

MASTERING THE PROCUREMENT PROCESS AND COMMERCIAL CONTRACTS

30 & 31 August 2018, Maputo, Mozambique

Course Duration: 16 hours

Presented by: Alexandre Rodrigues, Eng. Ph.D. Prof. PMP

**PRESENTED IN
PORTUGUESE!**



COURSE OUTLINE:

- Understand contract management principles and terminology
- Type of contracts: when to use, advantages and disadvantages
- Types of procurement documents: IFB, RFQ, RFP
- Sourcing, qualifying and managing suppliers
- Proposal evaluation techniques: weighting and screening systems, independent estimates
- Negotiation: purpose, what to negotiate, negotiation techniques
- Gain expert knowledge on how to handle delays and extension of time claims
- Contract closure scenarios: success, early termination, termination for convenience
- Closure negotiation and formalization
- Get to grips with the critical aspects of contract law
- Avoid common contractual pitfalls
- Identify, manage and mitigate risk

TOWARDS PMP CERTIFICATION

PRESENTED BY: Alexandre Rodrigues, Eng. Ph.D. Prof. PMP



- Degree in Systems Engineering (5 years) and Ph.D. in Management Sciences (specialized in Project Management)
- Over 25 years of professional experience in Project Management in different parts of the world
- Founding President of AACE Portugal Section (Present)
- Coordinator of Technical Commission in Portugal (CT175) for the ISO Working Groups for Project Management (21500), EVM (21508), and WBS (21511) (Present)
- Founding President of the PMI Portugal Chapter and Mentor of PMI Chapters in Europe (2005 – 2007)
- Founding Vice-President of Operations of the College of Performance Management (CPM) of Colombia (2017)

- Member of the Advisory Panel of International Experts for the Government Accountability Office (GAO – USA) (2016 – present)
- Member of the PMI Core Team that developed the 2nd Ed. of the EVM Practice Standard, and of teams that developed the PMBOK® (3rd Ed.) and OPM3® (1st Ed.)
- Visiting lecturer in several Universities in Europe, and supervisor and member of jury for several master and doctorate research studies in Project Management
- Named PM Ambassador in Portugal by the PM Forum International (USA) (2009 – 2011)
- Named EVM Ambassador in Europe by the Earned Value Management Europe Association (since 2012)

ACCREDITATION: This course is aligned with the standards of PMI, AACE and IPPM

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This course will provide a complete overview of the Procurement Process and Contract Management, over 2 days of intensive training. Learners will be taught how to plan the procurement process, conduct and control it and closure thereof. Contracts form a critical part of the procurement process. After the 2 day course, learners will understand and know how to prepare contract documentation, deal with site personnel, and navigate complex issues such as delays and extensions of time claims, through presentations, group discussions and practical exercises. Our expert facilitator has extensive qualifications and experience in the field of procurement and contract management on a global scale

DESIGNED FOR



- Contract Managers
- Commercial Managers
- Legal Counsels and Lawyers
- Business Development Managers
- Project Managers
- Engineers
- Planning Managers
- Procurement & Purchasing Managers
- Marketing Managers
- Government Officials

LIMITED TO 20 PARTICIPANTS

ALL PARTICIPANTS WILL RECEIVE A CERTIFICATE OF COMPLETION FOR ATTENDING: MASTERING THE PROCUREMENT PROCESS AND COMMERCIAL CONTRACTS



About African Influence Exchange

African Influence Exchange – Researchers, Market Analysts, Connectors & Networkers - through event platforms!

Our objective is to research and provide strategic information to companies and individuals on current and future business opportunities and market developments. Our mission at AIE is to make credible information sharing in Africa, readily available, transparent and to provide networking platforms. We do this by means of market briefings, panel discussions and webinars.

Whether we are researching the latest market

developments in a specific industry, or unbundling pertinent new legislation, we endeavor to present the subject matter in an interactive and effective manner, through guest speakers and presenters who are experts in their specific fields. Our network of contacts extends beyond South Africa into Mozambique, Tanzania, Kenya, and SubSaharan Africa.

