



cooperative
governance

Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT (MISA)



CPD 2 credits (ECSA) / 1.6 credits (SACPCMP)

Getting Acquainted with Basic Contract Administration

The Municipal Infrastructure Support Agent (MISA) in partnership with SAICE Professional Development & Projects (SAICE-PDP) invites you to attend this 2-day course to understand the complexity and importance of contract administration and quality control.



Attend this course and learn about:

- Who the role players are and how they contribute to the outcome of the project
- The project procurement and tendering process
- The applicable specifications, standards and forms of contract
- The activities that are important for quality assurance
- The importance of health and safety regulations and how to manage health and safety on a project
- The importance of proper project closure

Benefits include:

- Participation in an interactive workshop
- Learn from a recognised expert with cross industry experience
- Comprehensive course documentation
- 2 CPD credits (ECSA)
- 1.6 CPD credits – Category PPPI (SACPCMP)

Presenter:

Theuns Eloff BIng (Civil)

<p>COURSE SCHEDULE</p> <p>Venue: Dates: Time:</p> <p>REGISTRATION To register, visit www.saicepdp.org For more details contact Nompumelelo Nyaba: Email nompumelelo@saicepdp.org / Tel: 011 476 4100</p>	<p>WHO SHOULD ATTEND</p> <p>The course helps municipal attendees to apply their theoretical training in practice. It is therefore recommended for:</p> <ul style="list-style-type: none"> ▪ Project Managers, Project Administrators and PMU personnel ▪ Contract Managers ▪ Engineers, Technicians and Technologists ▪ SCM Practitioners ▪ Contract personnel from the Legal Department ▪ Anyone else interested in or involved in contract administration and quality assurance on engineering projects
--	--

COURSE OUTLINE

INTRODUCTION – ADMINISTRATION AND FILING

ROLE PLAYERS IN ENGINEERING PROJECTS

PROCUREMENT AND TENDERING

- Procurement process and documentation
- Tender deviations and evaluations
- Different forms of contract
- Standard specifications
- Plans and drawings
- Site inspection

SPECIFICATIONS AND STANDARDS

- Procurement standards
- Selecting an appropriate form of contract
- Pricing and contracting strategies
- Design standards and standard specifications

OVERVIEW OF FORMS OF CONTRACTS

MONTHLY ACTIVITIES

- Establishment and P&G
- Planning and programming
- Labour employment
- Guarantee and insurance
- Site instructions
- Monthly payment certificates
- Variation orders and delays
- Contractor's claims
- Site meetings and minutes
- Environmental reports
- Site documents

HEALTH, SAFETY AND SECURITY

- OH&S in the workplace, policy and procedures
- Applicable Act

QUALITY ASSURANCE

- Quality control
- Material performance
- Laboratory testing

COMPLETION OF THE PROJECT

- Practical completion
- Certificate of completion
- Late completion
- Defects liability period
- Final approval

WHAT TO BRING TO THE COURSE

- Calculator

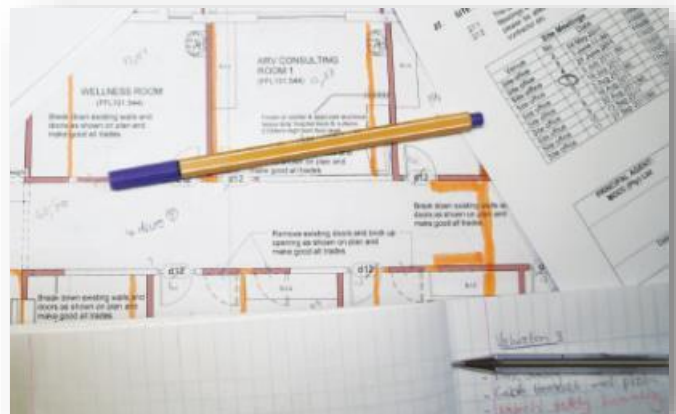
For online courses, it is recommended to have the following installed on your computer:

- MS Excel
- The Zoom app

ABOUT YOUR FACILITATOR

Theuns Eloff completed his BEng (Civil) degree at the Rand Afrikaans University and started his engineering career as a civil contractor. He was involved in the construction, rehabilitation and resurfacing of roads.

Theuns also has extensive experience in major earthworks, construction of dams, open pit mines and contract management.



SAICE-PDP's Municipal Academy was established to support practitioners employed in local government with applying theoretical knowledge and relevant legislation in practice.

**municipal
academy**
the road to service delivery



MISA's mandate is to provide technical support and advice to municipalities, whilst strengthening their capacity, for effective infrastructure planning, delivery, operations and maintenance.