

# Course Syllabus

1. **Course Title:** Professional Tender Practice

2. **Course Code:** PTEP421019

3. **Credit Units:** 2 (0/2/4) ( 0 units of theory/ 2 unit of practice/ 4 units of self-study)

Duration: 15 weeks (0 hours of theory, 6 hours of practice, and 12 hours of self-study per week)

4. **Course Instructors**

1/ MSc. Nguyễn Văn Khoa

2/ MSc. Nguyễn Thanh Tú

3/ Dr. Hà Duy Khánh

4/ MSc. Bùi Phạm Đức Tường

5/ Dr. Nguyễn Đình Hiền

5. **Course Requirements**

Prerequisite courses: None

Previous courses: None

Parallel courses: Construction Economy (COEC321119)

6. **Course Description**

It is the module belonged to practice subjects that aim to systematize the knowledge of the subjects of construction engineering and management, and provide the ability to perform the job of bidding consultancy, as well as skills to successfully implement an effective record of bid. In addition, it helps learners with practical knowledge and updates the current regulations in the construction bidding work.

7. **Course Goals**

Goals	Goal description	Programme ELOs
G1	Knowledge in the field of cost estimates and construction tender	1.3
G2	Analyze, explain and argue to resolve technical issues in tender	2.1, 2.4
G3	Teamwork skill, communication skill and the ability to read and understand english technical documents in the field of tender.	3.1, 3.3
G4	Ability to establish bidding documents and working in the construction business or project investment.	4.5

8. **Course Learning Outcomes (CLOs)**

CLOs	CLO Description	Programme ELOs
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<b>G1</b>	<b>G1.1</b>	Understanding and present the concepts, the terms of the bidding. Present the basics of procurement laws and other documents related to the bidding: decrees, circulars ...	1.3
<b>G2</b>	<b>G2.1</b>	Knowing how to set up a bidding plan. Can do a bid document and a tending document.	2.1
	<b>G2.2</b>	Be able to search for documents, research and present the specialized content	2.4
<b>G3</b>	<b>G3.1</b>	Ability to work in groups to discuss and resolve issues related to the tender.	3.1
	<b>G3.2</b>	Reading and writing some English terms for bidding	3.3
<b>G4</b>	<b>G4.1</b>	Can do a bidding plan for a construction project. Know how to make a grading scale and evaluate a set of bids. Can establish a set of bidding documents and the bids according to the current regulations.	4.5

## 9. Learning Resources

- Textbooks:

1. Procurement Law
2. Construction Law

- References:

(Some specific examples below, need updating before each course)

1. Decree number 63/2015/NĐ-CP – Guide to select the contractor
2. Decree number 30/2015/NĐ-CP – Guide to select the investor
3. Circular 04/2010/TT-BXD – Guidelines to establish and manage the construction investment cost.
4. Circular 03/2015/TT-KHĐT

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## 10. Student Assessment:

- Grading scale: **10**

- Assesment plan:

Type	Content	Timeline	Assesment method	CLOs	Rate (%)
<b>Diligence</b>					<b>20</b>
<b>Presentation</b>					<b>30</b>
	Group report (The important content in procurement law 43/2013, decree 63/2015 stipulating selection of contractors, ...)	Week 2 – Week 13	Presentation, Quiz	G1.1 G2.1,G2.2, G3.1,G3.2, G4.1	
<b>Final exam</b>					<b>50</b>
	- Content is the result of tenders	Week 14 & 15	Report, Presentation	G1.1, G2.1,G2.2, G4.1	

