Bespoke Activity Exercises

Simple, Complex, One-off and Repeat Contracts (CIPS L4M3 — Commercial Contracting)

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Activity Instructions

A public sector entity in Dubai ('the Entity') buys goods and services in many different ways. Contracts can be described along two separate dimensions: how straightforward or complex their terms are, and whether they cover a single, one-off purchase or a repeat/ongoing arrangement. Classify each of the Entity's purchases below, then work through the true/false statements.

Part 1 — Classify Each Scenario

Write the matching category in the blank beneath each scenario.

Categories: Simple and one-off | Simple and repeat | Complex and one-off | Complex and repeat

1. The Entity buys a single batch of promotional merchandise for a one-time conference booth, using a standard off-the-shelf order form with no negotiation, and does not expect to repeat the purchase.

Your classification: _____

2. The Entity signs a three-year outsourced facilities management agreement with detailed service levels, KPIs, liability clauses and a formal governance structure.

Your classification: _____

3. The Entity places a single order for a custom-built, high-value access-control system, requiring detailed technical specifications, acceptance testing and bespoke liability clauses.

Your classification: _____

4. The Entity has a framework call-off arrangement for routine stationery supplies, ordered weekly against simple purchase orders referencing pre-agreed prices and terms.

Your classification: _____

5. The Entity buys a single, inexpensive replacement printer using a standard supplier order form, with no further orders planned.

Your classification: _____

6. The Entity signs a multi-year IT managed-services agreement, covering recurring monthly service credits, detailed SLAs, change-control procedures and escalation clauses.

Your classification: _____

Part 2 — True or False? Correct the False Statements

Circle True or False. Where a statement is false, write a brief correction.

1. When the Entity negotiates its contracts, a complex contract always involves a higher purchase price than a simple one.

True / False If False, correct it: _____

2. A framework or call-off arrangement is typically the Entity's preferred approach for repeat purchases of routine items.

True / False If False, correct it: _____

3. A one-off purchase by the Entity never needs legal review, regardless of its value or risk.

True / False If False, correct it: _____

4. Distinguishing simple from complex contracts helps the Entity's procurement team decide how much negotiation, legal input and risk management a purchase actually needs.

True / False If False, correct it: _____

Answer Key

Correct answers, all together, for quick marking.

Part 1 — Classify Each Scenario

1. Simple and one-off

2. Complex and repeat

3. Complex and one-off

4. Simple and repeat

5. Simple and one-off

6. Complex and repeat

Part 2 — True or False? Correct the False Statements

1. False — complexity relates to the nature of the terms, risk and negotiation needed, not simply to price — a low-value purchase can still be legally complex.

2. True

3. False — a high-value or high-risk one-off purchase (e.g. a bespoke system) can need as much, or more, legal input from the Entity as a repeat contract.

4. True