

SCA/619/0817/WX

# CONTRACT ADMINISTRATION FOR CONTRACTORS

## Introduction:

- ❖ Contract administration involves activities to meet requirements of a contract from the time it is awarded until the Works are completed and include the subsequent discharge of the contract.
- ❖ Good contract administrations by contractors ensure that their rights and obligations are properly documented and recorded and ready for use in time of needs.
- ❖ This Course will focus on the “What to do” or “How to do” daily routine of contract administrators

## Course Objectives:

- ❖ To understand the administrative requirements of contracts
- ❖ Provide guidelines / checklists
- ❖ Organize and systematic approach to administration of contracts
- ❖ Adopt know how to different forms of contract

### Accreditation

PDU – 14 Units  
CET – 15 Hours

*(Refer to below)*

## Trainer:

**Mr P.G. ROY**

P.G. Roy is currently a Senior Manager for a Fortune 500 multinational construction company. For the last 20 years, he has been involved in all facets of commercial, contractual and dispute management for building and civil engineering works in Singapore. His portfolio of dispute avoidance and resolution, commercial management, procurement advice and contract management experience spans a wide variety of complex building, engineering, tunnelling and infrastructure projects. He is known as a leading contracts practitioner in the local construction industry with profound knowledge of the field. Roy is regularly identified by his peers as a heavyweight in contracts administration with a bona fide reputation. He has a distinctive approach and knack for interpreting the provisions of the contract and displays great acumen in this field. He is well positioned to advise the top management on all aspects of construction and project work from inception to completion, including the drafting of various forms of construction and project documentation.

## Course Contents:

- ✓ *Pre-Contract Administration at Tender Stage*
- ✓ *Post-Contract Administration at Construction Stage*
- ✓ *Budgeting and Cost Control*
- ✓ *Variations and Payments*
- ✓ *Extension of time and Contractual Claims*
- ✓ *Disputes and Dispute Resolution*

## Administration Detail:

	Time	July 2017	August 2017	September 2017	October 2017	November 2017
<b>2 Full Days</b>	<b>9.00am - 5.30pm</b>	24 - 25 July <b>*Accreditation: 14 PDUs &amp; 15 hours CET</b>	28 - 29 August	25 - 26 September <b>*Accreditation: 14 PDUs &amp; 15 hours CET</b>	16 - 17 October <b>*Accreditation: 14 PDUs &amp; 15 hours CET</b>	23 - 24 November
<b>5 Evenings</b>	<b>6.00pm - 9.00pm</b>	24, 25, 26, 27 & 28 July		22, 26, 27, 28 & 29 September	-	20, 21, 22, 23 & 24 November

- ❖ Venue : SCAL Academy, 150 Neil Road, Singapore 088879
- ❖ Fees *( inclusive GST ) ( may apply subsidy under Non-WSQ Course through Skills Connect System )*:
  - S\$566 - SCAL Member Associate/ Ordinary/ SLOTS/ Trade
  - S\$578 - CIJC Member (ACES, IES, REDAS, SIA, SIBL, SISV, SPM)
  - S\$599 - Non-Member

## For Who:

- ❖ Anyone who is interested in “working level” contract administration
- ❖ New entrants to the industry or those in need of refresher training

# CONTRACT ADMINISTRATION FOR CONTRACTORS

Please fill in print or type clearly on form below, & return your completed form details with payment to  
(Form may be copied for additional participants)



**SCAL Academy**  
150 Neil Road  
Singapore 088879



**Fax: 6793 4401**



**Tel: 6793 9020**



[weixuan@scal.com.sg](mailto:weixuan@scal.com.sg)  
[/ elene@scal.com.sg](mailto:elene@scal.com.sg)

☞ **Attn: Ms Tan Wei Xuan / Ms Elene Yeo**

<b>Preferred Date:</b>	Time:	<input type="checkbox"/> 2 Full Day (9am – 5.30pm)
		<input type="checkbox"/> 5 Evening (6pm – 9pm)
Company Name :	Company Reg No (ROC No) :	
Address :	Postal Code :	
Contact Person:	Tel No. :	Fax No. / email address :

## Participant Details:

Name : \_\_\_\_\_ NIRC/ Fin / WP No. : \_\_\_\_\_ Designation : \_\_\_\_\_  
(as on NRIC/ Work Permit Card)

Name : \_\_\_\_\_ NIRC/ Fin / WP No. : \_\_\_\_\_ Designation : \_\_\_\_\_  
(as on NRIC/ Work Permit Card)

Please tick if you are:

- S\$ 566.00 SCAL Member (Associate/Ordinary/SLOTS)  
 S\$ 578.00 CIJC Member: Please circle – (ACES, IES, REDAS, SIA, SIBL, SISV, SPM)  
 S\$ 599.00 Others

Amount: \_\_\_\_\_ Cash / Cheque No: \_\_\_\_\_ Invoice No. \_\_\_\_\_ Receipt No: \_\_\_\_\_

## Payment:

- Payment can be made by **Cash, NETS (only at 150 Neil Road office) or Cheque**. For cheque payment, please made payable to **SCAL Academy Pte Ltd** Please mail the cheque to SCAL Academy, 150 Neil Road, Singapore 088879.

## Agreement & Disclaimers:

By registering for the above preview, I hereby affirm that I understand & abide to the following:

- Seats are limited, registration is on a first-come-first served basis, upon receipt of registration form, unless notified otherwise.
- Walk-in participants will only admitted on the basis of availability & full payment before attending the preview.
- A **Confirmation Letter** will be sent to me via either fax or e-mail. If I do not hear from SCAL Academy 03 days before commencement of preview, I will contact SCAL Academy on Tel: **6793 9020**.
- A notice of replacement / postponement together with the full particulars of the new participant (for replacement) must be given to us at least 3 working days before course commencement. A charge of S\$50 (replacement) or S\$100 (postponement) will be imposed on such changes.
- A notice of cancellation must be given at least 3 working days before commencement of the course and 50% of course fee will be charged / returned. If notice is given less than 3 working days before the first day of the course, full fees will be charged and there will be no refund.
- "No-show" will not be given a refund nor credit towards a later program (unless there is a documented medical emergency).
- Trainer, topic & venue are correct at the time of printing. SCAL Academy Pte Ltd reserves the right to substitute speaker, cancel or change the content, venue & timing of the preview for reasons beyond its control.

\_\_\_\_\_  
Name/Authorized Signature/Designation

\_\_\_\_\_  
Company Stamp (if applicable)

\_\_\_\_\_  
Date



**SCAL ACADEMY PTE LTD**

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