

14<sup>th</sup> Intake

# CERTIFICATE IN CONTRACT ADMINISTRATION

## INTRODUCTION

Various standard forms of contract are used in the procurement of projects in the private and public sectors. Possessing clear understanding and knowledge of the standard forms available and their respective management and administration procedures and requirements will help mitigate problems and difficulties arising from poor contract administration leading to inevitable time delays, probable cost penalties and potential disputes.

This course will be of interest and relevance to all stakeholders in the development process such as developers, quantity surveyors, managing agents, project managers, superintending officers, architects, engineers, construction managers, contracts managers and executives, contractors and sub-contractors including specialist contractors and suppliers of construction materials and products.

## COURSE OBJECTIVES

The SIA Standard Form, currently in its 9<sup>th</sup> edition, and the PSSCOC 2008 Standard Form are widely used in the private and public sectors respectively for traditionally procured projects.

Under the standard forms, the Employer is required to appoint an Architect or Superintending Officer to administer the contract on his behalf with the assistance of other professionals, and to issue and/or receive notices, directions, proposals, instructions and certificates. The administrative procedures must be followed strictly, and in this regard, owners, project managers, consultants, contractors, sub-contractors and industry practitioners have to understand the meaning and implications of the contract provisions and appreciate what is expected of them as empowered by the conditions.

In addition, practitioners entrusted with the responsibility for contract administration are also required to adhere closely to procedures and timelines in the management and issuance of notices, directions, instructions, certificates, etc. With the Building and Construction Industry Security of Payment Act 2004 (SOP) which came into operation on 1 April 2005, the course includes, as an overview, the practice implications and protocols on making claims for and responses to payment applications.

The course is designed and structured to cover key aspects of contract administration and how these are and should be addressed within the SIA and PSSCOC contractual framework.

### CPD Credit:

- SISV, QS Division = 40 points
- SIA-BOA pending
- PEB pending

### Admission Requirements

- For practicing professionals in real estate and construction industry

### Assessment Methods

- A Certificate in Contract Administration will be awarded by SISV to candidates who have attended at least 75% of the course and upon successful completion of a written examination.

### Course Structure and Duration

- Date: 19 May - 10 July 2014 (Mondays & Thursdays)
- Time: 6:30pm - 9:30pm
- Self Study week: 14 - 18 July 2014
- Revision : 21 July 2014
- Written Examination: 24 July 2014

Singapore Institute of Surveyors and Valuers

\*110 Middle Road #09-00 Chiat Hong Building S(188968)  
Main: 62223030 Fax: 62252453 [www.sisv.org.sg](http://www.sisv.org.sg)

# CERTIFICATE IN CONTRACT ADMINISTRATION

## ▶ COURSE OUTLINE

- Week 1: Roles and duties of architect, superintending officer, quantity surveyor and project manager; contractor's obligations; administration principles.
- Week 2 & 3: Instructions, certificates and notices; commencement and completion; extension of time and liquidated damages.
- Week 4: Variations and payments including Security of Payment (SOP) payment protocols.
- Week 5 to 7: Defects, indemnities and liabilities; construction insurance, bonds and guarantees;
- Week 8: Overview of dispute resolution processes.

## ▶ COURSE SCHEDULE

Week	Date	Topic	Lecturer
1	Monday / 19 May 2014	<input type="checkbox"/> Agent and Certifier <input type="checkbox"/> Architect / SO / QS / Project Manager: Roles and Duties <input type="checkbox"/> Contractor's Obligations and Responsibilities	Teoh Wooi Sin
	Thursday / 22 May 2014	<input type="checkbox"/> Administration Matters <input type="checkbox"/> Contract Documents and Documentation Priority	
2	Monday / 26 May 2014	<input type="checkbox"/> Instructions <input type="checkbox"/> Certificates	Teoh Wooi Sin
	Thursday / 29 May 2014	<input type="checkbox"/> Notices and Conditions Precedent	
3	Monday / 02 June 2014	<input type="checkbox"/> Programme <input type="checkbox"/> Possession of Site and Commencement	See Choo Lip
	Thursday / 05 June 2014	<input type="checkbox"/> Extension of Time and Liquidated Damages <input type="checkbox"/> Loss and Expense	
4	Monday / 09 June 2014	<input type="checkbox"/> Completion <input type="checkbox"/> Variations <input type="checkbox"/> Discrepancies	See Choo Lip
	Thursday / 12 June 2014	<input type="checkbox"/> Payments including Security of Payment (SOP) Payment Protocol	
5	Monday / 16 June 2014	<input type="checkbox"/> Construction Insurance – Contract Provisions <input type="checkbox"/> Insurance Programmes	Goh Ngan Hong
	Thursday / 19 June 2014	<input type="checkbox"/> Performance Bonds	
6	Monday / 23 June 2014	<input type="checkbox"/> Termination for and without Default	Goh Ngan Hong
	Thursday / 26 June 2014	<input type="checkbox"/> Effects of Termination	
7	Monday / 30 June 2014	<input type="checkbox"/> Effect of Maintenance / Defects Liability Period <input type="checkbox"/> Indemnities and Warranties	Ong Kung Yew
	Thursday / 03 July 2014	<input type="checkbox"/> Liability under Common Law	
8	Monday / 07 July 2014	<input type="checkbox"/> Overview of Dispute Resolution Processes	Ong Kung Yew
	Thursday / 10 July 2014		
9	14—18 July 2014	<input type="checkbox"/> <i>Self-Study Week</i>	
10	Monday / 21 July 2014	<input type="checkbox"/> <i>Revision and General Discussion</i>	All lecturers
	Thursday / 24 July 2014	<input type="checkbox"/> <b>EXAMINATION</b>	

# CERTIFICATE IN CONTRACT ADMINISTRATION

## COURSE FEE

- \$ 1,016.50 - SISV member or Staff of Member Firms
- \$ 1,284.00 - CICJ Member (*applicable to SIA, SIBL, SCAL, IES, REDAS, SPM, ACES*)
- \$ 1,605.00 - Non-Member

All fees quoted are inclusive of GST.

