

GULF ORIENTED

Excel-QS

Quantity Surveying & Training

#### **Construction Contracts and Contract Documents**

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#### > Construction Contract Types

- 1. Lump Sum Contract
- 2. Measure & Value / Re-Measurable Contract
- 3. Cost Reimbursement / Cost Plus / Prime Cost Contract

#### > Form of Contract

- 1. Standard form of Contract
- 2. Bespoke Contracts

#### > Contract Documents

- 1. What is Contract?
- 2. Contract Documents Overview

## **Tendering Methods**

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#### > Types of Tendering

- 1. Open Tender
- 2. Single Stage Selective Tendering
- 3. Two Stage Selective Tendering
- 4. Nomination Tendering
- 5. Serial Tendering

### > Selecting a suitable Tenderer

- 1. Guidelines for Selecting a Qualified Tenderer
- 2. Document Checklist

#### > Tendering

- 1. Tender Documents
- 2. Tender Submission

#### **Procurement Route**

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- > Type of Procurement Route
  - 1. Traditional Method
  - 2. Design & Build
  - 3. Management Oriented
  - 4. Other Procurement Routes
- > Selecting a suitable Procurement Route
  - 1. How to Select a Suitable Procurement Route?

#### **Standard Method of Measurements**



- > Standard Method of Measurements
  - 1. SMM7
  - 2. POMI
  - 3. NRM2
  - 4. CESMM4
  - 5. Qatar Standard Measurement of Building Works
  - 6. Why We Need Standard Method of Measurements?
- > Format of the BOQ
- > Preambles
- > Query Sheet & Clarification

#### Measurements and BOQ preparation

- > Understanding of Middle-East Drawings
- > Preparation of Measurement Sheet for Various Items
- > Quantity Takeoff from Auto CAD, PDF and Hard Copies
  - HVAC System
  - Plumbing & Drainage Lighting System
  - Irrigation
  - Fuel Supply
  - Fire Fighting
- Electrical Works
- Fire Alarm & Voice Evacuation● CCTV System
- Lightning Protection
- Intrusion Detection
- Telecommunication
- Audio Visual System
- Access Control
- BMS

- > Preparation of Tender Clarification
- > BOQ Preparation

#### **Rate Analysis & Estimation**

- > Procedure of Rate Analysis
- > Unit Rate Preparation Using First Principle Method
- > Preparation of RFQs for Various Items
- > Working With Various Vendor Quotations
- > Cost Calculation for Material, Labour and Plant & Machineries
- > Subcontract Works
- > Pricing Tenders Using Historical Data

#### **Payment Process in Construction**

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- > Type of Payments
- > Advance Payment & Re-Payment
- > Key Elements in Payment Application
- > Preparation of Monthly Payment Application (IPA)
- > Supporting Documents for IPA
- > Payment Timeline
- > Bond & Insurance
- > Defects Notification Period
- > Final Account
- > Subcontractor Invoice Certification & Management

#### **Variations & Adjustments**



- > Identifying Variations
- > Instructions & Notifications
- > Variation Procedure
- > Various Pricing Techniques for Variation Works
- > Provisional Sum
- > Prime Cost
- > Value Engineering
- > Submission of Variation Claims

#### **MS-Excel for Quantity Surveyors**

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- > MS-Excel Functions for QSs
- > Introduction to Macros
- > PDF to Excel Converter
- > MS-Excel Tips & Tricks for QSs
- > Various MS-Excel Templates for QSs

#### **Career Guidance**

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- > CV Preparation
- > Interview Tips and Q&A
- > How to Find Jobs in GCC Countries?

## 2 WHO CAN ATTEND THIS COURSE?

- Freshers
- Quantity Surveyors
- Civil Engineers
- Estimators
- MEP Engineers
- MEP Quantity Surveyors
- Mechanical Engineers
- Electrical Engineers

- Auto CAD Draftsman
- Document Controllers
- Cost Professionals
- Engineering Students
- Quantity Surveying Students
- Sub Contractors
- Freelancers
- Other Construction Professionals

## **3** OTHER INFORMATIONS

#### **Course Duration**

- Approx. 50 Hours
- 2 Months
- 3 Classes / Week, 2 Hrs each

#### **Delivery Method**

- Online Live Session (Via MS Team)
- Pre-Recorded Video Course

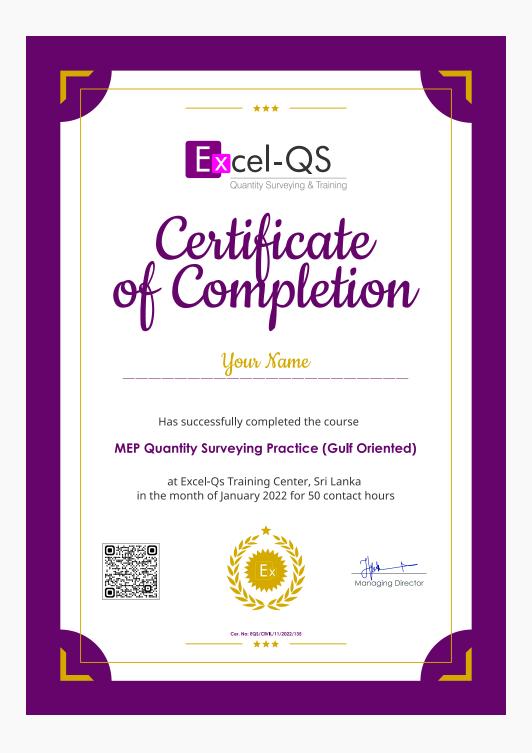
#### Medium

- Tamil
- English

#### **You Will Get**

- Powerpoint Slides
- Project Drawings
- Quantity Markup Drawings
- Measurement sheets
- Complete BOQ
- GCC Data Bank
- Reference Books
- Completion Certificate

## SAMPLE CERTIFICATE





## **5** CONTACT INFORMATION

# Want New Skills? Get in touch!



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