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COURSE BROCHURE

Procurement Clause Drafting and Tender Packs Training Course

10 – 14 May 2027
Geneva

Procurement Clause Drafting and Tender Packs Training Course

Ref: 2525_95873 **Date:** 10 – 14 May 2027 **Location:** Geneva **Fees:** 6500 GBP

Procurement Clause Drafting and Tender Packs is a 1-week training course for contract drafters, procurement lawyers and tender specialists who build the clause pack and tender pack that sit behind every purchase. Buyers face sharper supplier scrutiny, more disputes over unclear scope and faster sourcing cycles, so the wording of a clause now decides cost and risk as much as price does. Jupiter Prime Training runs this course for teams that write purchase documents.

Why Procurement Clause Drafting Matters Now

Three forces shape procurement clause drafting today. Suppliers read tender documents closely and price every ambiguity into their bids. Internal clients want faster awards, which pushes drafters towards reusable clause libraries. Auditors and dispute boards look first at the written terms when performance slips. An organisation that drafts well receives comparable bids, fewer clarification rounds and cleaner exits; one that drafts badly pays for vague scope through claims, variations and stalled terminations. The course rests on plain-language drafting, risk allocation logic and structured tender instructions.

Who Gains Most from Procurement Clause Drafting

- Drafters who prepare purchase agreements and framework terms for goods and services
- Legal advisers who vet liability, indemnity and termination wording before award
- Tender officers who assemble invitations to bid and bidder instructions
- Category buyers who adapt standard terms to a specific supply market
- Contract administrators who apply payment and change clauses after signature

A sourcing unit that sends its drafters, legal adviser and tender officer together gains most, because all three then share one clause library and one tender pack structure.

Procurement Clause Drafting Capabilities

Participants practise turning commercial intent into enforceable wording and complete bidder documents.

- Draft scope and deliverable clauses that bidders price consistently — tender evaluators
- Specify payment, retention and milestone terms that match cash flow — finance controllers
- Allocate liability caps, indemnities and insurance in proportion to risk — legal counsel
- Build termination and suspension clauses with workable notice steps — contract owners
- Write bidder instructions and return schedules that reduce clarifications — tender boards
- Assemble a reusable clause library with drafting notes — sourcing heads

Key Procurement Clause Drafting Terms

- Clause library — a controlled set of approved contract clauses with drafting notes, reused across tenders to keep wording consistent.
- Tender pack — the set of documents issued to bidders: instructions, scope, draft contract, pricing schedule and return forms.
- Limitation of liability — a clause capping the amount or type of loss one party can recover from the other.
- Indemnity — a promise by one party to cover specified losses suffered by the other, often from third-party claims.
- Termination for convenience — a right to end the contract without fault, usually with notice and compensation for work done.
- Instructions to bidders — the rules telling suppliers how to prepare, format and submit a compliant bid.

Procurement Clause Drafting Day by Day

Day 1: Drafting Foundations and Contract Structure

- Plain-Language Drafting Rules — Readability Versus Legal Precision
- Contract Anatomy and Clause Order — Where Each Risk Sits
- Definitions Schedule — Consistent Meaning Across the Whole Document
- Order of Precedence Clause — Resolving Conflicts Between Contract Parts
- Ambiguity Spotting Exercise — Which Words Invite Supplier Claims

Day 2: Scope, Price and Payment Clauses

- Scope and Deliverables Clause — Measurable Acceptance of Goods and Services
- Pricing Basis Choices — Fixed, Unit Rate or Reimbursable Terms
- Payment Milestones and Retention — Cash Flow Against Supplier Performance
- Price Adjustment Wording — Handling Input Cost Movements Fairly
- Change and Variation Clause — Controlling Scope Growth After Award

Day 3: Liability, Risk and Exit Clauses

- Limitation of Liability Drafting — Setting Caps and Exclusions Proportionately
- Indemnity and Insurance Wording — Covering Third-Party and Property Losses
- Warranty and Defects Clauses — Remedy Periods for Faulty Supply
- Termination for Default and Convenience — Notice, Cure and Compensation
- Dispute Resolution Ladder — Escalation Before Formal Proceedings

Day 4: Building the Tender Pack

- Instructions to Bidders — Submission Rules and Compliance Gates
- Pricing Schedule Design — Comparable Bids Across Suppliers
- Returnable Forms and Declarations — Evidence Needed for Award
- Clarification and Addendum Wording — Fair Treatment of All Bidders
- Evaluation Criteria Statement — Linking Weightings to Contract Clauses

Day 5: Practising the Clause and Tender Pack

- Clause Redraft Clinic — Applying Plain-Language Rules to Live Terms
- Payment and Liability Review — Testing Day Two and Three Wording
- Bidder Instruction Peer Check — Spotting Gaps Before Issue
- Drafting Notes for Reuse — Guidance for Future Tender Authors
- Final Clause Library and Tender Pack — Ready for First Tender

Applying Procurement Clause Drafting After the Course

- Redraft the scope, payment and termination clauses of one live purchase agreement using the plain-language rules and ambiguity checks.
- Issue the next invitation to bid from the new tender pack and log every bidder clarification to refine the instructions.

Procurement Clause Drafting Questions FAQ

What is procurement clause drafting and why does it matter now?

Procurement clause drafting is writing the contract terms and tender documents that govern a purchase. It matters now because suppliers price every ambiguity, disputes start with the written terms, and faster sourcing cycles demand reusable, well-tested wording.

Which roles gain most from procurement clause drafting?

Contract drafters, procurement legal advisers and tender officers gain most. Category buyers and contract administrators also benefit, because they adapt standard terms to markets and apply payment, change and termination clauses after award.

How does procurement clause drafting differ from a course on tender evaluation?

Procurement clause drafting focuses on writing the documents before a tender is issued. A tender evaluation course starts once bids arrive, covering opening, screening and scoring. Here you shape the wording that evaluation later depends on.

What do you bring back from procurement clause drafting?

You bring back a clause library and tender pack for your own organisation. It holds tested scope, payment, liability and termination clauses with drafting notes, plus bidder instructions and a pricing schedule.

Procurement Clause Drafting: The Way Forward

The clause library and tender pack first informs the choice of pricing basis and liability cap on the next tender. Drafters, legal advisers and tender officers use it as their shared starting point. After its first use, revisit the bidder clarifications and any disputed wording, then update the drafting notes so each later tender, in construction or in facilities services, starts from stronger clauses.