

Course name	ESTIMATION TENDERING AND CONTRACT
Course code	ECSI/ECCI/ECCJ 4200/4203
Semester	4 <sup>TH</sup> Year 2 <sup>nd</sup> Semester
Lecturer/email address	<a href="mailto:labuodha@yahoo.com">labuodha@yahoo.com</a> Lucy Abuodha
Time	9.00-11.00 and 2.00am -4.00am,9.00-11.00am.
Day of the week	Monday and Wednesday

### 1. Course objectives

Law: Source of Law, Law of contracts, Law of tort; Contracts: Types of contracts, Form of contracts, Clauses in the documents; Estimates: Enquiry from documents, material take off, Labour elements, Overhead cost elements; Tendering: Costing and appraisal of estimates, Types of tenders; Standard Request for Proposal (SRFP) document, Letter of Invitation, Information to consultants, Appendix to information to Consultants, Technical Proposal, Financial Proposal, Terms of Reference, Standard Forms of Contract , Technical evaluation; Supplies of Materials: Materials, schedules and programmes, Cash and trade discount; Works Planning and Control: Bar Charts, CPA networks; Site Control and Administration: Work measurement, Site meetings.

### 2. Course Content

Students will acquire the knowledge on how to secure contracts, tenders as well as manage computer contracts and project management as a whole.

### 3. Detailed Course content

Week	Subject area	Discussion topics	Assignments/Reading guide
Week 1	Introduction to business law	Aspects of business law Law of contract, forms of contract Law of tort	Read on sources of law
Week 2	Estimates	Enquiry from documents, material take off, Labour elements, Overhead cost elements Bills of quantities Labour elements Overheads	Read more on estimates
Week 3	Tendering	Types of tenders Tender contents Preparation of SRFP document Letter of Invitation Information to consultant.	Read on Tenders, acquisition of tender, type of tenders
Week 4	Evaluations of tender	Preparation of financial proposal, Preparation of Technical proposal	

		Evaluation bases(technical, financial)	
Week 5	Contract Management	Contract appraisal models	
Week 6	Supplies of Materials'	Materials, schedules and programmes, Cash and trade discount	
Week 7	Work planning and control	Bar Charts, CPA networks and all the project scheduling activities	
Week 8	Site control and Administration	Work measurement, Site meetings, site reports and handover procedures.	
Week 9		<b>CAT 2</b>	
Week 10		Self Study & revision	
Week 11		Revision & Exams	End of Semester Exams
Week 12		Revision & Exams	End of Semester Exams

#### 4. Teaching methodology

Classes will be conducted in form of lectures, discussions, and presentations

NB: Teamwork and discussions are **highly** recommended.

5.

#### 5. Websites

- Any resource

#### 7. Course evaluation

Final Examination	70%
CAT	20%
Term Paper & Assignment	10%
<b>Total</b>	<b>100%</b>