

Skills2Succeed in Collaboration with **Global Educational & Consulting Services**

PRESENTS

**COMPETITIVE TENDERING
A PRACTICAL AND LEGAL PERSPECTIVE**

OBJECTIVE: Learn how to get unmatched credibility and competitive advantage in the tendering process!!!

DESCRIPTION:

The majority of contracts are negotiated by competitive tendering procedures. All too often shortcomings in the application of these procedures lead to delays, extra costs, disputes and, sometimes-legal actions.

In seeking to avoid such pitfalls this seminar provides a comprehensive but compact procedure/process to competitive tendering. This one-day course will also define the practical and other issues involved in tendering, both on public and private projects.

HOW YOU WILL BENEFIT:

You will:

- Obtain a practical review of tendering process;
- Learn how to prepare tendering documents;
- Understand and learn important considerations for selecting the contractors;
- Gain practical concepts for selecting sub-contractors;
- Learn how to avoid the failures and tendering pitfalls;

WHO SHOULD ATTEND:

Owners, Building/General Contractors, Managers, Engineers, Construction Professionals and Businesspeople of all disciplines and Officials of Government Agencies responsible for the tender calls, negotiations or awarding of contracts. This seminar will also be of interest to anyone seeking an understanding of some of the most popular tools used in preparing and awarding the contracts.

COURSE MATERIAL:

Each participant will receive a complete set of course notes and handouts that will serve as informative references.

SEMINAR OUTLINES:

- Introduction**
- Types of Tenders/Contracts**
- Tendering Process/Procedure**
 - Preliminary Investigation
 - Invitation to Pre-qualify/Advertisement
 - Issue and Submission of Pre-qualification Documents
 - Analysis of Pre-qualification Data
 - Selection & Notification of list of selected Contractors
 - Advertising
 - Issuing of Tendering Documents
 - Time Considerations
- Case Study I**
 - Duty of Owner in Awarding the Contract
 - Privilege Clause
 - Restriction on Privilege Clause
- Tendering Documents & Evaluation Process**
 - Background Information
 - Drawings
 - Specifications
 - Insurance
 - Bid Bonds
 - Bid Depository System
 - Visits to Site by Contractors
 - Amendments to Tendering Documents
 - Contractor's Queries
 - Submission of Tenders
 - Separate Contracts
 - Sub-contracts
 - Opening of Tenders
 - Evaluation of Tenders
 - Award of Contract
- Case Study II**
 - Liability of the Consultant to the Contractor

❑ Workshop

A case study of the problems faced by a buyer of construction due to a number of mishaps. Participants will meet in small groups to discuss and suggest the "minimum cost and fair" solution to the case study problem. A representative from each group will present the solutions to all participants. A discussion will follow.

❑ Problematic Clauses

- Individual Clause Analysis
- Contract Clauses: Owner and Contractor Views
- Contractual Allocation Risk
- Incentive Provisions

❑ Case Study III

- Sub-Contractor

❑ Conclusions

- Practical Do's and Don'ts
- Checklist for preparation of "Instructions to Contractor"
- Tendering Tips.

SEMINAR LEADER:

Rishi Kumar, P.Eng., CQA, PMP was Vice President of Engineering, Procurement & Construction (EPC) division at Global Technologies and Manufacturing (GTM) and led major international infrastructure projects (railway, airport, luxury hotel developments, etc.) in various parts of Africa. Before joining GTM, Mr. Kumar served as a Director of Operations responsible for production, procurement, quality and logistics of AZZ-Blenkhorn and Sawle Ltd. plant located in St. Catharines. He successfully implemented lean-manufacturing and just-in-time concepts at this plant. Mr. Kumar obtained his Master of Science in Mechanical Engineering from University of Calgary. Since 1976, he has held many senior positions in utility, auto industry, research & development, service and consulting sectors in program and portfolio management of various capital projects. He has authored and co-authored technical papers on variety of topics and has presented at numerous national and international conferences. Since 1996 Mr. Kumar has conducted numerous professional development courses, seminars and workshops for various universities and professional organizations throughout Canada, USA, Europe and Central America.

Mr. Kumar is a certified Quality Auditor (internal and lead) and carried out several quality systems (technical, manufacturing and process) audits for ISO 9001 internationally. Mr. Kumar is an active participant in various professional boards and committees (PEO, PMP) since 1995 and also provides mentorship through various non-profit organizations in Ontario since 1994.

CONTINUING EDUCATION UNITS (CEUs):

Each participant will receive a certificate of course completion indicating 0.7 CEUs. CEUs are universally recognized nationally and internationally. One CEU is equivalent to ten (10) professional development hours (PDHs).

LOCATION:

Delta Toronto Airport West Hotel

5444 Dixie Road,
Mississauga, Ontario
L4W 2L2

DATES AND TIMES:

This same course is offered on two different dates.

- a) It is offered on Wednesday, February 17, 2010, from 9:00 a.m. to 5:00 p.m. When registering for this date, please use Course Code ITJB006.

- b) For those who cannot attend this during regular weekday hours, this course is offered on Saturday, February 6, 2010, from 9:00 a.m. to 5:00 p.m. When registering for this date, please use Course Code ITJB003.

Other:

Dress business casual and comfortably.

For an effective and productive interaction to take place, this seminar has been restricted to a limited number of seats. Please register early to avoid any disappointment.

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Note: Skills2Succeed reserves the right to cancel a course, workshop or seminar, or change the location of the course, workshop or seminar at any time at its discretion, without any liability to the attendees exceeding the fees collected.