Introduction

Winning profitable work is the cornerstone of any construction business. Winning is not just a question of submitting the most competitive price, rather it requires the combination of selecting the right tender, designing the right means and methods, choosing the right team, balancing the risks and opportunities inherent in the project, and finally preparing and submitting a document that will persuade the client that you can give the best value.

This one day course is designed to give an insight into how a contractor can be best positioned to achieve this.

Objectives

This objective of this course is to demonstrate what the key considerations in selecting a tender are, how to evaluate and mitigate risk, and how to prepare a comprehensive and winning submission including quality proposals for major infrastructure tenders. Participants will gain perspective from discussions on case studies, which will enable them to tender with confidence and avoid the major pitfalls that can arise when badly constructed tenders are submitted.

Course Outline

Topic 1: Selecting most viable opportunity to tender
Tendering is a very time consuming process and can tie up a contractors most experienced and valuable staff. In order to get the best return out of the process it is critical that a thorough tender selection procedure is developed which gives reasonable chances of success. This section lays out the various considerations that should be considered when choosing which projects to tender.

Topic 2: Key factors to be considered in the tender process.
This will involve an in depth look at the tasks to be undertaken when preparing a major tender, including building the tender team, preparing a tender programme, discussion on alternatives and the benefits or otherwise of joint ventures.

Topic 3: Preparing the Tender
This topic will include building the tender price, the critical issue of risk management and identification of risk and opportunities, developing the project programme and use of qualifications.

Topic 4: Writing the Tender Submission.
This section will concentrate on the submission, how to make the most of the price quality scoring points, and writing the Executive Summary. It will include pointers on presentation and negotiation.

Case Studies
Liberal use of case studies throughout the course will serve to underline the importance of a thorough tender process and elaborate on the pitfalls that can occur with a badly conceived tender or the benefits that could arise if there are opportunities to do so. Participants will be encouraged to take part in joint exercises and to share their knowledge and experience.
**PROFILE OF TRAINER**

Jon Skipworth Button is a Director of Scott Vickers Private Ltd, who was previously Director rising to Executive Director at Gammon Pte Ltd, leading their Singapore office since 2001 to July 2012. He has had a wide range of experience over the last 43 years in senior management positions for internationally recognized main contractors in both building and civil engineering. He has been resident in HK and Singapore for the last 35 years, including 27 in Singapore, prior to which he worked in the Middle East and the UK.

As an Executive Director in Gammon, he was responsible for all aspects of development and running of the business in Singapore, including business development and thus tender selection and submission. Landmark projects that he has been involved in include the Headquarters of the Hong Kong and Shanghai Bank and the Bank of China in HK, the Bukit Panjang LRT, One Raffles Link, Chinatown MRT stations, Woodsville Interchange, One Raffles Quay and ITE New College West, in addition to several other commercial and industrial design and build projects in Singapore.

Since retiring from Gammon, he has held various consultancy positions for both contractors and Government agencies assisting on tendering and productivity issues.

Jon has been a Council Member of the Singapore Contractors Association where he was Chairman of the Productivity & Technology Committee. He has advised on the BCA Construction Productivity Centre Advisory Panel, and is also a member of the Singapore Institute of Directors and a Senior Member of the Institution of Engineers in Singapore. He currently sits on the Singapore Contractors Association Environmental and Sustainability committee and is currently on the BCA Construction Excellence Awards panel.

He graduated in Civil Engineering with Honours from Imperial College, London in 1974 and is a Fellow of the Institution of Civil Engineers (May 2002).

**AWARD**

Certificate of Attendance (COA) will be awarded to all delegates.

**CPD POINTS**

PEB: Pending

*Courses Materials, Buffet Lunch and two refreshments will be provide*

**TRAINING GRANT**


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- Call: +65 91388967
- Email: michelle@lauressolutions.com
- Mail us at 19 Sin Ming Walk #07-09, Singapore 573914

SEMINAR DETAILS

Seminar: Prepare and Submit Winning Tenders for Public & Private Construction Contracts whilst Avoiding Potential Pitfalls
Date: 6th April 2017
Time: 9:00am to 5:00pm
Venue: HDB Centre of Building Research No. 10 Woodlands Avenue 8 Singapore 738973

FEE PER DELEGATE

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Special Group Discount
10% discount for 3 and more delegate

TERMS & CONDITIONS

1. Fees are inclusive of program materials and refreshments. Payment Terms: Following completion and return of the registration form, full payment must be received prior to the conference date. A receipt will be issued on payment. Due to limited conference space, we advise early registration to avoid disappointment.
2. You may substitute delegates at any time at no extra cost.
3. All cancellations must be received in writing by mail or fax 28 days prior to the event or 100% cancellation fee applies. Non-payment or non-attendance does not constitute cancellation. By signing this contract, the client agrees that in case of dispute or cancellation of this contract that Laures Solutions will not be able to mitigate its losses for any less than 50% of the total contract value. If, for any reason, laures solutions pte ltd decides to cancel or postpone this conference, laures solutions is not responsible for covering airfare, hotel or other travel costs incurred by clients. The conference fee will not be refunded, but can be credited to a future conference. Event program content is subject to change without notice.
4. All intellectual property rights in all materials produced or distributed by Laures solution in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is prohibited.
5. Client confirms that it has requested and consented to laures solutions retaining client information on laures solutions database to be used by laures solutions and passed to selected third parties, to assist in communicating products and services which may be of interest to the client. If the client wishes to stop receiving such information please inform laures solutions local office or email michelle@lauressolutions.com
6. All speakers and topics are correct at the time of printing. Laures Solutions reserves the right to substitute speakers and cancel or alter the content and timing of the programme for reasons beyond its control.

