



First Select

Tenders, Contracts & Claims Management

Date	Venues	(\$Fees	Book your seat
07 Dec -11 Dec 2025	Dubai	2900	Register Now

Objectives:

People of technical or financial background are frequently called upon to manage tenders and contracts without having a proper level of competency in the subject. This frequently leads to disputes with the other parties to the contract as well as delays and cost overruns. This workshop will introduce technical and financial people to the subject of tender and contract management and will provide them with the basic tools that will enable them to select bidding and contracting strategies and plan and execute bids and contracts effectively and efficiently. The workshop will also introduce the subject of claims management, arbitration and dispute mitigation.

The main focus of the workshop will be on the practical aspects of the subject with the presentation of many actual case studies. Several standardized forms of tender and contract documents will be introduced and discussed so that the participant will have several readily usable contract models to choose from.

Who should attend?

Project managers, project engineers and accountants, Construction managers and supervisors, contracts managers, Procurement managers and buyers and others involved in contract preparation and management. The workshop will be a good introduction to the subject as well as a refresher to people who have already worked on the subject especially technical and financial managers.

Course Outline:

Introduction to Project Management:

- The Project Objectives
- The Project Life-Cycle
- The Project Management Body of Knowledge
- An introduction to the processes of Contracts and Procurement Management

Contracts and Tender Planning:

- The different Bidding and Contracting strategies
- Selection of the bidding and Contracting Strategy

The Tendering Process:

- Tender forms
- Tendering Procedures
- Tender Evaluation
- Tender Negotiation and Selection

Contracts and Risk allocation between the parties

Types of Contracts and their ramifications:

- Contracts between owner and contractor
- Contracts between owner and engineer

Contract Documents:

- Agreements
- General Conditions
- The Special Conditions
- The Specifications
- The Technical Drawings
- Bonds and Letters of Guarantee

Group Study of some of the Standardized Contract Documents (FIDIC, AIA, ASCE, etc)

Contract Execution and Control:

- Reporting
- Payment
- Change Orders

Claims:


- The Claims Environment
- Contract Clauses Frequently Causing Claims
- Claims Preparation
- Claims Analysis
- Claims Negotiation and Settlement

Settlement of disputes arising from contract execution:


- Amicable Settlement
- Arbitration (with an introduction to the different rules of arbitration)
- Alternative Dispute Resolution (ADR)
- Actual Case Studies of Dispute Resolution

WORKSHOP STYLE:

This will be a participative workshop with a mix of interactive learning sessions, exercises and discussions aimed to provide maximum impact and learning retention for all delegates.

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