

## Registration Card

Please complete and return as soon as possible to:

Ms P Gokool  
T<sup>2</sup> Training Centre  
KwaZulu-Natal Department of Transport  
P O. Box 4094  
Willowton Hub  
PIETERMARITZBURG 3200  
Tel: (033) 397 9508  
Fax: (033) 397 9585  
Email: Pamela.Gokool@kzntransport.gov.za

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_ Title \_\_\_\_\_

Organisation: \_\_\_\_\_

Postal address: \_\_\_\_\_

Postal code: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Enquiries:

Ms P Gokool  
Tel: (033) 397 9508  
Fax: (033) 397 9585  
Email: Pamela.Gokool@kzntransport.gov.za

## Payment

Delegates from organizations other than KwaZulu-Natal Department of Transport must pay the R1000 course fees by cash or cheque.

### Cheques should be made out to:

KwaZulu-Natal Provincial Government-Transport

and mailed to:

Mrs D Naidoo  
Technology Transfer Centre  
KwaZulu-Natal Department of Transport  
Private Bag X9043  
**PIETERMARITZBURG 3200**

## Cancellation

Delegates may be substituted, but no refunds will be made for cancellations.



## Contracts Management Course

T<sup>2</sup> Training Centre  
Mountain Rise

Announcement  
and  
Registration

## Background

Road construction and maintenance activities in the department have shifted from departmental teams to external contractors over the past five years. Staff who were largely trained in the management of departmental teams are increasingly called upon to supervise and manage contracts. Because of lack of appropriate skills internally, the department relies heavily on consultants, at great cost. Very often even consultants struggle with the intricacies of contract management.

The T<sup>2</sup> Training Centre, in collaboration with Implementation Head Office, has put together a comprehensive one day course aimed at addressing the skills gaps in contracts management. The course addresses key aspects of contract initiation, development and execution that are critical to the success of projects. It is aimed at both departmental and consultants engaged in the management and supervision of projects on behalf of the department.

## Objectives

The objectives of the course are:

- To provide guidelines and procedures for the preparation of tender documents, advertisement, adjudication and award of tenders.
- Provide guidelines on the correct procedures to be followed during contract execution, including measurements, payment, quality control, claims and dispute handling.
- Highlight procedures to be followed on project completion.
- Raise important issues with respect to Vukuzakhe and annual contracts.

## Target audience

KwaZulu-Natal Department of Transport staff and Consultants working for the Department whose responsibilities include the initiation, supervision and management of contracts.

## Date and venue

Courses can be arranged with the contact people and will be held at the KwaZulu Natal Department of Transport's T2 Training Centre, Woodlands Road, Mountain Rise, Pietermaritzburg.

## Facilitators

L. Sydenham  
D. Bryan  
K. Ducasse  
K. Kuhn  
B. Gcaba

## Fees

The course is free for KwaZulu-Natal Department of Transport employees. Delegates from other organizations must pay R 1000 to cover course attendance, presentations, teas and luncheons.

## Course arrangements

The course applicants will be responsible for transport and accommodation for the duration of the courses. All applications must be approved by the Cost Centre Manager and Regional Director or Director.

## Programme

The course will be run as a series of presentation sessions, each covering an aspect of contract management.

The following topics will be covered:

- **Tender Documents**
- **Pre Tender Stages**
  - Advertising
  - Site inspection

- **Adjudication**
  - Award of preferences
  - Recommendations
- **Award of Contract**
  - Letter of Acceptance
  - Sureties
  - Site handover
- **Construction Phase**
  - Site meetings
  - Measurement
  - Contract price adjustment
  - Payments
  - Variations, site safety, daily diary
  - Materials control
  - Quality control
- **Claims and disputes**
- **Completion & maintenance period**
- **Vukuzakhe Contracts**
- **Annual Contracts**