Purchasing, Inventory & Contracts Training Courses

SCANDINAVIAN ACADEMY
Training and Development

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

Code	City	hotel	Start	End	price	Hours
347	Zurich (Switzerland)	Hotel Meeting Room	2024-04-15	2024-04-19	5450 €	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 employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

- **Theoretical Lectures:**
  - We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.
- **Scientific Assessment:**
  - We evaluate trainees skills before and after the course to ensure their progress.
- **Brainstorming and Interaction:**
  - We encourage active participation through brainstorming sessions and applying concepts through role play.
- **Practical Cases:**
  - We provide practical cases that align with the scientific content and the participants specific needs.
- **Examinations:**
  - Tests are conducted at the end of the program to assess knowledge retention.
- **Educational Materials:**
  - We provide both printed and digital scientific and practical materials to participants.
- **Attendance and Final Result Reports:**
  - We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.
- **Professionals and Experts:**
  - The programs scientific content is prepared by the best professors and trainers in various fields.
- **Professional Completion Certificate:**
  - Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.
- **Program Timings:**
  - Training programs are held from 10:00 AM to 2:00 PM and include buffet sessions for light meals during lectures.