



Professional Certificate in
**CIVIL QUANTITY
SURVEYING PRACTICE**

GULF ORIENTED



Global
Institute of
Quantity Surveying

www.thgiqs.com



COURSE OVERVIEW

It is not only a quantity take-off program but also covers most of the QS topics that a quantity surveyor needs to know to deliver quantity surveying responsibilities in pre-contract and post-contract phases in any company. This course covers all elements in civil engineering measurement from site works to finishing works. We use proper standard method of measurement to quantify all BOQ items from real gulf project drawings. Quantity surveyors, site engineers, freshers, QS students, freelancers, estimators, cost controllers, subcontractors and other construction professionals are welcome to take this course.



1 COURSE OUTLINE

Construction Contracts and Contract Documents ▼

> Construction Contract Types

1. Lump Sum Contract
2. Measure & Value / Re-Measurable Contract
3. Cost Reimbursement / Cost Plus / Prime Cost Contract

> Form of Contract

1. Standard form of Contract
2. Bespoke Contracts

> Contract Documents

1. What is Contract?
2. Contract Documents Overview

Tendering Methods ▼

> Types of Tendering

1. Open Tender
2. Single Stage Selective Tendering
3. Two Stage Selective Tendering
4. Nomination Tendering
5. Serial Tendering

> Selecting a suitable Tenderer

1. Guidelines for Selecting a Qualified Tenderer
2. Document Checklist

> Tendering

1. Tender Documents
2. Tender Submission

1 COURSE OUTLINE

Procurement Route ▼

> Type of Procurement Route

1. Traditional Method
2. Design & Build
3. Management Oriented
4. Other Procurement Routes

> Selecting a suitable Procurement Route

1. How to Select a Suitable Procurement Route?

Standard Method of Measurements ▼

> Standard Method of Measurements

1. SMM7
2. POMI
3. NRM2
4. CESMM4
5. Qatar Standard Measurement of Building Works
6. Why We Need Standard Method of Measurements?

> Format of the BOQ

> Preambles

> Query Sheet & Clarification

1 COURSE OUTLINE

Measurements and BOQ preparation ▼

- > Understanding of Middle-East Drawings
- > Preparation of Measurement Sheet for Various Items
- > Quantity Takeoff from Auto CAD, PDF and Hard Copies

- | | | |
|------------------|----------------------|------------------------|
| ● Preliminaries | ● T and M Protection | ● Doors and Windows |
| ● Earth Works | ● Masonry Works | ● Furniture |
| ● Concrete Works | ● External Finishes | ● Metal Works |
| ● Reinforcement | ● Internal Finishes | ● Landscaping Works |
| ● Formworks | ● Interior Works | ● External Infra Works |

- > Preparation of Tender Clarification
- > BOQ Preparation

Rate Analysis & Estimation ▼

- > Procedure of Rate Analysis
- > Unit Rate Preparation Using First Principle Method
- > Preparation of RFQs for Various Items
- > Working With Various Vendor Quotations
- > Cost Calculation for Material, Labour and Plant & Machineries
- > Subcontract Works
- > Pricing Tenders Using Historical Data

1 COURSE OUTLINE

Payment Process in Construction ▼

- > Type of Payments
- > Advance Payment & Re-Payment
- > Key Elements in Payment Application
- > Preparation of Monthly Payment Application (IPA)
- > Supporting Documents for IPA
- > Payment Timeline
- > Bond & Insurance
- > Defects Notification Period
- > Final Account
- > Subcontractor Invoice Certification & Management

Variations & Adjustments ▼

- > Identifying Variations
- > Instructions & Notifications
- > Variation Procedure
- > Various Pricing Techniques for Variation Works
- > Provisional Sum
- > Prime Cost
- > Value Engineering
- > Submission of Variation Claims

1 COURSE OUTLINE

MS-Excel for Quantity Surveyors ▼

- > MS-Excel Functions for QSs
- > Introduction to Macros
- > PDF to Excel Converter
- > MS-Excel Tips & Tricks for QSs
- > Various MS-Excel Templates for QSs

Career Guidance ▼

- > CV Preparation
- > Interview Tips and Q&A
- > How to Find Jobs in GCC Countries?

2 WHO CAN ATTEND?

- ✓ Freshers
- ✓ Quantity Surveyors
- ✓ Civil Engineers
- ✓ Estimators
- ✓ MEP Engineers
- ✓ MEP Quantity Surveyors
- ✓ Mechanical Engineers
- ✓ Electrical Engineers
- ✓ Auto CAD Draftsman
- ✓ Document Controllers
- ✓ Cost Professionals
- ✓ Engineering Students
- ✓ Quantity Surveying Students
- ✓ Sub Contractors
- ✓ Freelancers
- ✓ Other Construction Professionals

3 OTHER INFORMATIONS

Course Duration

- ✓ Approx. 50 Hours
- ✓ 2 Months
- ✓ 3 Classes / Week, 2 Hrs each

Delivery Method

- ✓ Online Live Session (Via MS Team)
- ✓ Pre-Recorded Video Course

Medium

- ✓ Tamil
- ✓ English

You Will Get

- ✓ Powerpoint Slides
- ✓ Project Drawings
- ✓ Quantity Markup Drawings
- ✓ Measurement sheets
- ✓ Complete BOQ
- ✓ Real Working Templates & Formats
- ✓ GCC Data Bank
- ✓ Reference Books
- ✓ Completion Certificate

4 SAMPLE CERTIFICATE



Global
Institute of
Quantity Surveying

Certificate of Completion

Your Full Name

Has successfully completed the course

**Professional Working Practice in
XXXXXXXXXXXXXXXXXXXX (Gulf Oriented)**

at Global Institute of Quantity Surveying (GIQS), Sri Lanka
in the month of August 2023 for 50 contact hours

Course Instructor

Course Director
Global Institute of Quantity Surveying



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Certificate No:
GIQS-CIVIL-60-2023-167

Verify this certificate
by emailing this certificate no to
courses@thegiqs.com



E - CERTIFICATE

Value addition to your resume

5 CONTACT INFORMATION

Want **New Skills?** Get in touch!



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