Our training exchange product series brings you hands-on practical knowledge sharing,

presented by hand picked leaders locally and internationally. Designed to enable you to walk out with all the information you need on timely industry changing topics, in the shortest possible time-frame, justifying your time investment.

We offer in-house training courses, tailored for your specific organisational needs and we offer public courses too, applicable to a wider base of organisations, but within the same industry.

Reviews from our Previous Courses:



"This was a well-organised, informative course. Being a small group the level of interaction was hugely beneficial. An enjoyable 2 days that was definitely worth attending."
Standard Bank

"Seminars like these contribute to the broader body of knowledge. That ultimately grows expertise and further development."
Government of South Africa

"Well done, African Influence Exchange! The course was very beneficial, we learned a lot and consolidate the knowledge that we already had on the applicability of the labour law that applies in Mozambique and the most important about the Professionals Relations VS Human Resources."
KPMG Mozambique

MASTERING THE PROCUREMENT PROCESS AND COMMERCIAL CONTRACTS: 30 & 31 August 2018

Session 1: Planning the Procurement Process:

Context and general principles of contracting
What is a contract
Centralized and de-centralized contracting
Types of Contract: when to use, advantages and disadvantages
Critical aspects of contract law
Documenting the contract scope of work (SOW) and the terms of reference (TOR)
Types of Procurement Documents: IFB, RFQ, RFP
Key Terms and Conditions to include in a Contract
Avoid common contractual pitfalls
Competitive versus non-competitive contracting

Session 2: conducting the procurement process:

Organizing a bidders' conference
Finding qualified suppliers
Proposal evaluation techniques: weighting and screening systems, independent estimates
Contract negotiation: purpose, what to negotiate, negotiation techniques
Identify, manage and mitigate risk

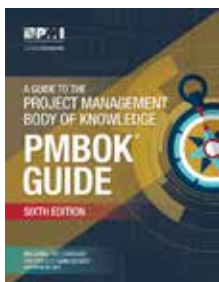
Session 3: controlling the procurement:

Managing contract changes
Contract interpretation
Managing the suppliers' performance: measuring performance, how to deal with underperformance and defaults
Inspections and audits
Managing claims
Keeping a records management system

Session 4: closing the procurement process:

Contract closure scenarios: success, early termination, termination for convenience
Closure negotiation
Formalizing closure
Financial closure
Conducting the final procurement audit: lessons learned and continuous improvement

Session 5: final QA and discussion, self-assessment test



RECOMMENDED LITERATURE

THE PMBOK® Guide (PMI)
Advances in Project Management (Gower)

Please complete the registration form and send your registration to enquiry@africaninfex.com or book directly on the event website, alternatively contact one of our training assistants on +2781 777 0028

ACCREDITATION: This course is aligned with the standards of PMI, AACE and IPPM

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VENUE

Venue: Hotel Cardoso, Maputo
Address: Avenida dos Mártires de Mueda,
Maputo, Mozambique
Tel: +258 21 491 071
Web: www.cardoso-hotel.com



TERMS AND CONDITIONS

African Influence Exchange Pty (Ltd) Standard Terms and Conditions

PAYMENT

- Payment is due in full at the time of registration
- Your registration will not be confirmed until payment is received and may be subject to cancellation.
- Payment terms are strictly 10 working days, bookings where payment is not received will be cancelled
- Seats are only guaranteed once payment is received. If a booking is received less than 10 working days before the event a credit card number is required to confirm your place
- Bookings received less than two weeks before the event date can only be paid by credit card.

