



**DEPARTMENT OF BUILDING
UNIVERSITI TEKNOLOGI MARA
(PERAK)**

TENDERING PROCESS

Prepared by:

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2019221814

**DEPARTMENT OF BUILDING
FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING
UNIVERSITI TEKNOLOGI MARA
(PERAK)**

FEBRUARY 2022

It is recommended that the report of this practical training provided

By

Nur Habibah Binti Abd. Rahman

2019221814

entitled

Tendering Process

be accepted in partial fulfillment of the requirement for obtaining the Diploma In Building.

Report Supervisor : _____
Ts. Mohd Fareh Bin Majid

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STUDENT'S DECLARATION

I hereby declare that this report is my own work, except for extract and summaries for which the original references are stated herein, prepared during a practical training session that I underwent at Casa Prima Properties Sdn. Bhd. for a duration of 20 weeks starting from 23 Ogos 2021 and ended on 7 January 2022. It is submitted as one of the prerequisite requirements of BGN 310 and accepted as a partial fulfilment of the requirements for obtaining the Diploma in Building.

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Date : 23 August 2021

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First of all, Alhamdulillah praise to Allah SWT, the Most Merciful and the Most Graceful thanks of His blessing it is possible for me to finish this assignment.

I'd want to express my heartfelt gratitude to the following group of incredible people for their guidance, counsel, and assistance throughout the training period. First and foremost, I would like to thank Mr. Khairuddin for the opportunity given, to conduct my training in his company. The internship opportunity at CASA PRIMA PROPERTIES SDN. BHD was a great chance for me to learn and develop my knowledge, understanding, skills and feel for real-world projects, as well as the theory involved in structural, building, and civil engineering analyses. They are also in charge of simplifying and evaluating my training. I also would like to thank the entire staffs of this company for their dedication, support and precious guidance to lead me through a wonderful 20 weeks internship period. It is honour for me to be given the opportunity to work in such a wonderful company.

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Last but not least, My heartfelt gratitude goes out to my wonderful parents and friends for their unwavering support over the years. I apologise to all those anonymous individuals that assisted me in various ways in order for me to have a decent training. Thank you a lot.

ABSTRACT

Tender is an offer to work or supply goods at a fixed price, therefore this report will be discussing the tendering methods and procedures that are done by the company to getting project from clients. The aim of this report is to look at how department building is used, how effective it is, and how relevant it is in the tendering process. The objective of this report is to investigate the tendering process, the types of tender and to determine the problems that will occur during the process of tendering and the solution to prevent it. A tender is an invitation to tender for a project or to consider a formal offer such as a takeover bid. Tendering generally refers to the mechanism by which governments and financial institutions invite tenders for major contracts that must be presented within a time frame. This report was conducted at Casa Prima Properties Sdn. Bhd. and the methodology that has been used to collect the data and information was by the document tender and contract that have been provided by the company, by doing online research and reeding.