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Company Name: ___________________________________________
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PAYMENTS METHODS

A confirmation note will be sent upon receipt of your registration. Please note that full payment must be made upon receipt of the invoice and prior to the event.
All cheques to be made payable to:

Laures Solutions Pte Ltd
19 Sin Ming Walk #07-09, Singapore 573914
Hands-On Workshop on Drafting Standard Commercial Contracts Clauses
11th – 12th April 2017, HDB Centre of Building Research

AT A GLANCE

The ability to draft an effective, clear, concise and non-ambiguous contract is an essential and valuable skill for every contracting professional. This 2-day course will focus on enabling participants understand how to draft, structure, negotiate and manage dispute resolutions. Leverage Radika Mariapan’s expertise and learn how clauses can be drafted to achieve commercial objectives and to minimise risk.

Workshop Leader:

Radika Mariapan, Partner, I.R.B. Law LLP

Radika’s main areas of practice are in construction, engineering and infrastructure projects, commercial litigation and arbitration. Radika has experience in advisory and drafting work, including reviewing and drafting contract documentations, and has advised on regulatory compliances, risk management and dispute avoidance for projects.

She has advised clients on a contractual dispute relating to the management of premises owned by JTC and leased to the adverse party.

Her expertise also includes advising and representing various parties such as consultants, employers, developers, contractors and subcontractors in disputes involving landed and strata-titled commercial and residential properties.

Radika’s dispute resolution experience covers a diverse range of issues in the State Courts, High Court, the Court of Appeal and the Singapore Mediation Centre, and also arbitration under the rules of the Singapore Institute of Arbitrators (SIArb) and the Singapore International Arbitration Centre (SIAC).

These include international trade, debt collection, employment disputes, shareholders’ disputes, directors’ disputes, bankruptcy, tenancy disputes, defamation claims and winding up actions. Radika also has experience in admiralty and shipping matters, which include charter party disputes, cargo claims and ship arrests.

Radika has an LL.B. (Hons) from the National University of Singapore and is an Advocate and Solicitor of the Supreme Court of Singapore.

Why You Should Attend:

To better draft and negotiate commercial contracts
To glean a better understanding on the formation of contracts
To learn from the sharing of case studies and hands on activities

Who Should Attend:

Managing Directors, General Managers, Directors, Vice-Presidents, Financial Controllers, Contract Managers, Procurement Managers, Commercial Managers, Company Secretaries, Legal Counsel, Finance & Operations Executives, Anyone interested in making valid contracts

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40% SUBSIDY AVAILABLE *Claims via Productivity & Innovation Credit Bonus Subjected to PIC and PIC Bonus eligibility criteria. Call us to find out more. Complete the PIC form here: https://www.iras.gov.sg/irashome/Schemes/Businesses/Productivity-and-Innovation-Credit-Schemes/How-the-Productivity-and-Innovation-Credit-PIC-Scheme-Benefits-You/
## Day 1

**8.30am** Registration

**9.00am** Opening and Introductions

**9.50am** Session 1 — Introduction: The Basics on Contracts
- General introduction
- Legal formalities to establish binding contract
- Rules for drafting contracts
- Documents that are not legally binding

**10.30am** Morning Refreshments

**11.00am** Session 2 — Formation of Contracts: Contractual Interpretation
- General guide to drafting contracts
- Principles governing the interpretation of contracts
- Express and Implied Terms
- Understanding the formation of contracts (Case Studies)

**12.30pm** Networking Lunch

**1.30pm** Session 3 — Studying the Basic Terms of a Commercial Contract
- Standard elements of a basic commercial contract
- Substantive clauses
- Boilerplate clauses

**3.00pm** Afternoon Refreshments

**3.30pm** Session 4
- Sharing of case studies and group activities

**5.00pm** End of Day 1 of Drafting Standard Commercial Contract Clauses

## Day 2

**Drafting Standard Commercial Contract Clauses**

**9.00am** Session 5 — Commercial Risks in Contracts
- Allocation of Risks
- Warranties and indemnities
- Exclusion Clauses and Limitation of Liability
- Vitiating Factors

**10.30am** Morning Refreshments

**11.00am** Session 6 — Breach and Damages
- A brief overview of the law on contractual breach and resulting damages
  - Termination Clauses
  - Liquidated Damages and Penalties
  - Unfair Contract Terms Act

**12.30pm** Networking Lunch

**1.30pm** Session 7 — Dispute Resolution
- How do Commercial Disputes Arise
- Various modes of dispute resolution: litigation, arbitration, mediation
- Managing dispute resolution successfully

**3.00pm** Afternoon Refreshments

**3.30pm** Session 8 — Review of sample contracts and Case Studies for Discussion

**5.00pm** End of Drafting Standard Commercial Contract Clauses Workshop
## 3 Easy Ways to Register

- Call: +65 91388967
- Email: michelle@lauressolutions.com
- Mail us at 19 Sin Ming Walk #07-09, Singapore 573914

### Seminar Details

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**Date:** 11th – 12th April 2017  
**Time:** 9:00am to 5:00pm  
**Venue:** HDB Centre of Building Research, Main Building, 10 Woodlands Ave 8, Singapore 738973

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<td>40% PIC GRANT AVAILABLE AFTER 40% - $ 390</td>
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