



Workshop on Contract: Bidding, Evaluation, Negotiation & Award

May 13 – 17, 2024, 1st Run: Lagos & Abuja

November 11 – 15, 2024, 2nd Run: Lagos & Port Harcourt

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N250, 000 per Participant

For online: Delivery via Zoom

Online course fee: N200, 000 per Participant

Available for In-plant Training

**500 U\$D for foreign
Participants**

Program overview:

The purpose of a contract is to establish the terms of the agreement by which the parties have fixed their rights and duties thus

Contractual projects need a professional contracting approach if it is to achieve its objectives. There are many aspects of the job to consider: the procurement processes must be transparent, efficient and well managed; the right commercial contract model needs to be selected; the company must make sure it chooses an able and affordable contractor; the scope of work must be well defined. The risks must be appropriately apportioned between the parties, and the consequences of late or poor performance must be reflected in the contract and managed appropriately. The contract must be administered effectively to keep the job on track, and if changes are required, the contract should facilitate the variations.

This program on “Contracts: Bidding, Evaluation, Negotiation & Award” will cover all different aspects of bidding, to help participants become better aware of the activities incorporated in the bidding process, bid evaluation negotiation and contract award.

For whom:

This program is designed Contract Managers and Administrators, Contract Analysts and Engineers, Buyers, Purchasing Professionals and Procurement Officers. Anyone involved in the planning, evaluation, preparation and management of commercial bids and contracts for the purchase of services, materials or equipment.

Learning objectives:

At the end of the course, participants will be able to:

- define and explain the bidding cycle and strategies;
- identify the different options of bidding;
- learn ways to maximize value of from suppliers and services providers;
- list the essential bid documentation;
- apply best current practices in screening vendors and pre-qualification;
- identify different negotiation styles and tactics;
- define the contract pre-award and post award activities; and
- develop advanced current best practices in bidding and evaluation process.

Course outline:

DAY 1 – The Contracts Formation: The Bidding Process

- Elements of Competitive Bidding Process
- Selecting the right Contracting Strategy
- Principles of Bidding
- The Bidding Cycle & Bidding Options

- E-Bidding
- Invitation to Bid Documentation
- Running the Bidding Process

DAY 2 – Selecting the Right Suppliers

- Criteria for Pre-qualifying Suppliers
- Integrating the Supplier Selection Process
- Detailed Supplier Investigation
- Performing a Supplier Assessment
- Setting Acceptance Criteria & Selection
- Engaging Suppliers during the Bid Process
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DAY 3 – Evaluating the Bid

- Evaluating a Bid Objectively
- Developing Bid Evaluation Criteria
- Methods of Payment
- Technical & Commercial Evaluations
- Evaluation of Cost Breakdowns

DAY 4 -Effective Negotiation

- Principles of Negotiation
- Planning a Negotiation
- Negotiation Objectives, Styles and Strategy
- Power in Negotiation
- The Negotiation Meeting & Follow-up

DAY 5 –Contract Award and Management

- Forming a Contract
- Common Contract Terms
- Standard Forms of Contract
- Contract Award
- Dispute Resolution Procedures
- Performance Management

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05, E. Ekukinam Street, Utako District, Abuja

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

Open Course Fee: N250, 000

In-plant Fee Negotiable

WORKSHOP FEE:

N250, 000 per participant, VAT –N18, 750

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

For Booking / Enquiry, Call: 234-8051365946, 234-7087578814

24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664,

& 234-9112830607

Training Methodology

Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.