



## Proposals & Estimating Engineer

**Company:** Swiber Offshore Construction Pte Ltd  
**Location:** Singapore



### Responsibilities

- ❖ Review of Tender documents on receipt to ensure its completeness.
- ❖ Organise / take part in bid initiation & review meeting.
- ❖ Ensure that clarifications are raised well in time to get better clarity on bid submission.
- ❖ Co-ordinate & follow-up to ensuring post bid clarifications are addressed.
- ❖ All in-house co-ordination for preparation of bid including follow-up, collection of input from various sub-contractors or 3rd party.
- ❖ Clear understanding of work scope & best estimation with respect to execution of project.
- ❖ Responsible for review/preparation of OME (Order of magnitude estimate) before onward submissions.
- ❖ Ensure that commercial submissions to tenders are fully complied with all necessary details.
- ❖ Responsible to verify detailed MTOs (quantity take-off) from tender documentation.
- ❖ Ensure the Estimate is built up methodically and in sufficient detail and is in accordance with good estimating practice. Sufficient explanatory notes are to be including referring the location of supplementary information.
- ❖ Ensure completeness of Subcontract Enquiry Packages and availability of Subcontract offers well in time.
- ❖ Ensure Subcontractor responses are complete & tabulated accurately on a Bid Evaluation spreadsheet.

- ❖ Ensure the Indirect Cost Estimate is correctly prepared and costed.
- ❖ Proactively work with the Procurement Group to ensure Vendors RFQ Technical and Commercial Bid Evaluations are completed in a timely manner.
- ❖ Prepare / Review the preparation of the construction schedule, providing manhours and equipment requirement for each activity and also ensure correctness to capture anticipated durations and manning.
- ❖ Assist Proposals Manager in the identification, evaluation and ranking of risks as well as developing a strategy to manage and mitigate the risks to Company. R&O Matrix is to serve as the basis for estimating an appropriate contingency allowance for inclusion in the Cost Estimate.
- ❖ Ensures the Estimate Basis is “Current Costs” and escalation is properly covered. Wherever possible a good value of estimate contingencies to be captured. This is to be separate from the R&O Analysis/Contingency Sum Calc.
- ❖ Present to Proposals Manager for review the Cost Estimate in detail prior to review of the tender by Management.
- ❖ Assist Proposals Manager with the preparation of a list of clarifications and qualifications to the proposal.
- ❖ Ensure that Clients pricing and technical tender schedules are complete and accurate.
- ❖ When requested, carry out peer review of estimates compiled by others, checking for completeness, pricing accuracy and adequate manning and resource requirements.
- ❖ Organise Budget Handover Meetings to Project Managers.
- ❖ Maintain Lessons Learnt database from existing projects.
- ❖ Assist Proposals Manager in other various departmental development work

### **Requirements**

- ❖ At least 5 years of experience
- ❖ Past experience of similar nature in oil & gas Contracting Organisation in EPCI and T&I business
- ❖ Ability to work under pressure and meet deadlines.