



Workshop on Managing Tenders, Specifications, and Contracts in the Oil and Gas Industry

May 19 – 23, 2025, 1st Run: Lagos & Port Harcourt

November 10 – 14, 2025, 2nd Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N400, 000 per Participant

For online: Delivery via Zoom

Online course fee: N350, 000 per Participant

Available for In-plant Training

**800 U\$D for foreign
Participants**

Program overview:

This comprehensive course is designed for professionals in the oil and gas industry who seek to enhance their skills in managing tenders, specifications, and contracts. Participants will gain practical insights into the complex processes involved in procuring goods and services, as well as in managing contractual relationships.

For Whom:

This course is designed for procurement professionals, contract managers, project managers, engineers, and other stakeholders involved in the tendering and contracting processes within the oil and gas sector.

Learning Objectives:

At the end of the program, participants will be able to:

- learn and navigate the tendering process in the oil and gas industry.
- develop detailed and effective specifications for procurement.
- evaluate and select tenders based on established criteria.
- negotiate and manage contracts effectively to ensure compliance and performance.
- identify and mitigate risks associated with tenders and contracts.
- apply legal and ethical considerations to procurement and contract management.

Course outline:

Day 1: Tenders and Specifications

Overview of the Oil and Gas Industry

- Industry Structure and Key Players, Upstream, midstream, and downstream sectors

Importance of Tenders and Specifications

- Role in project procurement, Impact on project outcomes and cost efficiency

Understanding Tenders

- **Tendering Process Overview**
- Stages of the tendering process
- Types of tenders (open, restricted, negotiated)

Pre-Tender Activities

- Market research and supplier identification
- Developing a tender strategy

Class exercise: Analyzing a Sample Tender

- Review of a real or sample tender document

Day 2: Crafting and Evaluating Specifications

Developing Specifications

Types of Specifications

- Technical specifications
- Performance specifications
- Design specifications

Best Practices in Specification Writing

- Clarity and precision
- Addressing industry standards and regulations

Evaluation of Specifications

- **Criteria for Specification Evaluation**
- Relevance and completeness, Compliance with industry standards

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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Class exercise: Drafting Specifications

- Participants draft a specification based on a given project

Day 3: Contract Management Fundamentals

Introduction to Contracts

- **Types of Contracts in Oil and Gas**
- Fixed-price contracts, Cost-plus contracts, Unit price contracts

Key Contract Clauses

- Scope of work, Deliverables and milestones, Payment terms

Contract Negotiation and Administration

- **Negotiation Strategies**
- Identifying negotiation points
- Techniques for successful negotiation

Contract Administration

- Monitoring performance, Handling changes and disputes

Day 4: Risk Management and Compliance

Risk Management in Contracts

- **Identifying Risks**
- Common risks in oil and gas contracts
- Risk assessment techniques

Mitigation Strategies

- Risk transfer and sharing, Contingency planning

Compliance and Legal Considerations

Regulatory Compliance

- Industry regulations and standards
- Environmental and safety requirements

Contractual Obligations and Legal Issues

- Contract enforcement
- Handling breaches and disputes

Risk and Compliance Case Study

- Analysis of a case study focusing on risk and compliance issues

Day 5: Advanced Topics and Best Practices

Advanced Contract Management Techniques

- **Performance-Based Contracts**
- Definition and benefits,
- Key performance indicators (KPIs)

Innovative Contract Models

- Partnership and alliance contracts,
- Outcome-based contracts

Future Trends and Best Practices

Emerging Trends in Tendering and Contracting

- Digital tools and technologies
- Sustainability and green procurement

Class exercise: Developing a Tendering and Contract Management Plan

- Participants develop a comprehensive plan based on learnings from the course

Training Methodology: Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teachings/learning methods.

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

Open Course Fee: N400, 000
In-plant Fee Negotiable

WORKSHOP FEE:

N400, 000 per participant, VAT – N30, 000

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

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