

BPM109 Contract Administration

Level: 1

Credit Units: 5 Credit Units

Language: ENGLISH

Presentation Pattern: EVERY SEMESTER

Synopsis:

BPM109 Contract Administration provides students an overview of the different types of contract such as the PSSCOC, SIA and REDAS contracts, where students will learn how to administer building, maintenance, servicing, operation and the refurbishment contracts. In addition, students will be equipped with knowledge of payment procedures, the variations, time extension and liquidated damages. Topics will also include final accounts, subcontracting and insurance, performance bond, key performance indicators, and the various indemnity clauses.

Topics:

- Forms of Contract - PSSCOC, SIA and REDAS contracts
- Partnering, Parties Involved, Roles and Relationships, Rights, Duties/ Obligations of Parties
- Communication
- Quality Control
- Completion
- Delay, Extension of Time and Liquidated Damages
- Subcontracting Procedure
- Variations
- Claims Management Procedures
- Payment and Final Account Procedures
- Security of Payment Act
- Risk, Indemnity and Insurance

Textbooks:

: Contract Administration and Procurement in the Singapore Construction Industry (e-Text) 2nd Edition

ISBN-13: 9789811218101

Learning Outcome:

- Discuss the legal principles of the contract provisions
- Explain the roles and principles of contract provisions such as Instruction and Direction, Quality of Workmanship and Material, Extension of Time and Delay, Sub-contracting, Variation, Payment and Risk Management
- Advise clearly and coherently on issues pertaining to contract administration
- Identify the uniqueness of the different forms of standard contracts
- Discuss contract provisions
- Calculate payment and compensation

Assessment Strategies (Evening Class):

Components	Description	Weightage Allocation (%)
Overall Continuous Assessment	PRE-CLASS QUIZ 1	2
	PRE-CLASS QUIZ 2	2
	PRE-CLASS QUIZ 3	2
	TUTOR-MARKED ASSIGNMENT 1	10
	TUTOR-MARKED ASSIGNMENT 2	14
Overall Examinable Components	Written Exam	70
Total		100