



Professional Certificate in
**MEP QUANTITY
SURVEYING PRACTICE**

GULF ORIENTED



Global
Institute of
Quantity Surveying

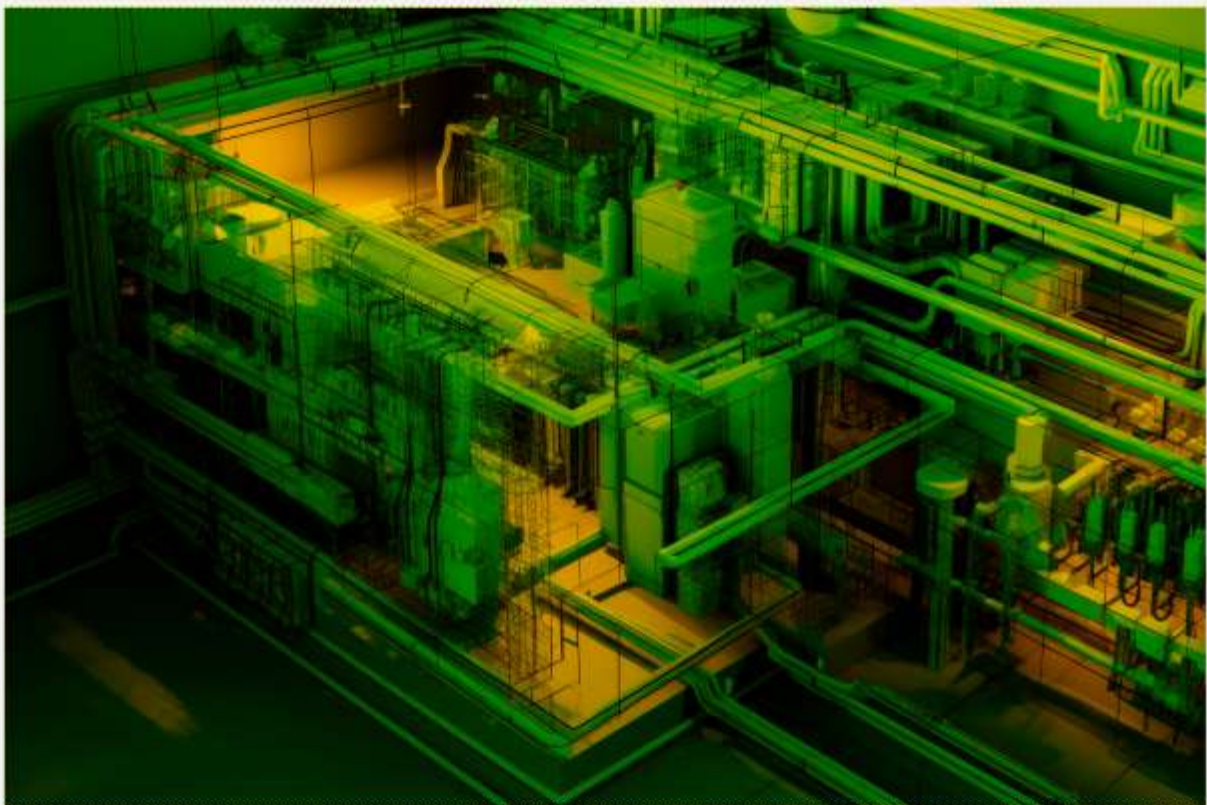
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COURSE OVERVIEW

Welcome to "MEP Quantity Surveying Practice," a comprehensive course designed to equip you with the essential knowledge and skills required for effective quantity surveying in the field of MEP (Mechanical, Electrical & Plumbing) engineering. Quantity surveying plays a pivotal role in the successful execution of construction projects by providing accurate cost estimation, budget management, and financial control.

This course combines theoretical concepts with practical applications to provide a well-rounded understanding of civil quantity surveying. Through lectures, case studies, and interactive exercises, you will gain the knowledge and skills needed to excel in this dynamic field.



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

- | | | |
|-----------------------|---------------------------------|-----------------------|
| ● HVAC System | ● Electrical Works | ● Telecommunication |
| ● Plumbing & Drainage | ● Lighting System | ● Audio Visual System |
| ● Irrigation | ● Fire Alarm & Voice Evacuation | ● CCTV System |
| ● Fuel Supply | ● Lightning Protection | ● Access Control |
| ● Fire Fighting | ● Intrusion Detection | ● BMS |

- > 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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Sri Lanka



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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