



Training Course Information Form

Course Information

Course Name: Excellence in the Management of Tenders and Preparing Specifications and Conclusion of Contracts

Institute/Centre: Port Training Institute **Course Code:** M51

Type: Program Course Workshop

Course Duration: 5 Days 3 Days 1 Days Other

Course Conducted: Local International **Indicate:** A.R.E

Course Venue: Anywhere

Course Language: English Arabic Both Other

Course Description

Course Outlines:

1. Modern concepts of procurement methods and procedures.
2. Methods of designing preparation and conclusion of contracts and problems of application.
3. Tenders and their types Preparation of the booklets of conditions and obligations of bidders.

Course Objectives:

- Develop and raise the skills of participants and develop their competence in preparing and awarding tenders, providing them with the necessary knowledge and understanding of their assessments, preparing contracts and setting conditions and developing their skills in determining the volume of procurement and development of negotiation skills and differentiation.

Course Includes: Theoretical Fire Training Module Laboratory
 Workshop Site Visit

Course Prerequisites: Not Required

Who Should Attend: Contracts, tenders and procurement personnel

No. of Participants/Course: 5-10 10-15 15-20 Other

Qualifications of Participants:

- Bachelor of Law and equivalent

No. of Lecturer: 1 2 5

No. of Assistance: 1 2 3

Course Facilities

White Board V. Projector Data Show PC Manual
 Books Handouts Flip Charts S/W Other

Course Evaluation

Written Examination Written Report(s) Oral Presentation Attendance
 Delegates Participation

Certificate Issue:

Local Premises AASTMT International

Course Registration

Admission and Registration

Department at the Port

Registration:

Training Institute

Online

Other

Beside Gate No. 27 - Outside

Customs Area, Alexandria Port

Documents Required:

Registration Form

ID/Passport Copy

Photo