



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

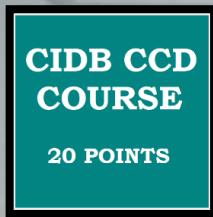
2.00 pm – 5.00 pm - Contractual Claims (EOT, LD, Direct Lose and Expense)

- Variation orders
- Termination of Construction Contract
- Dispute Resolution

5.00 pm - Class dismiss



MTI TRAINING



ONLINE COURSE

VIA ZOOM MEETING

COURSE TITLE:

CONSTRUCTION PROCUREMENT AND CONTRACT ADMINISTRATION

DATE: 22 – 23 DECEMBER 2021

RM250/PAX

TIME: 9.00 AM – 5.00 PM

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TRAINER'S PROFILE

COURSE OUTLINE



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