



Workshop on Managing Tenders, Specifications, and Contracts in the Oil and Gas Industry

April 6 – 10, 2026

Venue: Premier Inn London Stratford hotel

9, International Square, Westfield Stratford City, Mountfitchet Rd, London E20 1EE

Course Fee: \$5,500 per Participant

Program overview:

This comprehensive course is designed for professionals in the oil and gas industry who seek to enhance their skills in managing tenders, specifications, and contracts. Participants will gain practical insights into the complex processes involved in procuring goods and services, as well as in managing contractual relationships.

For Whom:

This course is designed for procurement professionals, contract managers, project managers, engineers, and other stakeholders involved in the tendering and contracting processes within the oil and gas sector.

Learning Objectives:

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

- learn and navigate the tendering process in the oil and gas industry.
- develop detailed and effective specifications for procurement.
- evaluate and select tenders based on established criteria.
- negotiate and manage contracts effectively to ensure compliance and performance.
- identify and mitigate risks associated with tenders and contracts.
- apply legal and ethical considerations to procurement and contract management.

Course outline:

Day 1: Tenders and Specifications

Overview of the Oil and Gas Industry

- Industry Structure and Key Players, Upstream, midstream, and downstream sectors

Importance of Tenders and Specifications

- Role in project procurement, Impact on project outcomes and cost efficiency

Understanding Tenders

- **Tendering Process Overview**
- Stages of the tendering process
- Types of tenders (open, restricted, negotiated)

Pre-Tender Activities

- Market research and supplier identification
- Developing a tender strategy

Class exercise: Analyzing a Sample Tender

- Review of a real or sample tender document

Day 2: Crafting and Evaluating Specifications

Developing Specifications

Types of Specifications

- Technical specifications
- Performance specifications
- Design specifications

Best Practices in Specification Writing

- Clarity and precision
- Addressing industry standards and regulations

Evaluation of Specifications

- **Criteria for Specification Evaluation**
- Relevance and completeness, Compliance with industry standards

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Class exercise: Drafting Specifications

- Participants draft a specification based on a given project

Day 3: Contract Management Fundamentals

Introduction to Contracts

- **Types of Contracts in Oil and Gas**
- Fixed-price contracts, Cost-plus contracts, Unit price contracts

Key Contract Clauses

- Scope of work, Deliverables and milestones, Payment terms

Contract Negotiation and Administration

- **Negotiation Strategies**
- Identifying negotiation points
- Techniques for successful negotiation

Contract Administration

- Monitoring performance, Handling changes and disputes

Day 4: Risk Management and Compliance

Risk Management in Contracts

- **Identifying Risks**
- Common risks in oil and gas contracts
- Risk assessment techniques

Mitigation Strategies

- Risk transfer and sharing, Contingency planning

Compliance and Legal Considerations

Regulatory Compliance

- Industry regulations and standards
- Environmental and safety requirements

Contractual Obligations and Legal Issues

- Contract enforcement
- Handling breaches and disputes

Risk and Compliance Case Study

- Analysis of a case study focusing on risk and compliance issues

Day 5: Advanced Topics and Best Practices

Advanced Contract Management Techniques

- **Performance-Based Contracts**
- Definition and benefits,
- Key performance indicators (KPIs)

Innovative Contract Models

- Partnership and alliance contracts,
- Outcome-based contracts

Future Trends and Best Practices

Emerging Trends in Tendering and Contracting

- Digital tools and technologies
- Sustainability and green procurement

Class exercise: Developing a Tendering and Contract Management Plan

- Participants develop a comprehensive plan based on learnings from the course

This course package includes: Course material in soft copy, Tea break, Lunch, City tour, and certificate of attendance.

A Core 1.5 laptop with the soft copy of the course material loaded with a carrying bag will be presented to the participants at the end of the course.

Note: Payment is either U\$D or the prevailing parallel market rate. We do not accept government official rate.

Training Methodology

- **Methodology:** Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods

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