



Two Days Intensive Seminar

SBL Claimable Subject to HRDF Approval

# Tendering, Cost Estimating and Contracts Administration

21ST & 22ND MAY 2012  
 JW MARRIOTT HOTEL,  
 KUALA LUMPUR

**Introduction**

Participants will be taught to understand the fundamentals of cost estimating, cost and price analysis, negotiation skills, cashflow management for projects, managing contracts and administration. They will also learn to minimize the risks after winning the contracts.

**Objective**

The two-days seminar helps participants to improve and refine their techniques to prepare tender estimates, negotiate and administer cash flow and contracts.

**Outline**

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| <ol style="list-style-type: none"> <li>1. Introduction and Overview of Cost Estimating           <ul style="list-style-type: none"> <li>- What is cost estimating?</li> <li>- Purpose, functions, objectives of cost estimating</li> <li>- Uses of cost estimating</li> <li>- Functions and organization of estimating department</li> <li>- Roles and responsibilities of cost estimators</li> </ul> </li> <li>2. Preparing Estimates for Quotation           <ul style="list-style-type: none"> <li>- Understanding the types of estimates</li> <li>- Factors in cost estimating</li> <li>- Steps in preparing a cost estimates for quotations/tendering</li> <li>- Reviewing the tender requirements</li> </ul> </li> <li>3. Mechanics of Cost Estimating           <ul style="list-style-type: none"> <li>- Cost estimate format</li> <li>- Establish labour rates and labour cost calculations</li> <li>- Types of overheads and overheads calculations</li> <li>- Obtaining contractor/subcontractors quotations               <ol style="list-style-type: none"> <li>(a) Cost exercises</li> <li>(b) Preparing quick cost estimates</li> </ol> </li> </ul> </li> <li>4. Preparing Bond Calculations and Assessing Risks</li> </ol> | <ul style="list-style-type: none"> <li>- What are bonds?</li> <li>- Types of bonds</li> <li>- Exercise</li> <li>- Assessment of risk and profits</li> <li>- Stages in the preparation of tender submission</li> </ul> <ol style="list-style-type: none"> <li>5. Establishing the Right Tender Pricing           <ul style="list-style-type: none"> <li>- Types of pricing</li> <li>- Cost and price analysis</li> <li>- Price variations</li> </ul> </li> <li>6. The Tendering Process           <ul style="list-style-type: none"> <li>- Determine the needs</li> <li>- Specification writing and tender documents</li> <li>- Tender evaluation and procedures               <ol style="list-style-type: none"> <li>(a) Types of evaluation</li> <li>(b) Comparison of bids</li> </ol> </li> </ul> </li> <li>7. Contract Negotiation and Contracts Administration           <ul style="list-style-type: none"> <li>- Tender negotiation</li> <li>- Negotiation skills</li> <li>- Cash flow</li> <li>- Project control management</li> <li>- Work exercises</li> </ul> </li> <li>8. Building a Tender Information System           <ul style="list-style-type: none"> <li>- Data classification</li> <li>- Data gathering</li> <li>- Data storage and retrieval</li> <li>- Software packages and evaluation</li> </ul> </li> </ol> |
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**Conducted By Distinguished Speaker:  
 MR. ALLAN ANG**

Mr. Allan Ang is the principal trainer and consultant. He has 21 years of industrial, marine and offshore heavy construction works, where he held senior positions in the field of project tendering and contracts administration. His responsibilities include international tendering, heading the cost estimating team, project management, purchasing negotiation and international sourcing and evaluation. He had been involved in the negotiation of multi-million dollar projects. He had his practical cost estimating experience with a British company in England.

Mr. Ang also had been very active with various professional bodies and a member of the American Society of Cost Engineers, and Institute of Engineers (USA). He had conducted seminar programmes/workshops in Singapore, Malaysia, Thailand, Indonesia and Shanghai (China).

**Who Should Attend**

Estimating engineers, managers, purchasing officers, executives, contract administrators, and others who are interested to refine and improve their tender pricing submissions will find this seminar very beneficial from the speaker's experience.

**Methodology**

This seminar is presented in English by way of lectures, discussions, group exercises and project presentation.

Organised By:



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**REGISTRATION FORM**

**Ref: MAY12TCE**

EARLY BIRDS: Registration and Payment by 27th April 2012 – RM1550.00 per person

GROUP DISCOUNT: Two or More Persons from same organization – RM1650.00 per person

REGULAR FEE: RM1750.00 per person inclusive of lunch/tea-breaks/valuable seminar materials & **CERTIFICATE**  
 (Crossed Cheque/Bank Draft payable to **ASIA PACIFIC DILIGENCE SDN. BHD.**)

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*Cancellations & Transfers: If you are unable to attend, a substitute candidate(s) is welcome at no extra charge. Please provide the name and position of the substitute delegate at least 2 days prior to the seminar. A full refund less 25% administrative charge will be made for cancellation received in writing 2 weeks prior to seminar. A 50% refund will be given for cancellation received 1 week prior to the seminar. Regrettably, no refund can be made for cancellation 3 days before the seminar. If registration is confirmed, a 25% administrative charge will be incurred for non-attendance.*

*The organizer reserves the right to change speakers and/or modify the programme content without prior notice.*