



Tendering, Cost Estimating and Contracts Administration

19TH & 20TH DECEMBER 2016
DORSETT
KUALA LUMPUR

**Conducted By Distinguished Speaker:
IR. LAI SZE CHING**

Ir. Lai Sze Ching graduated as a Mechanical Engineer from the University of Malaya. He also holds LL.B degree from the University of London and LL.M from the University of Malaya, majoring in Alternative Dispute Resolution, Arbitration Law, Remedy and Construction Law. In addition he also holds a Certificate of Legal Practice from the Qualifying Board of Malaysia.

Ir. Lai has more than 30 years working experience in construction and property development. He is currently the Managing Director of an engineering firm and also as a claim consultant. Ir. Lai had been invited to deliver papers on water supply and sewage treatment in various international seminars and conferences. He has also written various articles on ADR, Arbitration and Construction disputes and had conducted talks on engineers and the law and issues of Construction Law to local companies and Universities.

Being an accreditator of Engineering Accreditation Council Malaysia, he is also actively involved in the accreditation of local engineering programmes. He is currently a member of the Industry Advisory Panel for Limkokwing University of Creative Technology and Multimedia University. Ir Lai is also a member of the Board of Studies for University of Malaysia Pahang and the Student Ambassador for the External Law Programme of University of London. He is empanelled as Arbitrator, Mediator and Adjudicator in the panel of Kuala Lumpur Regional Centre of Arbitration (KLCA).

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

1. Introduction and Overview of Cost Estimating

- What is cost estimating?
- Purpose, functions, objectives of cost estimating
- Uses of cost estimating
- Functions and organization of estimating department
- Roles and responsibilities of cost estimators

2. Preparing Estimates for Quotation

- Understanding the types of estimates
- Factors in cost estimating
- Steps in preparing a cost estimates for quotations/tendering
- Reviewing the tender requirements

3. Mechanics of Cost Estimating

- Cost estimate format
- Establish labour rates and labour cost calculations
- Types of overheads and overheads calculations
- Obtaining contractor/subcontractors quotations
- (a) Cost exercises
- (b) Preparing quick cost estimates

4. Preparing Bond Calculations and Assessing Risks

- What are bonds?
- Types of bonds
- Exercise
- Assessment of risk and profits
- Stages in the preparation of tender submission

5. Establishing the Right Tender Pricing

- Types of pricing
- Cost and price analysis
- Price variations

6. The Tendering Process

- Determine the needs
- Specification writing and tender documents
- Tender evaluation and procedures
- (a) Types of evaluation
- (b) Comparison of bids

7. Contract Negotiation and Contracts Administration

- Tender negotiation
- Negotiation skills
- Cash flow
- Project control management
- Work exercises

8. Building a Tender Information System

- Data classification
- Data gathering
- Data storage and retrieval
- Software packages and evaluation

REGISTRATION FORM

REF: DEC16TCE

Early Birds: Registration by 18 November 2016: RM1788.00 per person
 Group Discount (Two or more persons from same organization) – RM1888.00 per person
 Regular Fee – RM1988.00 per person *(The above fees are inclusive of lunch / tea-breaks / valuable seminar materials & certificate)*
 Crossed Cheque/Bank Draft payable to GOODCONSULT SDN. BHD.
 Mailing Address: 36th Floor, Menara Maxis, Kuala Lumpur City Centre, 50088 Kuala Lumpur Contact Person: Ms. Erna/Cik Sharifah/Ms.Chai Tel: 03-2615 7278 Fax: 03-6204 5612 Email:goodconsultsb@gmail.com
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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 the 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/or modify the programme content without prior notice.