

CERTIFICATE IN CONTRACT ADMINISTRATION 20TH INTAKE

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.

Objective

The SIA Standard Form and the PSSCOC 2014 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.

Course Outline

- **Week 1:** Defects, indemnities and liabilities.
- **Week 2:** Overview of dispute resolution processes.
- **Week 3:** Roles and duties of architect, superintending officer, quantity surveyor and project manager; contractor's obligations; administration principles.
- **Week 4:** Instructions, certificates and notices.
- **Week 5:** Commencement and completion; extension of time and liquidated damages.
- **Week 6:** Variations and payments including Security of Payment (SOP) payment protocols.
- **Week 7 & 8:** Construction insurance, bonds and guarantees; termination and effects of terminations

Every QS Division Member (Fellows, Members, Probationers and Technical Members) must complete at least 20 CPD hours each year. Certificate of Attendance: A Certificate of Attendance will be awarded upon successful completion of the seminar.

Singapore Institute of Surveyors and Valuers

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

Main: 62223030 Fax: 62252453 www.sisv.org.sg



DETAILS

Date: 2 March to 11 May 2020
(Mondays & Thursdays)

Revision: 27 April 2020

Self Study: 4-18 May 2020

Examination: 11 May 2020

Time: 6:30 pm to 8:30 pm

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

Fee (incl. of GST):

- \$1,016.50 for SISV member or Staff of Member Firms
- \$1,284.00 for CIJC Member (applicable to SIA, IES, SCAL, SIBL, SPM, REDAS, ACES, SGBC), and AIQS, BoA, PEB, RICS.
- \$1,605.00 for Non-Member

CPD: SISV, QS Division: Pending

PE (PDU): Pending

SIA-BOA (CPD): Pending

SPM: (CPD): Pending

Target Audience

For practitioners in real estate and built environment industry.

Assessment & Award

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.

Registration

To register, please visit our website, sisv.org.sg or scan QR code.



CERTIFICATE IN CONTRACT ADMINISTRATION (20th Intake) 2 March 2020 to 11 May 2020

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Course Schedule

Week	Date	Topic
1	2 March 2020 (Monday)	<ul style="list-style-type: none"> • Effect of Maintenance / Defects Liability Period • Indemnities and Warranties • Liability under Common Law
	5 March 2020 (Thursday)	
2	9 March 2020 (Monday)	<ul style="list-style-type: none"> • Overview of Dispute Resolution Processes
	12 March 2020 (Thursday)	
3	16 March 2020 (Monday)	<ul style="list-style-type: none"> • Agent and Certifier • Architect / SO / QS / Project Manager: Roles and Duties • Contractor's Obligations and Responsibilities • Administration Matters • Contract Documents and Documentation Priority
	19 March 2020 (Thursday)	
4	23 March 2020 (Monday)	<ul style="list-style-type: none"> • Instructions • Certificates • Notices and Conditions Precedent
	26 March 2020 (Thursday)	
5	30 March 2020 (Monday)	<ul style="list-style-type: none"> • Programme • Possession of Site and Commencement • Extension of Time and Liquidated Damages • Loss and Expense
	2 April 2020 (Thursday)	
6	6 April 2020 (Monday)	<ul style="list-style-type: none"> • Completion • Variations • Discrepancies • Payments including Security of Payment (SOP) Payment Protocol
	8 April 2020 (Wednesday)	
7	13 April 2020 (Monday)	<ul style="list-style-type: none"> • Construction Insurance – Contract Provisions • Insurance Programmes • Performance Bonds
	17 April 2020 (Friday)	
8	20 April 2020 (Monday)	<ul style="list-style-type: none"> • Termination for and without Default • Effects of Termination
	23 April 2020 (Thursday)	
9 & 10	27 April 2020 (Monday)	Revision and General Discussion
	4 to 8 May 2020 (Monday to Friday)	Self-Study Week
	11 May 2020 (Monday)	Examination

Public Holidays: 10 April 2020 (Friday) Good Friday, 1 May 2020 (Friday) - Labour Day; 7 May 2020 (Thursday) - Vesak Day
Schedule is correct at time of print.

