Hands-On Workshop on Drafting Standard Commercial Contracts Clauses

GROUP DISCOUNT: SIGN UP 2 DELEGATES......3rd ONE ATTENDS FREE!

AT A GLANCE
The ability to draft an effective, clear, concise and non-ambiguous contract is an essential and valuable skill for every contracting professional.

This 2-day course will focus on enabling participants understand how to draft, structure, negotiate and manage dispute resolutions. Leverage Radika Mariapan’s expertise and learn how clauses can be drafted to achieve commercial objectives and to minimise risk.

Workshop Leader: Radika Mariapan, Partner, I.R.B. Law LLP
Radika’s main areas of practice are in construction, engineering and infrastructure projects, commercial litigation and arbitration. Radika has experience in advisory and drafting work, including reviewing and drafting contract documents and has advised on regulatory compliances, risk management and dispute avoidance for projects.

She has advised clients on a contractual dispute relating to the management of premises owned by JIC and leased to the adverse party.

Her expertise also includes advising and representing various parties such as consultants, employers, developers, contractors and subcontractors in disputes involving landed and strata-titled commercial and residential properties.

Radika’s dispute resolution experience covers a diverse range of issues in the State Courts, High Court, the Court of Appeal and the Singapore Mediation Centre, and also arbitration under the rules of the Singapore Institute of Arbitrators (SIArb) and the Singapore International Arbitration Centre (SIAC).

These include international trade, debt collection, employment disputes, shareholders’ disputes, directors’ disputes, bankruptcy, tenancy disputes, defamation claims and winding up actions. Radika also has experience in admiralty and shipping matters, which include charter party disputes, cargo claims and ship arrests.

Radika has an LL.B. (Hons) from the National University of Singapore and is an Advocate and Solicitor of the Supreme Court of Singapore.

Why You Should Attend:
To better draft and negotiate commercial contracts
To glean a better understanding on the formation of contracts
To learn from the sharing of case studies and hands on activities

Who Should Attend:

TRAINING GRANT

11th – 12th April 2017, HDB Centre of Building Research

Laures Solutions
Empowering Your Business Through Knowledge

Researched & Convened By
11th – 12th April 2017, HDB Centre of Building Research

Hands-On Workshop on Drafting Standard Commercial Contracts Clauses

**PROGRAMME**

**Day 1**

8.30am    Registration
9.00am    Opening and Introductions
9.30am    Session 1 – Introduction: The Basics on Contracts
          - General introduction
          - Legal formalities to establish binding contract
          - Rules for drafting contracts
          - Documents that are not legally binding

10.30am   Morning Refreshments

11.00am   Session 2 – Formation of Contracts: Contractual Interpretation
          - General guide to drafting contracts
          - Principles governing the interpretation of contracts
          - Express and Implied Terms
          - Understanding the formation of contracts (Case Studies)

12.30pm   Networking Lunch

1.30pm    Session 3 – Studying the Basic Terms of a Commercial Contract
          - Standard elements of a basic commercial contract
          - Substantive clauses
          - Boilerplate clauses

3.00pm    Afternoon Refreshments

3.30pm    Session 4 – Sharing of case studies and group activities

5.00pm    End of Day 1 of Drafting Standard Commercial Contract Clauses

**Day 2**

9.00am    Session 5 – Commercial Risks in Contracts
          - Allocation of Risks
          - WARRANTIES and INDEMNITIES
          - Exclusion Clauses and Limitation of Liability
          - Vitiating Factors

10.30am   Morning Refreshments

11.00am   Session 6 – Breach and Damages
          A brief overview of the law on contractual breach and resulting damages
          - Termination Clauses
          - Liquidated Damages and Penalties
          - Unfair Contract Terms Act

12.30pm   Networking Lunch

1.30pm    Session 7 – Dispute Resolution
          - How do Commercial Disputes Arise
          - Various modes of dispute resolution: litigation, arbitration, mediation
          - Managing dispute resolution successfully

3.00pm    Afternoon Refreshments

3.30pm    Session 8 – Review of sample contracts and Case Studies for Discussion

5.00pm    End of Drafting Standard Commercial Contract Clauses Workshop
### Seminar Details

**Seminar:** Hands-On Workshop on Drafting Standard Commercial Contracts Clauses  
**Date:** 11th – 12th April 2017  
**Time:** 9:00am to 5:00pm  
**Venue:** HDB Centre of Building Research No. 10 Woodlands Avenue 8 Singapore 738973

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<th>SEMINAR</th>
<th>Early Bird Fee (for payment &amp; registration received by 13th March 2017)</th>
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<td>2 DAYS WORKSHOP</td>
<td>SGD 650 NETT</td>
<td>SGD 690 NETT</td>
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<td>DISCOUNT</td>
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### Venue Information
HDB Centre for Building Research  
10 Woodlands Ave 8  
Singapore

### Cancellations / Substitution
Should you be unable to attend, a substitute delegate is welcome at no extra charge. Cancellations must be received in writing at least 14 business days before the start of the event. The company regrets that no refund will be made available for cancellation notifications received less than 14 business days before the event.

### Important Note
Please quote the name of the delegate, event title and invoice number on the advice when remitting payment. Bank charges are to be deducted from participating organisations' own accounts. Please email your payment details (copy of remittance advice, cheque or draft to admin@lauresolutions.com).  
Participants wishing to register at the door are responsible to ensure all details are as published.

