

Training Title :

CONTRACTOR EVALUATION & SELECTION

Training Duration

5 days

Training Venue and Dates

REF No. CM057	Contractor Evaluation & Selection	5	02 – 06 Feb. 2026	\$5,500	Dubai, UAE
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In any of 4 or 5 star hotel. Exact venue will be informed once finalized.

Training Fees

- 5,500 US\$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Lunch

Training Certificate

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

COURSE OVERVIEW

TRAINING DESCRIPTION

This course provides participants with a comprehensive understanding of the principles, processes, and best practices involved in evaluating and selecting contractors for construction, engineering, or service-based projects. It emphasizes risk management, cost-effectiveness, quality assurance, and compliance to ensure optimal contractor performance and project success.

TRAINING OBJECTIVES

By the end of the course, participants will be able to:

- Understand the contractor selection process and its importance in project success.
- Develop and apply criteria for contractor prequalification.
- Conduct effective contractor evaluations based on technical, financial, and past performance factors.
- Implement structured tendering and bid evaluation procedures.
- Analyze and mitigate risks associated with contractor selection.
- Apply legal and ethical considerations in the selection process.

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WHO SHOULD ATTEND

- Project managers
- Procurement officers
- Contract administrators
- Construction professionals
- Engineers and consultants involved in project delivery

TRAINING METHODOLOGY

Highly Interactive program with exercises, individual approach and group role playing alternate with practical statements based on theory and supplemented with practical tips based on actual experience. During the course the first draft of a strategic plan at company or department levels will be made by the participants. Power point presentation will be presenting the main points with appropriate time for discussions. Videos will be watched, Exercises to provide practical experience, and case studies to support different ideas will be supporting the learning. Participants will be encouraged to bring their own experiences and challenge the learned concepts and practices. The course is based on a combination of interactive activities - group and individual exercises, case studies, role plays and discussions - along with formal inputs.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work& Practical Exercises
- 20% Videos& General Discussions

THE PROGRAM CONTENTS

Day 1: Introduction & Prequalification

- Introduction to Contractor Selection
 - Importance in project success
 - Role of contractor performance in risk, cost, and quality control
- Overview of Procurement Strategies
 - Design-bid-build, design-build, EPC, etc.
- Prequalification Process
 - Why prequalification matters
 - Creating and using prequalification questionnaires
- Evaluation Criteria
 - Technical capability, financial strength, safety record, experience
- Case Study: Prequalification Scenario

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Day 2: Tendering & Bidding Processes

- Tendering Methods
 - Open, selective, negotiated, two-stage
- Bid Document Preparation
 - ITB, RFP, RFQ formats
- Bid Submission Procedures
 - Key timelines and submission protocols
- Communication with Bidders
 - Handling queries, site visits, and addenda

Day 3: Bid Evaluation & Selection Methods

- Evaluation Models
 - Lowest bid, best value, and weighted scoring
- Scoring Techniques
 - Technical vs. financial scoring
 - Creating an evaluation matrix
- Tender Opening & Evaluation Committees
 - Procedures and transparency
- Clarifications & Post-bid Interviews

Day 4: Risk, Legal & Ethical Considerations

- Risks in Contractor Selection
 - Common issues and mitigation techniques
- Due Diligence Checks
 - Financial audits, past performance, legal standing
- Legal Aspects
 - Regulatory compliance, contract law basics, dispute risks
- Ethics in Contractor Selection
 - Anti-corruption practices, conflict of interest management

Day 5: Best Practices, Case Studies & Assessment

- Industry Best Practices
 - From construction, oil & gas, infrastructure, etc.
- Case Studies
 - Success and failure stories in contractor selection
- Contract Award Process
 - Finalization, negotiation, notification
- Continuous Improvement

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- Monitoring contractor performance for future selection

NOTE:

Pre & Post Tests will be conducted

Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.



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