



**TIBET**  
Pathways to your future.

# **Certificate in Practical Quantity Surveying**

**THE INSTITUTE OF BUSINESS,  
ENGINEERING & TECHNOLOGY**

Quantity Surveyors play an important role in the construction industry.....

With proper management of works during the Pre-Contract Stage and ensuring that all aspects relating to the construction are finalized and that the Contractor has met all of their obligations during the Post Contract Phase, the chances of successful completion of the Project is very high.

The Pre-Contract phase is the preparation stage. This is from the concept stage when ideas start to form about the project and take shape and progress to the stage of appointing a Contractor. Preparing Sub-Contractor bills, valuating variations and extra work, preparing bills of quantities for contracts based on drawings and specifications. Preparing interim payment statements etc. are all in the Post Contract phase.





## Our Programme...

This programme is designed for those who wish to obtain a thorough understanding of the practical sequences of the Pre and Post Contract phases of a construction project.

On completion of the programme, the participant will be equipped with specialized knowledge and skills of the Pre and Post Contract phases with the ability to meet the demands of the industry and adapt to a constantly changing and competitive world where the norms are “Value for Money” and “on time delivery”.





- Project Characteristics
- Buildability scale and scope of construction
- Construction Techniques
- Location
- Project Duration
- Type of Construction
- Access to Site and Storage limitations
- Type of Structure
- Project Size

- Inaccurate Cost Estimating
- Poor Tender Document
- Insufficient Tendering Time
- Insufficient analysis of tender documents
- Poor requirement standing

- Client Characteristics
- Financial Ability
- Certainty of Project Brief
- Deadline Requirement
- Client requirement on Quality
- Type of Client

- External Factors & Market Conditions
- Level of competition and Level of Construction activity
- Material Cost
- Labour Cost
- Number of Bidders
- Market Stability Interest/Inflation Rate

- Contractor Characteristics
- Experience on similar Projects
- Management Team
- Past relationship with Clients
- Current workload
- Planning Capability
- Need for Work

- Design, Consultant & Tendering
- Completeness of Project Information
- Incomplete/Incorrect design
- Procurement Method
- Type of Contract
- Tendering Method

## TENDER COST INFLUENTIAL FACTORS



# Course Content

- INTRODUCTION
- FEASIBILITY STUDIES
  - Budget Estimates
  - Cost Planning Process
- BOQ PREPARATION
  - Standard Method Of Measurements
  - Drafting Proper BOQ Description
  - Role of Specifications (Performance based & detailed Specifications)
- TYPES OF CONTRACT
  - Lump Sum Contracts
  - Admeasurement Contract
  - Cost Reimbursable Contract
  - Target Cost
- FORM OF CONTRACT
  - Element of Contract
  - Standard Form of Contract
  - Choosing Standard Form of Contract
  - Bespoke Contract (Custom made Conditions)

- **PROCUREMENT ROUTES**

- Types of Procurement Routes
- Criteria to choose a suitable Procurement Route

- **TENDERING**

- Pre-Qualifications Process
- Purpose of Tender, Types of Tender and Tendering Procedure.
- Selecting suitable type of tender & tendering strategies (E-Tendering).
- Tender documentation
- Floating
- Tender Evaluation
- Tender Negotiation
- Tender Report

- **CONTRACT**

- Letter of Intent (LOI)
- Letter of Acceptance (LOA)
- Contract Agreement
- Preparation of Contract Document





- PAYMENTS

- Interim Payment Application

- Value of the Works executed
- Changes in legislation and changes in cost
- Deduction/Release of Retention
- Retention Bonds

- Advance Payments

- Advance Payment Guarantee
- Advance Payment Certificate
- Deduction of Advance Payment
- Plant & Materials - On & Off Site

- Interim Payment Certification

- Checking, issuing IPC
- Holding Contractor's payment
- Delay Payments

- Statement at Completion

- Final Account
- Final Payment Certificate
- Letter of Discharge



- VARIATIONS
  - Identifying Variations
  - Change Control Management
  - Contractual Entitlement of the Variation
  - Notifying Variation
  - Checking Validity of Variations Value Engineering
  - Provisional Sum
- Forecasting & Cost Reporting
- Contract Administration
  - Timelines and Delays
  - Insurance & Bonds / Securities Priority of Documents
  - Subcontracting (Liability on the main -Contractor)
  - Suspension
  - Termination
  - Performance Bond
  - Defect Notification Period
  - Claims and Dispute Resolution Process (An overview)

Duration: 50 Hours





# TIBET CAMPUS

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