



MARINOS N PANAYIOTIDES
CHARTERED QUANTITY SURVEYOR

BASIC FULL PACKAGE FOR Q.S. SERVICES

PRE-CONTRACT SERVICES

Preliminary Cost Appraisal and Cost Plan

The Preliminary Cost Appraisal is submitted at the very early stages of the design process for the purpose of budget setting. The level of detail will depend on the level of design and specification detail. Eventually, it will become an Elemental Cost which will enable budget management. Revisions may be required if different options are discussed.

Bills of Quantities

This method of procuring the project will be followed in order to be able to tender the project on exactly the same basis to all Contractors. It will then be useful to evaluate and decide upon who is going to be the successful Tenderer.

Instructions to Tenderers (Technical Specifications by the Architect)

This is the supporting documentation to the Bills of Quantities, so that a complete Tender Package is given to the Contractors with as few as possible queries and pitfalls.

Pre-Tender Estimate

The above mentioned Tender Documents shall be priced by the Quantity Surveyor prior to the receipt of the Tenders, so that a Tender Evaluation is performed against what the Quantity Surveyor is considering as fair and reasonable.

Tender Evaluation, Report and Recommendation

The evaluation of the Tenders shall be prepared the soonest possible after the Tender Opening. A report prepared by the Quantity Surveyor will describe the findings of the said evaluation and it will be supported by tables and graphs. In the end, the Quantity Surveyor will recommend which tenderer, who in his opinion, is the most suitable to undertake to execute the project.



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POST-CONTRACT SERVICES

Recommendation Reports for the issue of Interim Payment Certificates

The Quantity Surveyor shall, usually on a monthly basis, carry out all required exercises (following a site visit) in order to be able to issue a substantiated report to the Architect for the purposes of the issue of the Interim Payment Certificate.

Nominated Sub-Contractors Evaluation

In those cases where the Employer tenders certain packages of work, the Quantity Surveyor shall advise upon the pricing of these packages as well as the procedure to be followed for Nominated Subcontracting to the Main Contractor.

Pricing of Variations (Within reasonable limits)

The pricing of the variations will be done in those cases where technicalities require certain amendments on the initial design. It is being clarified that this part of the services does not allow for the pricing/ evaluation of any design alternatives.

Attendance to Site Meetings

Monthly Progress Meetings shall be held on site and the Quantity Surveyor shall be present. In addition a study of the progress shall be carried out (on the day of the Monthly Progress Meeting) to enable the issue of the Valuation Recommendations.

Cost Reporting and Submission of Financial Statements

This report shall describe all instructed and non-instructed variations, additions, omissions, and anything else that has already or may in the future affect the project cost. An Anticipated Final Cost figure shall be given. This report is usually submitted on a three monthly basis.

Assistance for Contract Correspondence

There shall be an attempt that all Contractual correspondence be prepared in co-operation between all Consultants/ Supervisors and the Quantity Surveyor.

Consultations and Negotiations for Final Account Agreement.

All consultations and negotiations that will be required will be done mainly between the Contractor and the Quantity Surveyor in order to reach, the soonest possible, a fair and reasonable Final Account figure.