Laures Solutions Pte Ltd, reserves the right to cancel or postpone the course/seminar due to unforeseen circumstances and also the right to reject any registration. A full refund of course/seminar fee will be made to you.

### Authorisation / Contact Person

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### Payments Methods
A confirmation note will be sent upon receipt of your registration. Please note that full payment must be made upon receipt of the invoice and prior to the event.

All cheques to be made payable to Laures Solutions Pte Ltd  
19 Sin Ming Walk #07-09, Singapore 573914
Prepare and Submit Winning Tenders for Public & Private Construction Contracts whilst Avoiding Potential Pitfalls

*40% PIC Grant available

6th April 2017, Singapore

Introduction

Winning profitable work is the cornerstone of any construction business. Winning is not just a question of submitting the most competitive price, rather it requires the combination of selecting the right tender, designing the right means and methods, choosing the right team, balancing the risks and opportunities inherent in the project, and finally preparing and submitting a document that will persuade the client that you can give the best value. This one day course is designed to give an insight into how a contractor can be best positioned to achieve this.

Objectives

This objective of this course is to demonstrate what the key considerations in selecting a tender are, how to evaluate and mitigate risk, and how to prepare a comprehensive and winning submission including quality proposals for major infrastructure tenders. Participants will gain perspective from discussions on case studies, which will enable them to tender with confidence and avoid the major pitfalls that can arise when badly constructed tenders are submitted.

Course Outline

Selecting most viable opportunity to tender
Tendering is a very time consuming process and can tie up a contractors most experienced and valuable staff. In order to get the best return out of the process it is critical that a thorough tender selection procedure is developed which gives reasonable chances of success. This section lays out the various considerations that should be considered when choosing which projects to tender.

Key factors to be considered in the tender process.
This will involve an in depth look at the tasks to be undertaken when preparing a major tender, including building the tender team, preparing a tender programme, discussion on alternatives and the benefits or otherwise of joint ventures.

Preparing the Tender
This topic will include building the tender price, the critical issue of risk management and identification of risk and opportunities, developing the project programme and use of qualifications.

Writing the Tender Submission.
This section will concentrate on the submission, how to make the most of the price quality scoring points, and writing the Executive Summary. It will include pointers on presentation and negotiation.

Case Studies
Liberal use of case studies throughout the course will serve to underline the importance of a thorough tender process and elaborate on the pitfalls that can occur with a badly conceived tender or the benefits that could arise if there are opportunities to do so. Participants will be encouraged to take part in joint exercises and to share their knowledge and experience.

Laures Solutions
Empowering Your Business Through Knowledge
Prepare and Submit Winning Tenders for Public & Private Construction Contracts whilst Avoiding Potential Pitfalls

PROFILE OF TRAINER

Jon Skipworth Button is a Director of Scott Vickers Private Ltd, who was previously Director rising to Executive Director at Gammon Pte Ltd, leading their Singapore office since 2001 to July 2012. He has had a wide range of experience over the last 43 years in senior management positions for internationally recognized main contractors in both building and civil engineering. He has been resident in HK and Singapore for the last 35 years, including 27 in Singapore, prior to which he worked in the Middle East and the UK.

As an Executive Director in Gammon, he was responsible for all aspects of development and running of the business in Singapore, including business development and thus tender selection and submission. Landmark projects that he has been involved in include the Headquarters of the Hong Kong and Shanghai Bank and the Bank of China in HK, the Bukit Panjang LRT, One Raffles Link, Chinatown MRT stations, Woodsville Interchange, One Raffles Quay and ITE New College West, in addition to several other commercial and industrial design and build projects in Singapore.

Since retiring from Gammon, he has held various consultancy positions for both contractors and Government agencies assisting on tendering and productivity issues.

Jon has been a Council Member of the Singapore Contractors Association where he was Chairman of the Productivity & Technology Committee. He has advised on the BCA Construction Productivity Centre Advisory Panel, and is also a member of the Singapore Institute of Directors and a Senior Member of the Institution of Engineers in Singapore. He currently sits on the Singapore Contractors Association Environmental and Sustainability committee and is currently on the BCA Construction Excellence Awards panel.

He graduated in Civil Engineering with Honours from Imperial College, London in 1974 and is a Fellow of the Institution of Civil Engineers (May 2002).

TRAINING GRANT

40% SUBSIDY AVAILABLE
*Claims via Productivity & Innovation Credit Bonus, Subjected to PIC and PIC Bonus eligibility criteria.

Complete the PIC form here: https://mytax.iras.gov.sg/ESVWeb/default.aspx

AWARD
Certificate of Attendance (COA) will be awarded to all delegates

CPD POINTS
PEB: Pending
Courses Materials, Buffet Lunch and two refreshments will be provided

6th April 2017, Singapore
3 EASY WAYS TO REGISTER

Call: +65 9138 8967
Email: michelle@lauressolutions.com
Mail us at 19 Sin Ming Walk #07-09 Singapore 573914

SEMINAR DETAILS

Seminar: Prepare and Submit Winning Tenders For Public & Private Construction Contracts whilst Avoiding Potential Pitfalls

Date: 6th April 2017
Time: 9:00am to 5:00pm
Venue: HDB Centre of Building Research No. 10 Woodlands Avenue 8 Singapore 738973

FEES PER DELEGATE

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<th>REGULAR FEE</th>
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<td>Special Group Discount</td>
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