



All Rights Reserved

Diploma in Quantity Surveying		
NVQ Level 05 – Semester II		
Contract Administration-I	F45C002M09	Three Hours
Answer any 05 questions.		

1. “After letter of acceptance contracts are started”
 - (i) What is the meaning of contract? (2 Marks)
 - (ii) Write down three (03) differences between contract and project? (3Marks)
 - (iii) Who are the main stakeholders participated in a contract agreement? (2 Marks)
 - (iv) State four key documents related to the contract agreement? (2 Marks)
 - (v) State three methods of consultant fee payment? (3 Marks)
 - (vi) What are the key security bonds used in a contract? (2 Marks)
 - (vii) What are the main duties of the consultant quantity surveyor, during each pre-contract stage? (6 Marks)

2. “The Government of Sri Lanka placed the highest priority to ensure the development efforts across all sectors of the society with evenly balanced and distributed to all sectors, in order to meet the overall national development and enhance the quality of life of its citizens. To achieve the desired results, it is imperative to ensure speed, transparency and integrity in all the development spheres and in regard to which the procurement function of goods, works and services plays a critical role” (NPA guide lines, 2006).
 - (i) State four (4) responsibilities of the procurement committee (4 Marks)
 - (ii) Briefly explain the ethics in procurement process. (4 Marks)
 - (iii) Briefly explain the key objectives of public procurement. (6 Marks)
 - (iv) Briefly explain how the above objectives are applied in the process of procurement. (6 Marks)

3.

- (i) Briefly explain the key stages of bid evaluation process. (6 Marks)
- (ii) State the steps involved in the detailed bid evaluation stages. (3 Marks)
- (iii) State four (4) responsibilities of bid opening committee (BOC). (4 Marks)
- (iv) State four (4) types of minor deviations considered during the bid evaluation process. (3Marks)
- (v) Explain at least four (4) key information which are needed to be available in the bid evaluation report? (4 Marks)

4. The NPA is the principal authority for formulating and effecting amendments to the Guidelines; issuance of manuals, SBDs, evaluation methodologies, standard contracts, and specifications. Any clarification of the provisions of these guidelines or the aforementioned documents may be sought from the NPA.

- (i) You have been appointed as technical evaluation committee chairman, State three (3) responsibilities of the Technical evaluation committee (TEC) member with regard to the procurement. (3 Marks)
- (i) Briefly explain the following procurement methods.
 - a) National competitive bidding
 - b) International competitive bidding
 - c) National Shopping (9 Marks)
- (ii) Following procurements have to be done in Vocational Training Authority, Kandy. You are requested to select appropriate procurement method for each procurement with stating reasons for the selection of such method in accordance to the National procurement Agency (NPA) guidelines of Sri Lanka.
 - a) Procurement of 5 numbers of Laptops,
 - b) Procurement of 100 numbers of rolling chairs for staffs
 - c) Procurement for constructing store building, total cost estimated is Rs 3 Million
 - d) Procurement for constructing 10 stories Automobile unit with luxury facilities, all the funds are provided by Foreign funding agency (8 Marks)

5. Ministry of Skill development and vocational training has received a grant from a foreign funding agency. They plan to establish a building with latest technologies for vocational training centre, Colombo. Your firm has been appointed as a consultant. So you are responsible for arranging and coordinating all the contract matters. The total estimate for the project is around Rs. 18 billion with a construction period of 1,800 days.

- (i) Briefly describe the contractual arrangements in construction project. (5 Marks)
- (ii) Select suitable procurement method and contractual arrangement as a consultant firm, write down your opinions with regard to the selection of procurement. Elaborate your answer with procurement selection criteria. (15 Marks)

6. Briefly explain four (04) topics among the following

- (i) Instruction to Bidders (ITB) & Condition of contracts (COC) (5 Marks)
- (ii) Measure and pay contracts & Lump sum contracts (5 Marks)
- (iii) Performance bond and bid bond (5 Marks)
- (iv) Contract administration & Project management (5 Marks)
- (v) Project stakeholders & Procurement triangle (5 Marks)