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**TENDER PROCESS
MEDINI SIGNATURE, 2 BLOCKS APARTMENT IN MUKIM PULAI, DAERAH
JOHOR BARU, JOHOR DARUL TA'ZIM**

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**PRACTICAL TRAINING REPORT
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DECLARATION:

I hereby admit that this report is the result of my own efforts, except for the certain parts that are attached from sources that specified in reference chapter.

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ABSTRACT

The preparation of tender document was a service that given by Quantity Surveyor who is knowledgeable, skilled and experienced in this field. Working level of preparing tender document are beginning from measurement, multiplication and counting, multiplication checking and counting, edit, provide material list until to process of complication. Therefore, the time take for preparation a tender document is immensely long. Ordinarily, preparing a document tender take time between four to six weeks but now rise many Quantity Surveyor Firms have started to change method of working design than manual methods to computational methods. Then, objectives of this study is to identify time which is used by Quantity Surveyor to provide tender document with Bills Of Quantities by manual method helping by computer for small project and big project. Questionnaire form has been distributed randomly to 80 Quantity Surveyor firm in Semenanjung Malaysia. Microsoft Excel's software used to analyze data which have been collected and descriptive method as mean and mean overall used to analyze each element occur in questionnaire form. Decision research showed that time taken by Quantity Surveyor which provides document tender by manual method is 14 weeks for small project and 23 weeks for big project. While for quantity Surveyor using the computer method, the time used are 10 weeks for small project and 13 weeks for big project. To last of all, results of the study was discussed and several proposals to follow-up.

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