

## MANAGE PROJECT CONTRACTS

**UNIT CODE:** ENG/OS/QS/CR/06/6/A

### UNIT DESCRIPTION

This unit describes the competence in managing project contracts. It involves preparing tender documents, carrying out tendering process, preparing day works accounts and preparing payment certificates

### ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA <i>(Bold and italicized terms are elaborated in the Range)</i>
1 Prepare tender documents	1.1 <b><i>Working drawings</i></b> are prepared as per client requirements 1.2 <b><i>Specifications</i></b> are prepared as per SOPs 1.3 Bill of quantities is prepared based on specifications and working drawings 1.4 Schedule of rates are prepared as per SOPs 1.5 Condition of contract is prepared based on nature of the project 1.6 Form of agreement is prepared as per the conditions of the contract 1.7 Form of tender is prepared based on the nature of the contract
2 Carry out tendering process	2.1 Need for goods, services and works is established based on user requirements 2.2 <b><i>Tendering method</i></b> is determined as per SOPs 2.3 Goods, services and/or works are advertised based on tendering method 2.4 Tenders are received and opened as per SOPs 2.5 Tenders are <b><i>evaluated</i></b> as per SOPs 2.6 Contract is <b><i>awarded</i></b> based on tender evaluation
3 Prepare day works accounts	3.1 Plant cost is determined based on day works 3.2 Material cost is determined based on day works 3.3 Labour cost is determined based on day works 3.4 Profits, overheads and taxes are determined as a percentage based on total day work costs
4 Prepare payment certificates	4.1 <b><i>Type of payment certificate</i></b> is determined as per SOPs 4.2 Site visit is conducted as per SOPs 4.3 Work re-measurement is carried out based on work done 4.4 Value of material on site/off site is determined based on the project 4.5 Amount of work done is determined based on project scope 4.6 Percentage of work done is determined as per SOPs 4.7 Retention fee value is determined as per SOPs 4.8 Value of previous payment certificates is determined as per SOPs 4.9 Payment certificate is prepared as per SOPs

## RANGE

<b>Variable</b>	<b>Range</b> <i>May include but is not limited to:</i>
1. Working drawings	1.1 Architectural 1.2 Structural 1.3 Electrical 1.4 Mechanical 1.5 Civil
2 Specifications	2.1 Material 2.2 Workmanship
3 Tendering method	3.1 Open 3.2 Selective 3.3 Serial 3.4 Single sourcing 3.5 Package deal
4 Evaluated	4.1 Preliminary evaluation 4.2 Technical evaluation 4.3 Financial evaluation
5 Type of payment certificate	5.1 Interim 5.2 Penultimate 5.3 Final

## REQUIRED KNOWLEDGE

- Procurement
- Construction law
- Buildings economics
- Measurements
- Technical drawing
- Building drawing
- Civil drawing
- Codes of practice
- Computer literacy
- Estimating and costing
- Tendering procedures
- Procurement
- Public Procurement and Disposal Act
- Public Procurement and Disposal General Manual
- E-Procurement
- Plant technology
- Materials
- Basic mathematics

- Mathematics
- Construction materials
- Construction technology
- Specifications
- Civil engineering works

## SKILLS

- Technical drawing
- Digital
- Planning
- Analytical
- Management
- Building drawing

## EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: <ul style="list-style-type: none"> <li>• Prepared tender documents</li> <li>• Determined tendering method</li> <li>• Received tenders</li> <li>• Evaluated and awarded tenders</li> <li>• Prepared day works accounts</li> <li>• Prepared payment certificates</li> </ul>
2. Resource Implications	The following resources should be provided: <ul style="list-style-type: none"> <li>• Stationery</li> <li>• Computers</li> <li>• Scientific calculators</li> </ul>
3. Methods of Assessment	Competency may be assessed through: <ol style="list-style-type: none"> <li>3.1 Written text</li> <li>3.2 Interview</li> <li>3.3 Observation</li> </ol>
4. Context of Assessment	Competency may be assessed on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.