-Contract Essentials training course will be better equipped to proactively manage the pre-contract phase activities. As a result, the organisation will gain the following benefits:

- Acquire and develop skills needed to fulfil your responsibilities and objectives in this phase
- Development of comprehensive tender documents that streamlines the pre-contract processes and support the contract administration later-on
- Improved project team performance, developing contracts more quickly and more cost effectively
- Improve contract selection and contract award processes

## **PERSONAL IMPACT**

Delegates will be able to:

- Comprehend, appreciate, and apply appropriate pre-contract processes
- Demonstrate greater competence in contemporary contract development and management
- Create more realistic bid documents and control them more professionally
- Minimize future disputes and claims by developing professional contracts

## **COURSE OUTLINE**

### **DAY 1: Introduction and Procurement Strategy**

- Course Introduction and Pre-Assessment
- Aligning procurement to corporate strategy
- Preparation of Programs / Schedule for the procurement
- Traditional procurement and project delivery methods
- Innovative procurement and project delivery methods
- Establishment of Procurement Method and Form of Tendering
- The Array of contract types
- Elements of a good procurement process
- Stages in the tendering process

### **DAY 2: Identifying the Needs: How good are my procurement documents?**

- Scope definition and Statement of Requirements (SOR)
- Using Project Definition Rating Index (PDRI) to evaluate the Scope definition
- Preparation of cost estimates as a reference before bidding
- Developing General and Particular Specifications
- Developing Bills of Quantities
- Developing other Technical Requirement
- Preparation of General and Particular Conditions of Contract
- Preparation of other tender documents

### **DAY 3: Source Pre-Qualification and Obtaining Bids**

- How pre-qualification improves the procurement process
- Preparation of Pre-Qualification documents
- The pre-qualification process and selecting the short-listed sources
- Compiling the tender documents and inviting bidders
- Evaluation Criteria
- Tender securities
- Bidder Conference and answering queries
- Receiving and Opening Bids

#### **DAY 4: Source Selection and Contract Award**

- Technical Evaluation of Tenders
- Financial Evaluation of Tenders
- Tenders include deviations
- Final evaluation and ranking of bids
- Negotiation and award of contracts
- Performance Security
- International standard forms of contracts (FIDIC, etc)
- Signing the Contract

#### **DAY 5: Negotiation Skills**

- Role of Negotiation
- Negotiation —What Is It?
- Characteristics of a Good Negotiator
- Essential Rules of Negotiation
- Negotiation strategies and tactics
- Overall Course Review / Lessons Learned / The way forward
- Post-Course Assessment
- Course Closure

