



# CONSTRUCTION PROCUREMENT AND CONTRACT ADMINISTRATION

## COURSE OUTCOME

### Upon completion of this course, participants will be able to:

- brief overview of procurement methods in construction.
- Understand the tendering practices in construction
- explain the role and obligations of parties in contract.
- understand the stages of contract administration under standard form of contract.
- understand the extent of power and liability of a Contract Administrator in supervision, site safety, advice, giving information, instructions etc.

## COURSE CONTENT

### 1.0 Introduction of Construction Procurement and Contract Administration

- Introduction to procurement
- Important of Procurement Systems
- Types of Procurement Systems in Construction
- Introduction to contract administration
- Purpose of contract administration
- Forms of Construction Contract
- The Role and Obligations of Parties in Construction contract

### 2.0 Construction Procurement

- Types of Procurement Systems in Construction
- Basic characteristics, strength and weakness of various procurement routes such as traditional method, Design and Build/turnkey, Management Contracting, BOT, Partnering, Public Finance Initiative (PFI) etc.
- Traditional Systems Contractual relationship – Advantages & Disadvantages
- Tendering Process & documentation
- The Bidding processes
- Evaluation process & award the contract
- Contract Binding
- Valid Contract

### 3.0 Contract Administration

- Assessment of Major Clauses in Standard Forms of Contract (Milestones) - Completion, Post Completion & Handing Over
- Bonds and Insurances
- Payments and Certificates
- Sub-contracting
- Contractual Claims (EOT, LD, Direct Lose and Expense)
- Variation orders
- Termination of Construction Contract
- Dispute Resolution



## CONSTRUCTION PROCUREMENT AND TENDER ADMINISTRATION

---

### TENTATIVE PROGRAMME

#### **Day 1 – Construction Procurement**

8.30 am – 9.00 am - Online registration

9.00 am – 10.45 am - Introduction to Construction Procurement

- Important of Procurement Systems

- Types of Procurement Systems in Construction

10.45 am – 11.00 am - Tea break

11.00 am – 12.45 pm - Types of Procurement Systems in Construction

12.45 pm – 2.00 pm - Lunch break

2.00 pm – 5.00 pm - Traditional Systems Contractual relationship

- Tendering Process & documentation

- The Bidding processes

- Evaluation process & award the contract

- Contract Binding

- Valid Contract

5.00 pm - Class dismiss

## **Day 2 – Contract Administration**

9.00 am – 10.45 am - Introduction of contract administration

- Purpose of contract administration
- Forms of Construction Contract
- The Role and Obligations of Parties in Construction contract

10.45 am – 11.00 am - Tea break

11.00 am – 12.45 pm - Assessment of Major Clauses in Standard Forms of Contract

- Bonds and Insurances
- Payments and Certificates
- Sub-contracting

12.45 pm – 2.00 pm - Lunch break

2.00 pm – 5.00 pm - Contractual Claims (EOT, LD, Direct Lose and Expense)

- Variation orders
- Termination of Construction Contract
- Dispute Resolution

5.00 pm - Class dismiss