



Asia Masters Center

Professional Program for Engineers Supervising Projects: Contract Management & Construction Site Procedures





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Professional Program for Engineers
Supervising Projects: Contract Management
& Construction Site Procedures



Course Objective

- Identify principles, definitions and major steps involved in the contracting process
- Outline all contract preparation activities including planning, developing scope of work and identifying sourcing options
- Recognize different types of contracts and the effect of each type on the risk allocation strategy
- Develop criteria to invite, receive and evaluate bids
- Apply contract administration tools and techniques to effectively manage the contract and avoid disputes during implementation
- Resolve disputes collaboratively and amicably and outline alternative dispute resolution methods

Target Audience

- Business Managers
- Commercial Staff
- Project Managers
- Project Engineers
- Procurement Staff
- Legal Staff
- All involved in disputes and their resolution
- All staff involved in selecting contracting strategies
- Staff new to engineering or construction contracting
- Experienced staff looking for a refresher, together with new ideas
- Staff from client / developer and contractor / subcontractor backgrounds



Course Outline

- **Principles of contracts**
- Defining a contract
- Elements of a contract
- Expressed and implied contracts
- Problems in preparing and managing contracts
- **Contract preparation**
- Stages of contract preparation and management
- Evaluation of internal and external resources
- Contracting methods
- Developing the scope of work
- Problems with a badly written scope of work
- Decision analysis worksheet
- Evaluation criteria
- Terms and conditions
- **Contract types and strategies**
- One or several contracts
- Fixed price contracts
- Cost reimbursable contracts
- Time and material contracts
- Payment terms
- **The tendering stage**
- Objectives of tendering
- Alternative to tendering
- Tendering procedures
- Evaluation of bidders
- Pre-qualification criteria
- Invitation to tender
- Receipt and opening of bids
- Tender evaluation

- Contract award
- Different pricing methods
- Whole life cost
- Value for money
- Most Economically Advantageous Tender (MEAT)
- Online reverse auction
- **Contract administration**
- Purpose of contract administration
- Aspects to manage
- Documents needed to administer a contract
- Contract administration tools
- Role of contract administrators
- Lessons learned
- **Claims and variation orders**
- Breach of contract
- Money damages
- Equitable remedies
- Changes and modifications
- Alternative dispute resolutions (negotiation, mediation, arbitration)
- The design of financial models for forecasting and decision-making

➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➡ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.

Price (USD)

**Communicate with the training department
to know the participation fees**

➤ **There are offers and discounts for groups**

The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

Swift code: CIBBMYKL

IBAN: Null