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**COURSE**

20 POINTS



**ONLINE COURSE**

VIA ZOOM MEETING

COURSE TITLE:

**CONSTRUCTION PROCUREMENT AND  
CONTRACT ADMINISTRATION**

DATE: 19 – 20 APRIL 2023

**RM250/PAX**

TIME: 9.00 AM – 5.00 PM

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**TRAINER'S PROFILE**

**COURSE OUTLINE**



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# CONSTRUCTION PROCUREMENT AND CONTRACT ADMINISTRATION

## COURSE SUMMARY

In basic terms Procurement is the process used to obtain construction projects. It involves the selection of a contractual framework that clearly identifies the structure of responsibilities and authorities for participants within the building process.

In short, contract administration involves the planning, negotiation, execution and performance of any contract with customers or vendors. The preparation and implementation of contracts has great potential for aligning mutually agreeable contracts that lead to positive business outcomes

## 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

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### 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