

1. Title	Techniques in preparing engineering contracts
2. Code	EMPDPM402A
3. Range	Prepare engineering contracts according to tender drawings and documents, bills of quantities, estimated materials, manpower and profits.
4. Level	4
5. Credits	4
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Know about tender documents</p> <ul style="list-style-type: none"> <li>◆ Understand details of standard tender documents and drawings</li> <li>◆ Understand the contract terms such as: <ul style="list-style-type: none"> <li>• Project schedule</li> <li>• Payment method</li> <li>• Tender procedures</li> <li>• Tender specifications</li> </ul> </li> <li>◆ Submit counter-proposals with respect to the tender documents</li> <li>◆ Negotiate with customers and modify content of tenders</li> </ul> <p>6.2 Draw up bills of quantities, estimated materials, manpower and profits</p> <ul style="list-style-type: none"> <li>◆ Measure bills of quantities according to the requirements of the contract or tender documents</li> <li>◆ Negotiate with suppliers on prices of materials and transport</li> <li>◆ Estimate labour costs</li> <li>◆ Consider the marginal profits and set a reasonable tender price</li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <p>(i) Capable to master the tender documents and submit counter-proposals to customers; and</p> <p>(ii) Capable to set the contract sum according to costing of project.</p>
8. Remarks	The credit value of this unit of competency is set on the presumption that the person already possesses basic knowledge of quantity surveying.