

APPENDIX 1

SCOPE OF SERVICES

The **QUANTITY SURVEYOR** shall provide the following services.

1. STAGE 4 - DOCUMENTATION AND PROCUREMENT

- 4.1 Attending design and consultants' meetings
- 4.2 Assisting the principal consultant in the formulation of the procurement strategy for contractors, subcontractors and suppliers
- 4.3 Reviewing working drawings for compliance with the approved budget of construction cost and/or financial viability
- 4.4 Preparing documentation for both principal and subcontract procurement
- 4.5 Assisting the principal consultant with calling of tenders and/or negotiation of prices
- 4.6 Assisting with financial evaluation of tenders
- 4.7 Assisting with preparation of contract documentation for signature and for which the following deliverables are applicable:
 - 4.8 Budget of construction cost
 - 4.9 Tender documentation
 - 4.10 Financial evaluation of tenders
 - 4.11 Priced contract documentation

2. STAGE 5 - CONSTRUCTION

- 5.1 Attending the site handover
- 5.2 Preparing schedules of predicted cash flow
- 5.3 Preparing pro-active estimates for proposed variations for client decision-making
- 5.4 Attending regular site, technical and progress meetings
- 5.5 Adjudicating and resolving financial claims by the contractor(s)
- 5.6 Assisting in the resolution of contractual claims by the contractor(s)
- 5.7 Establishing and maintaining a financial control system
- 5.8 Preparing valuations for payment certificates to be issued by the principal agent
- 5.9 Preparing final account(s) for the works on a progressive basis and for which the following deliverables are applicable:
 - 5.10 Schedule(s) of predicted cash flow
 - 5.11 Estimates for proposed variations
 - 5.12 Financial control reports
 - 5.13 Valuations for payment certificates
 - 5.14 Progressive and draft final account(s)

3. STAGE 6 – CLOSE OUT

- 6.1 Preparing valuations for payment certificates to be issued by the principal agent
- 6.2 Concluding final account(s) and for which the following deliverables are applicable:
 - 6.3 Valuations for payment certificates
 - 6.4 Final account(s)