## SKILLS DEVELOPMENT FUND (SDF) TRAINING ASSISTANCE

SDF training grant of \$68 per trainee is available to company-sponsored participants (Singaporeans or Singapore Permanent Residents). The application will be subjected to SDF's requirements and consideration, on a case-by-case basis. Application to SDF has to be made at least one (1) working day before commencement of the course.

## VENUE (subject to change)

SISV Training Room  
110 Middle Road #09-00 Chiat Hong Building Singapore 188968

## APPLICATION PROCEDURE

All applications must be submitted with the following:

1. Completed application form\*
2. One recent passport-size photograph
3. Photocopies of academic qualifications
4. Requisite payment\*\*

Cheques must be made payable to "**SINGAPORE INSTITUTE OF SURVEYORS AND VALUERS**"

\* As attached. Application forms are also obtainable from SISV or via [www.sisv.org.sg](http://www.sisv.org.sg)

\*\* Requisite payment includes all fees quoted under Course Fees.

## PENALTY FOR WITHDRAWAL

Notice	Penalty
Written notice of withdrawal received <i>more than two weeks</i> before commencement of the course	25% of full course fees
Written notice of withdrawal received <i>less than two weeks</i> before commencement of the course	100% of full course fees

## REPLACEMENT

Fees paid are not refundable under any circumstances. If you are unable to attend the course, please inform us in writing at least 2 weeks before commencement of course, otherwise full payment is still applicable even if you did not turn up for the course. In the case of a CIJC or non-member replacing a member (within the same company), the CIJC or non-member will have to pay the fee difference.

SISV reserves the right to amend the course details, revise the course fee without prior notice, to cancel or postpone the course due to unforeseen circumstances.

## COURSE ENQUIRIES

For course enquiries and registrations, please contact:

Dina Abdullah

 : 64240286

 : [dina@sisv.org.sg](mailto:dina@sisv.org.sg)



**SINGAPORE INSTITUTE OF SURVEYORS & VALUERS**

110 Middle Road #09-00 Chiat Hong Building Singapore 188968

Tel: 65 62223030 Fax: 65 62252453

Email : sisv.info@sisv.org.sg Website: www.sisv.org.sg

**APPLICATION FOR CERTIFICATE IN CONTRACT ADMINISTRATION (14<sup>th</sup> Intake)**  
**19 May 2014 - 24 July 2014**

*Attached a recent  
passport-size  
photograph*

- Category  SISV Member / Staff of Member Firms  
 (Please tick)  CIJC (SIA, IES, SCAL, SIBL, SPM, REDAS, ACES)  
 Non-Member

**Applicant Information-----**

*Applicant Information collected in this form is solely for the purpose of processing your application for enrolment.*

<b>Name as in NRIC/Passport (underline surname)</b> Mr / Mrs / Miss		<b>English Name (if any)</b>	
<b>NRIC/Passport No</b>	<b>Date of Birth</b>	<b>Citizenship</b>	<b>Gender : Male / Female</b>
<b>Company</b>		<b>Designation</b>	
<b>Address (O)</b>			
<b>Address (H)</b>			
<b>Email Address# (compulsory)</b>		<b>Handphone</b>	<b>Phone (O) / (H)</b>

# All communications shall be through email.

**Academic Information (Certified true copies of your academic certificates must be submitted with this form)**

Institution	Year	Full-time / Part-time	Qualifications Achieved

**Employment History**

Organisation	Length of Service	Position Held

**Registration / Payment**

Course Fee per Trainee		SDF Assistance Per Trainee	Pay to SISV
Member or Staff of SISV Member Firms	\$ 1,016.50 (Incl GST)	\$68	<b>\$ 948.50</b>
CIJC Member	\$1,284.00 (Incl GST)		<b>\$1,216.00</b>
Non Member	\$1,605.00 (Incl GST)		<b>\$1,537.00</b>

**SPONSORED BY COMPANY: YES / NO**

**APPLY SDF: YES / NO**

*(Please provide Company endorsement letter if participant is sponsored by Company and/or applying for SDF Assistance)*

**\*NOTE:**

- ◆ Full payment must be made before commencement of course.
- ◆ Company sponsoring their employee/staff applying for SDF Assistance must enroll online with SDF Easy Net at least one working day before commencement of course. Otherwise they will not be eligible for any SDF Assistance.
- ◆ Please complete Form SEN 2C if Companies without access to the internet applying for SDF Assistance. This form must be submitted at least one working day before commencement of course.

\_\_\_\_\_  
Employer's Name & Signature

\_\_\_\_\_  
Company Stamp

\_\_\_\_\_  
Applicant's Signature