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Registration Type		*Please tick the relevant box below as appropriate.
<input type="checkbox"/> Corporate / Company-Sponsored	<input type="checkbox"/> Apply SDF	<input type="checkbox"/> Individual

*Company endorsement and letter is required for submission if participant is sponsored by company and/ or applying for SDF assistance.

Company Information		*Contact person and/or participants will be notified of any event update.	
Full Company Name :		Billing Address :	
Contact Person :	Designation :	Contact No :	Email :

Payment Information		
Registration Fees (inclusive of GST)		
SISV Members rate: <input type="checkbox"/> SISV Member / Staff of Member Firms - \$1,016.50 <input type="checkbox"/> SISV Member / Staff of Member Firms - \$948.50 (with SDF assistance of \$68.00)	<input type="checkbox"/> CIJC Members and AIQS, BoA, PEB, RICS - \$1,284.00 <input type="checkbox"/> CIJC Members and AIQS, BoA, PEB, RICS - \$1,216.00 (with SDF assistance of \$68.00)	<input type="checkbox"/> Non-Member - \$1,605.00 <input type="checkbox"/> Non-Member - \$1,537.00 - (with SDF assistance of \$68.00)
Payment Mode: <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Bank Transfer *please select your preferred mode of payment during registration.	<input type="checkbox"/> E-Invoice (for statutory boards/ gov only) Sub-BU Code : _____ Department : _____ Attention to : _____	
- Crossed-cheque payment payable to “SINGAPORE INSTITUTE OF SURVEYORS AND VALUERS” with the invoice no. indicated on back of the cheque, and mail to: SISV (QS Division) - 110 Middle Road #09-00, Chiat Hong Building, Singapore 188968. - Bank Transfer: DBS Current Account no: 007-005007-0. Please indicate either the invoice number or “CCA2020 your initial” and email us bank transaction slip after remittance/ making the payment..		
• <i>*Full payment has to be made before the course and in Singapore Dollars (SGD), subjected to prevailing GST. Any bank charges incurred as a result of bank/telegraphic transfers will have to be borne by your company.</i>		

Participant Information				Passport Photo
Name as per NRIC/ FIN.:	NRIC/ FIN no.:	Date of Birth:	Gender : Male / Female	
Citizenship:	Contact no.:	Email:		
Organisation:	Length of Service:	Position Held		
All applications must be submitted with the following: <input type="checkbox"/> 1. Completed application form with recent passport photo <input type="checkbox"/> 2. Photocopies of academic qualifications <input type="checkbox"/> 3. Requisite payment and email to qs.admin@sisv.org.sg				
				*Please tick the relevant box below as appropriate.

Notes:

- Skills Development Fund (SDF):** 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 through SDF Easy Net has to be made at least one (1) working day before commencement of the course. Otherwise they will not be eligible for any SDF Assistance.
- 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.
- Penalty for Withdrawal**

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

- Personal Data Protection Policy:** I consent to the processing by Singapore Institute of Surveyors and Valuers (SISV) and/ or its Supporting Organisation(s) of personal data, including sensitive personal data as defined in the Data Protection Act 2012, about me for the proper purposes of SISV and/ or its Supporting Organisation(s). I undertake to observe the provisions of the Data Protection Act 2012 in relation to any personal data I may myself hold and process as a Members of Singapore Institute of Surveyors and Valuers (SISV), and I agree to indemnify Singapore Institute of Surveyors and Valuers (SISV) and/ or its Supporting Organisation(s) from liability for any claims or damages that may arise from the processing of this data. For more information, please refer to: <https://www.pdpc.gov.sg/Organisations/Organisations-Overview>
- 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.

Employer’s Name & Signature

Company Stamp

Applicant’s Signature & Date