ABOUT THE EVENT

Tenders have been a popular feature for purchasing activities for many years. Before reaching the tender stage, it is important for both project owner and bidders to be aware of the legal issues that surround the tendering process.

The action of familiarization, will often allow all stakeholders to recognize potential issues and possible impacts on business operations due to involvement in the tender. This will allow stakeholders to plan for risk management should the unforeseen circumstances occur.

Recognising the importance of legal implication in tender management process, this event will highlight on the following areas:

- Understand the criteria that constitute the formation of a contract
- Learn the legal status of a request for tender
- Gain knowledge on the legal obligation of tender/project owners towards bidders
- Be aware of legal issues in the tender process
- Acquire details on pre-tender assessments
- Obtain understanding on drafting specifications in the Request for Tender (RFT)
- Be informed on the principles in the evaluation of tenders

Please refer to page 2 for course details!

ABOUT YOUR INSTRUCTORS

A/Prof Catherine Tay Swee Kian
Associate Director
Bernard & Rada Law Corp

Catherine Tay Swee Kian is an Associate Director of the law firm of Bernard & Rada Law Corp. She is an Advocate and Solicitor of the Supreme Court of Singapore. A/Prof Tay is also a barrister-at-law (of Lincoln’s Inn, United Kingdom), and an Associate Professorial Fellow at National University of Singapore, NUS Business School.

A/Prof Catherine Tay studied law at Queen Mary College, University of London and graduated with a Bachelor of Laws with Honours in 1977 and with a Master of Laws in 1979, in which she specialised in Company, Shipping and Marine Insurance Laws. She was called to the English Bar by Lincoln’s Inn in 1978. She did her pupillage under the Honourable Lady Mary Hogg in London and returned to Singapore in the law firm of Rodyk & Davidson. She was called to the Singapore Bar in 1980.

She has facilitated seminars on many topics such as contract law, procurement contracts, IT Outsourcing, Facility Management Contracts (SLA), Oil and Gas Contract Management, Banking and Law, Insurance and Claims, Medical Ethics and many more. She also gives consultancy services to various industries ranging from financial institutions, oil and gas, construction, marine, shipping to name a few.

T. Subramaniam
Director of Studies
ITC School of Laws

Mr Subramaniam was called to the Bar of England and Wales in 1996. He has practised in Singapore as an Advocate & Solicitor for 8 years. He is presently a full-time trainer and lecturer for various law related programmes, both academic as well and practical.

He currently lectures for the University of London’s external programme in Singapore at ITC School of Laws, and for the School of Professional Education and Executive Development at the Hong Kong Polytechnic University. He is also the Director of Studies, and member of the Academic Board at ITC School of Laws.

As a legal practitioner, he has had extensive litigation experience primarily in relation to contractual disputes. He has handled a broad range of clientele, and has practical experience in corporate and commercial transactions. He combines his practical experience with a keen academic interest in the niceties of law. He has also authored a chapter on Charities’ Governance in Woon’s Corporations Law.

The areas of law that he currently specialises in include Company Law, Contract Law, Law of Evidence, Public Law and Jurisprudence.
Event Program, 22 May 2015

Registration and coffee starts at 8.30am daily. The course begins at 9am sharp and ends at 5pm. Lunch and refreshments will be provided for all attendees during the event.

MORNING
LEGAL ASPECTS

Formation of a Contract
- Offer & Acceptance
- Consideration
- Intention to Create Legal Relations

The legal status of a Request for Tender
- “Invitation” to Treat or “Offer”
- The concept of a process contract

What is the legal obligation towards bidders?
- Rejecting non-compliant bids & accepting only compliant bids
- Issue of using undisclosed criteria in evaluating bids
- Duty to act fairly

Other legal issues in the tender process
- Negligence
- Estoppel
- Anti-Competitive practices

AFTERNOON
PRACTICAL ASPECTS

Pre-Tender Assessments
- The scope of the contract
- Type and Quality of Goods and Services required
- Mode of delivery of services
- Factors affecting the contract – time, cost, complexity

The Request For Tender (RFT)
- Key contents of RFT
- Clarity in drafting of the specifications in the RFT
- Identifying relevant Selection criteria for the project

Evaluation and Selection of Tenders
- Key principles in the Evaluation of Tenders
- How to evaluate Non-Price Criteria
- Clarifying tender submissions that may be unclear
- Weighting of criteria and scoring

WHO SHOULD ATTEND

Executives, managers, contractors, company directors and business persons who need to understand the legalities in tender process management, tender/project owners, and companies who are considering to participate in tenders.

TESTIMONIALS ON A/PROF CATHERINE

“I have given this workshop 5 out 5 rating. Trainer’s performance is impressive and the course is very informative. I learnt how to set KPIs and additional contract law sharing during the Q & A session.”
Norazlina Binti Ahmad
Head of Business Partner Management, Celcom Axiata Berhad

“Inspiring lecture as Catherine is able to deliver speeches accompanying with real examples.”
Hiew Char Loong
Contract Management Manager, TNB Fuel Services

“Trainer is well experienced in the field of law. Excellent methods on drafting and negotiation contracts. Highly interactive session with the delegates.”
Hema Nalini
Legal & Compliance Cagamas Berhad

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- Contract Risk Management
- Intellectual Property
- Media Law
- Service Level Agreement
- Contract Administration for Non-Legal Professionals
- Managing Outsourcing Contract and Risks
- Environmental and Waste Management
- Green Energy

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REGISTRATION FORM
LEGAL AND PRACTICAL ASPECTS OF TENDER PROCESS MANAGEMENT
22 May 2015
HDB Centre of Building Research, Woodlands

TRAINING COURSE PRICES

<table>
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<th>INDIVIDUAL REGISTRATION (Standard Price)</th>
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