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	Developing a contract management plan	
	Drafting specifications and requirements	
	Establishing the form of contract (contract conditions)	
	Main contract clauses	
	Other aspects of commercial management	
	Establishing the pre-qualification, qualification and tendering procedures	
	Appraising suppliers	
	Drafting ITT documents	
	Evaluating tenders	
	Negotiation	
	Awarding the contract	
	Downstream or post-award activities	
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