## 11. Course content:

Week	Content	CLOs
1	<b>Chapter 1: Read the text of laws, decrees and circulars related ... bidding (0,6,12)</b>	
	<b>A/ Content and pedagogical methods in class: (6)</b> <b>Content:</b> 1.1 Construction Law <b>Pedagogical methods:</b> + Presentation of lecture + Group discussion	G1.1, G3.1, G3.2
	<b>B/ Self-study content: (12)</b> + Read documents, prepare for presentation	G1.1, G2.2, G3.1
2	<b>Chapter 1: Read the text of laws, decrees and circulars related ... bidding (next 0,6,12)</b>	
	<b>A/ Content and pedagogical methods in class: (6)</b> <b>Content:</b> 1.2 Procurement Law <b>Pedagogical methods:</b> + Presentation of lecture + Group discussion	G1.1, G3.1, G3.2
	<b>B/ Self-study content: (12)</b> + Read documents, prepare for presentation	G1.1, G2.2, G3.1
3	<b>Chapter 1: Read the text of laws, decrees and circulars related ... bidding (next 0,6,12)</b>	
	<b>A/ Content and pedagogical methods in class: (6)</b> <b>Content:</b> + 1.3 Decree 15/2013/NĐ-BXD: quality management of construction works. <b>Pedagogical methods:</b> + Presentation of lecture + Group discussion	G1.1, G3.1, G3.2
	<b>B/ Self-study content: (12)</b> + Read documents, prepare for presentation	G1.1, G2.2, G3.1
4	<b>Chapter 1: Read the text of laws, decrees and circulars related ... bidding (next 0,6,12)</b>	
	<b>A/ Content and pedagogical methods in class: (6)</b> <b>Content:</b> 1.4 Circular 04/2010/TT-BXD: establish and manage the construction investment cost. 1.5 1.5 Practice software estimation and settlement construction <b>Pedagogical methods:</b>	G1.1, G3.1, G3.2

	<ul style="list-style-type: none"> <li>+ Presentation of lecture</li> <li>+ Group discussion</li> </ul>	
	<p><b>B/ Self-study content: (12)</b></p> <ul style="list-style-type: none"> <li>+ Read documents, prepare for presentation</li> </ul>	G2.1, G2.2
5	<p><b>Chapter 1: Read the text of laws, decrees and circulars related ... bidding (next 0,6,12)</b></p>	
	<p><b>A/ Content and pedagogical methods in class: (6)</b></p> <p><b>Content:</b></p> <p>1.5 Practice software estimation and settlement construction</p> <p>1.6 Several other related documents</p> <p><b>Pedagogical methods:</b></p> <ul style="list-style-type: none"> <li>+ Presentation of lecture</li> <li>+ Group discussion</li> </ul>	G1.1, G3.1, G3.2
	<p><b>B/ Self-study content:: (12)</b></p> <ul style="list-style-type: none"> <li>+ Read documents, prepare for presentation</li> </ul>	G1.1, G2.2, G3.1
6	<p><b>Chapter 2: Making a bidding document for a sample project (0,6,12)</b></p>	
	<p><b>A/ Content and pedagogical methods in class: (6)</b></p> <p><b>Content:</b></p> <p>Guiding the group how to carry out the bidding documents :</p> <p>2.1 Requirements on bidding procedures</p> <ul style="list-style-type: none"> <li>+ Instructions to bidders</li> <li>+ Bidding Data Sheet</li> <li>+ Evaluation criteria and contents valuation assessment</li> <li>+ The bid forms</li> </ul> <p><b>Pedagogical methods:</b></p> <ul style="list-style-type: none"> <li>+ Presentation of lecture</li> <li>+ Group discussion</li> </ul>	G2.1, G2.2, G4.1
	<p><b>B/ Self-study content: (12)</b></p> <ul style="list-style-type: none"> <li>+ Read documents, prepare for presentation</li> </ul>	G2.2, G3.1
7	<p><b>Chapter 2: Making a bidding document for a sample project (next 0,6,12)</b></p>	
	<p><b>A/ Content and pedagogical methods in class: (6)</b></p> <p><b>Content:</b></p> <p>2.2 Construction requirements</p> <ul style="list-style-type: none"> <li>+ About the project and package</li> <li>+ BOQ tenderer</li> <li>+ Requirements on implementation progress</li> <li>+ Technical Requirements</li> <li>+ Drawings</li> </ul>	G2.1, G2.2, G4.1