BANKING DETAILS

Name of Account: African Influence Exchange Pty Ltd
Bank: The Standard Bank of South Africa
Account Number: 420 933 077 (Currency: South African Rands (ZAR))
Account Number: 090731093 (Currency: US Dollars (USD))
Branch Name: Sandton
Branch Code: 019205
Swift Code: SBZAZAJJ
Address: 1st Floor, Corner Fredman Drive and 5th Street, Sandton, 2196
Tel: 0860 109 075

DISCOUNTS

- In order to qualify for any early registration discount rate, booking and payment must be received before the deadline date listed in the event marketing material.
- Any other discounts offered by African Influence Exchange (including team discounts) also require payment within the stipulated 10 days
- No discount offers may be combined with other offers
- African Influence Exchange can only guarantee seats once payment has been received

SUBSTITUTIONS & CANCELLATIONS

Attendees may nominate an alternative person from their organisation to attend up to 24 hours prior to the start of the event, at no extra charge. Should substitution not be possible, cancellation charges apply as follows:

- 8 weeks or more prior to start of event: 10% of the attendee fee
- 4 to 8 weeks prior to start of event: 50% of the attendee fee
- 4 weeks or less prior to start of event: 100% of the attendee fee

All substitutions and cancellations must be received in writing

ACCESS REQUIREMENTS

Attendees should advise of any special access requirements at the time of registration.

REGISTRATION INFORMATION

Registration information will be sent to registered attendees by email at least seven days prior to the event. Any attendee not receiving the registration information should contact us by email to enquiry@africaninfex.com

ALTERATIONS TO PROGRAMME - Cancellation/Postponement of Event

AIE reserves the right to make alterations to the event programme, venue and timings. In the unlikely event of the programme being cancelled by AIE, a full refund will be made. Liability will be limited to the amount of the fee paid by the attendee/s. In the event of it being found necessary, for whatever reason, that the event is being postponed or the dates being changed, the organisers shall not be liable for any expenditure, damage or loss incurred by the attendee/s.

If by re-arrangement or postponement the event can take place, the booking between the attendee and the organisers shall remain in force and will be subject to the cancellation schedule in paragraph 3.

SPEAKERS

Views expressed by speakers are their own. AIE cannot accept liability for advice given, or views expressed, by any speaker at the event or in any material provided to attendees. In the event that a speaker is presenting in another language, other than English, AIE will provide on-site, live translation into English. AIE is not obliged to translate the presentation slides / presentation material into English during or after the event. Translation is not available at training courses.

PHOTOGRAPHY & FILMING

For promotional purposes, there may be a professional photographer and video filming taking place during the event. Attendees who do not wish to be filmed or recorded should advise the organisers by email to enquiry@africaninfex.com 48 hours prior to the event start date.

DATA PROTECTION

By submitting registration details, attendees agree to allow AIE and companies associated with the event to contact them regarding their services. Attendees who do not wish to receive such communications please email enquiry@africaninfex.com. The contact details of registered attendees will be placed on the attendee list which will be passed to sponsoring companies and to all attendees for them to see who is at the event for the purpose of networking and meetings. Attendees who do not wish to be included on this list should advise at the time of booking.

YOUR DETAILS

To ensure we have your correct details, please email enquiry@africaninfex.com to inform us of any incorrect details which we will then amend.
Full terms and conditions are available at
<http://www.africaninfex.co.za/terms-and-conditions>

Delegate Pricing

	USD (US Dollars)
2 day training course	USD 840
GROUP DISCOUNTS: Register 3 or more:	USD 750 per person

Limited Capacity due to the nature of the course.

DELEGATE 1

☐ Mr ☐ Mrs ☐ Dr ☐ Other Title _____

Name _____ Surname _____

Company _____ Job Title _____

Address _____

_____ Postcode _____

Telephone _____ Fax _____

Email _____ Country _____

Signature _____ Date _____

☐ I agree to African Influence Exchange payment terms. If you have not received an acknowledgement before the conference, please call us to confirm your booking

DELEGATE 2

☐ Mr ☐ Mrs ☐ Dr ☐ Other Title _____

Name _____ Surname _____

Company _____ Job Title _____

Address _____

_____ Postcode _____

Telephone _____ Fax _____

Email _____ Country _____

Signature _____ Date _____

☐ I agree to African Influence Exchange payment terms. If you have not received an acknowledgement before the conference, please call us to confirm your booking

We also accept payment by the following methods:

☐ By Credit Card Valid from

Please debit my credit card: Expiry date

☐ Visa ☐ Master card ☐ American Express

Card No

Cardholder's name _____

Card billing address (if different from Co address) _____

Country _____ Postcode _____

Signature _____ Date _____