

DEPARTMENT OF BUILDING SURVEYING FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING UNIVERSITI TEKNOLOGI MARA

<u>TENDERING PROCEDURE FOR MAINTENANCE WORKS AT</u> <u>GIATMARA ALOR GAJAH, MELAKA</u>

MUHAMMAD KAMARUL AMRI BIN ALI 2012499264 DIPLOMA IN BUILDING SURVEYING

PRACTICAL TRAINING REPORT DISEMBER 2014-APRIL 2015 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.

Prepared By:

(MUHAMMAD KAMARUL AMRI BIN ALI) Date:

Approved By:

(PUAN NUR FADHILAH BAHARDIN)

Date:

CONTENT	PAGES
LIST OF FIGURE	1
LIST OF CHART	1
LIST OF TABLE	1
ABSTRACT	1
CHAPTER 1 : PRACTICAL TRAINING	1
1.0 INTRODUCTION	2
1.1 OVERVIEW	3
1.2 OBJECTIVE	4
1.3 SCOPE OF WORKS	5
1.4 CHRONOLOGY OF PRACTICAL TRAINING	6-7
1.5 METHODOLOGY OF REPORT	8
CHAPTER 2 : COMPANY BACKGROUND	9
2.1 INTRODUCTION OF COMPANY BACKGROUND	10-11
2.2 ACHIEVEMENT OF GIATMARA	12
2.3 COMPANY ORGANISATION	13-15
2.4 GIATMARA OFFICE BRANCHES OFFICE &	16-57
COURSES PROVIDED	
2.5 COMPANY LOCATION	58
2.6 COMPANY LOGO	59-60
2.7 LIST OF CURRENT PROJECT	61-62
CHAPTER 3 : LITERATURE REVIEW	63
3.1 DEFINITION OF TENDER	64
3.2 CONDITIONS OF TENDERING	65-68
3.3 TYPES OF TENDER USED AT GIATMARA	69-75
CHAPTER 4 : CASE STUDY	76
4.1 INTRODUCTION OF GIATMARA ALOR GAJAH	77-79
4.2 REPORT TITLE	80-85

TABLE OF CONTENT

ACKNOWLEDGEMENT

I would like to thank Associate Lecturer SR. NUR FADHILAH BAHARDIN of the Faculty of Building Surveying, Universiti Teknologi MARA who has reviewed and given commitments, comprehensive and generous advice towards accomplishment of this practical report. Great thank to En Mohd Hazim bin Hassan my supervisor and all the staff who contribute a lot in this internship training.

I also thanks to both of my parents and family for supporting me during my practical training at this company. Otherwise, it is quite impossible for me to accomplish my report.



THE HEADQUARTERS OF THE GIATMARA THE DEVELOPMENT OF THE PROJECT AND PROCUREMENT (UITM SERI ISKANDAR, PERAK)

CHAPTER 1 PRACTICAL TRAINING