	<b>Pedagogical methods:</b> + Presentation of lecture + Group discussion	
	<b>B/ Self-study content: (12)</b> + Read documents, prepare for presentation	G2.2, G3.1
	<b>Chapter 2: Making a bidding document for a sample project (next 0,6,12)</b>	
8	<b>A/ Content and pedagogical methods in class: (6)</b> <b>Content:</b> 2.3 Requirements on contract + Conditions of contract + Form of the contract and the guarantee contract  <b>Pedagogical methods:</b> + Presentation of lecture + Group discussion	G2.1, G2.2, G4.1
	<b>B/ Self-study content: (12)</b> + Read documents, prepare for presentation	G2.2, G3.1
	<b>Chapter 3: Making a tender document for a sample project (0,6,12)</b>	
9	<b>A/ Content and pedagogical methods in class: (6)</b> <b>Content:</b> 3.1 About contractor capacity + Certificate of business registration, contractor capacity. + Bid security + Financial report (The most recent 3 years). + Similar contracts with participating Package + Profile bid  <b>Pedagogical methods:</b> + Presentation of lecture + Group discussion	G2.1, G2.2, G4.1
	<b>B/ Self-study content: (12)</b> + Read documents, prepare for presentation	G2.2, G3.1
	<b>Chapter 3: Making a tender document for a sample project (next 0,6,12)</b>	
10	<b>A/ Content and pedagogical methods in class: (6)</b> <b>Content:</b> 3.2 Notes construction methods  <b>Pedagogical methods:</b> + Presentation of lecture + Group discussion	G2.1, G2.2, G4.1

	<b>B/ Self-study content:</b> (12) + Read documents, prepare for presentation	G2.2, G3.1
11	<b>Chapter 3: Making a tender document for a sample project (next 0,6,12)</b>	
	<b>A/ Content and pedagogical methods in class:</b> (6) <b>Content:</b> 3.3 Volume and tariff details <b>Pedagogical methods:</b> + Presentation of lecture + Group discussion	G2.1, G2.2, G4.1
	<b>B/ Self-study content:</b> (12) + Read documents, prepare for presentation	G2.2, G3.1
12	<b>Chapter 3: Making a tender document for a sample project (next 0,6,12)</b>	
	<b>A/ Content and pedagogical methods in class:</b> (6) <b>Content:</b> 3.4 Scheduling <b>Pedagogical methods:</b> + Presentation of lecture + Group discussion	G2.1, G2.2, G4.1
	<b>B/ Self-study content:</b> (12) + Read documents, prepare for presentation	G2.2, G3.1
13	<b>Chapter 3: Making a tender document for a sample project (next 0,6,12)</b>	
	<b>A/ Content and pedagogical methods in class:</b> (6) <b>Nội dung GD:</b> 3.4 Establishment of quality management records <b>Pedagogical methods:</b> + Presentation of lecture + Group discussion	G2.1, G2.2, G4.1
	<b>B/ Self-study content:</b> (12) + Read documents, prepare for presentation	G2.2, G3.1
14	<b>Chapter 4: Practice: tender closing ceremony and opening of bids</b>	
	<b>A/ Content and pedagogical methods in class:</b> (6) <b>Nội dung GD:</b> <b>Practice a tender closing ceremony and opening of Pedagogical methods:</b> + Presentation of lecture + Group discussion	G4.1
	<b>B/ Self-study content:</b> (12) + Read documents, prepare for presentation	G2.2, G3.1

15	<b>Chapter 5: Summary</b>	
	<b>A/ Content and pedagogical methods in class: (6)</b> <b>Nội dung GD:</b> Final reports <b>Pedagogical methods:</b> + Presentation + Comment and review	G1.1, G2.1, G2.2, G4.1
	<b>B/ Self-study content: (12)</b> + Read documents, review and adjust.	G2.2, G3.1

## 12. Learning Ethics

Students must do homework by themselves. If plagiarism is found students will get zero point.

**13. Date of first approval:** August 1<sup>st</sup>, 2012

**14. Approved by**

**Dean**

**Head of Department**

**Instructor**

A/Prof. Dr. Nguyễn Trung Kiên

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**15. Date and Up-to-date content**

<b>1<sup>st</sup> time:</b> Date:	Instructor:    Head of Department:
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