



Tender Administration

This course is applicable to both Principal personnel (who develop and assess tender documentation, and negotiate with contractors) and Contractor personnel (who prepare and submit tenders and negotiate their terms). It has been developed to assist these persons to better understand the tendering process and develop the skills necessary to evaluate, process and negotiate tenders more effectively.

2010 COURSE DATES

Canberra **23 - 24 March**
Brisbane **15 - 16 June**

Standard Rate	\$1400.00pp + GST (\$1540.00)
Early Bird*	\$1300.00pp + GST (\$1430.00)
Members* of EEA, CCF, APESMA, IPWEA	\$1230.00pp + GST (\$1353.00)
Groups of 3 or more ^o	\$1180.00pp + GST (\$1298.00)

* Registration and payment required 6 weeks prior to course
^o Registration and payment required 4 weeks prior to course

CONTINUING PROFESSIONAL DEVELOPMENT

This course satisfies Engineers Australia CPD guidelines.

This course provides 16 hours of structured Continuing Professional Development

A Statement of Attendance will be issued upon successful completion of the course.

TESTIMONIALS ABOUT CCI COURSES

"Presenter had excellent knowledge and good rapport with participants – excellent dissemination of information"

"Definitely will encourage colleagues handling contracts to attend this course"

"Very informative and would recommend this or other courses provided by the company. Very well presented, very knowledgeable presenters"

"Good value for anyone remotely involved with contracts"

"Excellent value. Go on it if you get the opportunity"

"Worth attending for ANYONE involved with the preparation and carrying out of contracts."

COURSE TOPICS

- Introduction to Tendering
- Basic Legal Issues
- Tendering Options
- Tender Documents
- Tender Preparation
- Tender issue and response
- Evaluating Offers
- Contract Award
- Tips and Traps

COURSE OUTCOMES

On completion of the course, participants should:

- Understand the basic principles underpinning the tendering process, together with codes of practice and probity.
- Understand basic legal issues relating to the tendering process and be aware of recent case law in the area.
- Be conversant with options available to the Principal in regards choice of procurement and tendering methods.
- Be aware of the key documents required in tendering and the processes involved in preparing to issue a tender.
- Understand how to manage tender issue and response processes from both the Principal and Contractor's perspectives.
- Be conversant with the processes involved in evaluating offers submitted by tenderers.
- Understand contract negotiation and award processes.

DETAILED COURSE OUTLINE

- Available from link at Course Calendar



Tender Administration

2010 Registration Form

Please photocopy this form as required, complete and fax to CCI on (07) 3236 2046 or e-mail to training@ccintl.com.au or post to PO Box 10500, Adelaide Street, Brisbane, Queensland 4000, Australia
ABN: 41 131 764 200

office use only

Standard Rate	\$1400.00 + GST (\$1540.00pp)	Early Bird	\$1300.00 + GST (\$1430.00pp)
Groups of 3 or more	\$1180.00 + GST (\$1298.00pp)	Members *	\$1230.00 + GST (\$1353.00pp)

PUBLIC COURSE DETAILS

Course Title: **Tender Administration** Course Dates: _____ Course Location: _____

CONTACT DETAILS

Company Name: _____ ABN: _____ Contact Name: _____

Company Postal Address: _____

Contact No.: _____ Contact Email: _____

PARTICIPANT(S) DETAILS

First Name: _____ Surname: _____

Position: _____ *EA/CCF/APESMA/IPWEA/UDIA Membership No.: _____

Email: _____

First Name: _____ Surname: _____

Position: _____ *EA/CCF/APESMA/IPWEA/UDIA Membership No.: _____

Email: _____

First Name: _____ Surname: _____

Position: _____ *EA/CCF/APESMA/IPWEA/UDIA Membership No.: _____

Email: _____

*Members discounts are offered to financial members of the following associations; Engineers Australia (EA), Civil Contractors Federation (CCF), The Association of Professional Engineers, Scientists & Managers, Australia (APESMA), The Institute of Public Works Engineering Australia (IPWEA), Urban Development Institute of Australia (UDIA)

Your investment includes: expert presentation, comprehensive workbook, meals and refreshments and attendance certificate
Submission of a completed registration form denotes acceptance of the Terms and Conditions below.

TERMS AND CONDITIONS

Payment can be made with registration or a tax invoice will be issued. • Payment terms, where payment is not made with registration, are 7 days from invoice date or prior to course commencement, whichever occurs earlier. • Registrations are not confirmed until payment is received in full. • Discounts cannot be combined.

- **Early Bird discounts** apply when registration and payment is received at least six (6) weeks prior to course commencement

- **Member's discounts** apply when registration and payment is received at least six (6) weeks prior to course commencement

- **Group discounts** apply when three (3) registrations are received simultaneously and payment is received at least four (4) weeks prior to course commencement

TRANSFERS AND CANCELLATIONS

Participant transfers and cancellations will only be accepted in writing.

More than 2 weeks before a course

Transfers from person to person or across advertised courses will incur a \$100 (plus GST) administration charge per transfer. For cancellations course fees will be refunded less an administration charge of \$150 (plus GST).

1 to 2 weeks before a course

Transfers from person to person or across advertised courses will incur a \$150 (plus GST) administration charge per transfer. For cancellations course fees will be refunded less an administration charge of \$200 (plus GST).

Less than 1 week before a course

Transfers from person to person or across advertised courses will incur a \$200 (plus GST) administration charge per transfer. For cancellations in this case course fees will not be refunded.

CONTRACT CONTROL INTERNATIONAL

(CCI) reserves with right at any time and without prior notice to change the venue/presenters or program from that described in this brochure or online.

CCI also reserves the right, at its absolute discretion and without further liability, to cancel or postpone any program. In such case registrants (or their delegates) may attend the next available course free of any transfer or other administrative fee.

How did you hear about us?

Magazine or Newsletter Advertisement _____ Conference Flyer _____ Internet Search or CCI Website
 CCI Email Colleague Electronic Newsletter _____ Other _____

PAYMENT DETAILS - To secure your place, payment must accompany this form. Payment may be made by the methods outlined below.

Purchase orders will only confirm a place in the course with prior approval from CCI.

Please fax registration form to (07) 3236 2046 or email to training@ccintl.com.au

I am paying by **Electronic Funds Transfer** Amount (inc GST) \$ _____ Tax invoice will be provided upon receiving registration form.

Please debit my **credit card**:

Visa Mastercard

Card no: _____ Verification Number: _____ Total amount: \$AU _____ Expiry Date: _____

Cardholder's name: _____ Cardholder's Signature: _____

Receipt of payment will be provided once payment made.

Postal Address:
PO Box 10500, Adelaide St
Brisbane Qld 4000

CONTRACT CONTROL INTERNATIONAL PTY LTD

Contract Management Consultants and Trainers

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