



Professional Certificate in  
**MEP QUANTITY  
SURVEYING PRACTICE**

**GULF ORIENTED**

**Excel-QS**

Quantity Surveying & Training

[www.excel-qs.com](http://www.excel-qs.com)

# 1 COURSE OUTLINE

## Construction Contracts and Contract Documents

### > 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

### > 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

# 1 COURSE OUTLINE

## Procurement Route

### > 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

# 1 COURSE OUTLINE

## 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
- Irrigation
- Fuel Supply
- Fire Fighting
- Electrical Works
- Lighting System
- Fire Alarm & Voice Evacuation
- Lightning Protection
- Intrusion Detection
- Telecommunication
- Audio Visual System
- CCTV 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

# 1 COURSE OUTLINE

## Payment Process in Construction ▼

- > 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

# 1 COURSE OUTLINE

## MS-Excel for Quantity Surveyors

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

## Career Guidance

- > 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
- ✓ Real Working Templates & Formats
- ✓ GCC Data Bank
- ✓ Reference Books
- ✓ Completion Certificate

## 4 SAMPLE CERTIFICATE



### E - CERTIFICATE

Value addition to your resume



## 5 CONTACT INFORMATION

# Want New Skills? Get in touch!



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