

# PRACTICAL CONSTRUCTION CONTRACT ADMINISTRATION/MANAGEMENT

## TYPES OF PROCUREMENT SYSTEMS AND CONTRACTUAL ARRANGEMENT & TENDER AND CONTRACT DOCUMENTS AND OBLIGATIONS OF CONTRACTING PARTIES

Approved  
CPD  
Programme

**5<sup>th</sup> DECEMBER 2013 AT SINGGAHSANA HOTEL , PETALING JAYA  
(9am – 5pm)**

### OBJECTIVES:

In view of the needs for players and personnel in the construction industry directly or indirectly to continually acquire relevant knowledge and experience, this training programme has been designed by combining theoretical knowledge with practical experience and skills through a lecture cum workshop approach or action learning approach. There are six (6) comprehensive modules in this programme, covering the whole spectrum of construction contract administration and management.

Each module is stand-alone and based on a certain area/s of construction contract and /or its administration/management which relate to Malaysian standard forms of contract such as PAM, IEM, JKR and CIDB. Each module comprises of seminar and group discussion using practical examples. Participants are encouraged to raise their contractual issues/problems for discussion at the session.

### SPEAKER'S PROFILE

#### Sr. ONG HOCK TEK ("HT")

*Panel Arbitrator/Accr. Mediator/VM Practitioner/Cert. Constr. Manager/Reg. QS/Master Trainer*

*BSc(Hon) MSc MBA DipM DipICarb MIVMA MIVM MMIM*

*FRISM ICECA FRICS FCIQB FCIArb FSI Arb FMI Arb*

**Director BK Entrusty**



Sr. Ong Hock Tek ("HT") is a Fellow of seven professional institutions, a well qualified multi-disciplinary and specialist consultant, experienced in pre and post contract quantity surveying duties, commercial and contractual administration / management of various types of construction projects, gained from over 25 years of working experience with architectural practice, quantity surveyors, project managers, civil engineering and building contractors and specialist consultants.

His specific experience and expertise include project and contracts management/administration, claims preparation /defense, dispute resolution, risks and value management, specializing in alternative dispute resolution, particularly in arbitration advisory and support services, documentation and proceedings. He also acts as an Arbitrator, Mediator and/or Negotiator on technical, commercial and contractual disputes/differences between the contracting parties, at both main and sub-contract levels on various types of project in the construction industry.

Being a Master Trainer, he has organised and delivered in many public and in-house conferences, seminars and workshops for professional institutions and private/public listed companies on several subject areas, in particular construction contracts, ADR, risks and value management. He has also lectured part-time for bachelor and master degree programmes in the same areas for several years and has been a regular contributor to the Master Builders Journal on construction contract and management issues since 2002.

- Please refer the respective Registration Form for the date of each session.
- Certificate of Session Completion will be issued upon attendance and completion of each session and an Overall Certificate of Course Completion will be issued for those who attend all sessions.
- Approved CPD programmes from **Board of Quantity Surveyors Malaysia (4 pts per module)** and **Construction Industry Development Board Malaysia (10 pts per module)**. Other Institutions CPD points applied and pending approval.

#### Who should attend:

- Developers • Owners • Government Officials • Engineers • Quantity Surveyors • Architects • Project Managers • Site Managers • Consultants • Construction Lawyers • Construction Managers • Superintending & Maintenance Officers • Main Contractors • Sub-Contractors • Suppliers • Practitioners • Lecturers • Other Management and Supervisory Personnel

#### CPD PROGRAMME

This seminar is a Continuing Professional Development (CPD) programme.

**Organised by:**



**QS Division**

**In Collaboration with:**

**AsiaPacific**

**ENTRUSTY**

**Endorsed by:**



**PAM**



**CIDB  
MALAYSIA**

## OUTLINE CONTENTS

### ➤ Types of Procurement Systems and Contractual Arrangement

- Types of procurement system
- Selection of procurement system
- Types of contractual arrangement
- Forms of contract
- Contract strategy and selection
- Group Discussion/ Q&A

### ➤ Tender and Contract Documents and Obligations of Contracting Parties

- Tender and contract documents
- Tender process and procedure
- Letter of Intent and formation of contract
- Obligations and liabilities of contracting parties
- Group Discussion/ Q&A

## REGISTRATION FEES

Categories of Participation	Fee
Normal	RM 600
Member*	RM 500
Early Bird or Group of 3 & Above **	Less 10 %

\* Include supporting endorsing organisations/institutions

\*\* Early Bird Discount – First 20 participations , on first come first serve basis

## REGISTRATION FORM (PHOTOCOPY ACCEPTED)

No	Name of Participants	Profession/ Designation	Member/Reg. No.	Amount (RM)
1				
2				
3				
4				
5				
6				
7				
<b>Total</b>				

Company : \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Address : \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date : \_\_\_\_\_

Registration is confirmed upon receipt of payment only. Please make payment to **ISM (QS Course A/C)** which account no. **21403500044566 (RHB Bank)** attach with duly completed registration form and send/fax to **3rd Floor, Bangunan Juruukur, 64-66, Jalan 52/4, 46200 Petaling Jaya, Selangor**, 2 weeks before the session commences.

Tel: 03-7955 1773 Fax: 03-7955 0253 Email: [qsdiv@rism.org.my](mailto:qsdiv@rism.org.my) Attn: Ms. Vanitha

*Cancellation request more than one week prior to the training shall be subjected to a twenty percent (20%) service charge. No refund for cancellation request received less than one week prior to the training however substitute participants are welcome at no extra cost. The organizer reserves the rights to change the contents, venue, date and time of the training programme if necessary. In any case, the Organiser's liability shall be limited to a refund on the fee paid only.*

## PRACTICAL CONSTRUCTION CONTRACT ADMINISTRATION/MANAGEMENT SEMINAR – FORTHCOMING TOPICS

No	Module	Date
1	<ul style="list-style-type: none"> <li>● Effective Contract Administration / Management</li> <li>● Risk Management</li> </ul>	16-Jan-14
2	<ul style="list-style-type: none"> <li>● Principles of Law Relating to Building and Construction Contracts</li> <li>● Bonds and Insurances</li> </ul>	20-Feb-14
3	<ul style="list-style-type: none"> <li>● Instructions and Variations</li> <li>● Payment Claims, Valuations, Certifications and Final Account</li> </ul>	20-Mar-14
4	<ul style="list-style-type: none"> <li>● Practical Completion and Defects</li> <li>● Extension of Time and Loss &amp; Expense</li> </ul>	17-Apr-14
5	<ul style="list-style-type: none"> <li>● Nominated &amp; Domestic Sub-Contractors and Suppliers</li> <li>● Determination and Dispute Resolution</li> </ul>	15-May-14