



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

INVITATION TO TENDER

Prepared by:

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DEPARTMENT OF BUILDING
FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING
UNIVERSITI TEKNOLOGI MARA
(PERAK)
DECEMBER 2018

It is recommended that the report of this practical training provided

By

Izhar Hairee bin Zawawi

2016618176

entitled

Process of Preparing Tender Documents

Accepted in partial fulfilment of requirement has for obtaining Diploma in Building.

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DEPARTMENT OF BUILDING
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(PERAK)

DECEMBER 2018

STUDENT'S DECLARATION

I hereby declare that this report is my own work, except for extract and summaries for which the original references stated herein, prepared during a practical training session that I underwent at FD Architect. for duration of 14 weeks starting from 3 September 2018 and ended on 7 December 2018. It is submitted as one of the prerequisite requirements of DBG307 and accepted as a partial fulfilment of the requirements for obtaining the Diploma in Building.

Name : Izhar Hairee bin Zawawi
UiTM ID No : 2016618176
Date : 18/12/2018

ACKNOWLEDGEMENT

Alhamdulillah, thank the Almighty Allah for protecting us from the harmful and unwanted accidents or incidents during the industrial training, for life, for pretty much the same reason.

I also take this opportunity to express a deep sense of gratitude to a group of amazing individuals. En. Fadil, Miss Fairuz, Miss Atiqah and all the staffs of FD Architects for their extraordinary support, valuable information and guidance, which helped me in completing this task through various stages and situation.

Thank you to my lovely parents for supporting me in hardship, morally and in finance. Thanks to my dear supervising lecturer Dr Ida Nianti Mohd Zin, and all the UiTM lecturers. I am very thankful for all the UiTM lecturers who have taught me about the building course. Their knowledges have helped me through my practical training and also for this report.

Finally, special thanks goes to my classmate who had help me to assemble the parts and gave suggestions about this report. Last but not least, I have to appreciate the guidance given by them as well as the panels especially in this report that has improved my working skills and supportive comment and advices.

Thank you so much.

ABSTRACT

An invitation to tender is a formal invitation to make an offer for the supply of goods or services. The main topic discussed in this report is related to the tender submission of a construction project based on the project Structure for KPJ Ampang Puteri Specialist Hospital at Jalan Selaman 1, Ampang, Selangor Darul Ehsan. This report describes the method to make an invitation to tender. It also determines what is needed to put in an invitation to tender. Observation and interviews with related individuals were required to complete this report. In conclusion this report includes the requirements for an invitation to tender and the process of an invitation to tender which are the elements related to the invitation to tender.

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CHAPTER 1.0

INTRODUCTION

1.1 Background and Scope of Study

A tender is a formal offer to perform work in return for payment. Payment maybe in the form of a fixed price or via a schedule of rates. Work may include the supply of goods or services or both. By understanding the process of tender and knowing what the buyer expects, the tender can be won. (Nathan, 2018)

When organizations or individuals wish to have a new facility or carry out refurbishment or maintenance of an existing facility, they will be involved in some form of procurement. There are a variety of different methods for procuring this new facility, not all of which involve construction as a solution. A complete new building may be purchased, for example, or existing space may be leased. It is assumed, therefore, that later parts of this article will only apply once the decision has been taken and recorded to proceed with the construction option.

There are a lot of thing to consider in tender, however, the aim of this is to prepare the invitation to tender for proposed signages of a building.

1.1 Objectives

- i. To determine the requirement for an invitation to tender.
- ii. To identify the process of making an invitation to tender.

1.2 Scope of study

This report provides information regarding implementation of the first stage to the final stage of the new building of Ampang Puteri Specialist Hospital at Jalan Selaman 1, Ampang, Selangor Darul Ehsan. This stage involved the planning and development activities associated with building tender contracts and consist of two related process:

- i. Determine what is needed in an invitation to tender.
- ii. Preparing the documents for invitation to tender.

1.3 Research methods

1.3.1 Primary Data

i. Interview

Interview sessions with several people who are responsible in charging on the tender documents. Several of those people are the architects, project managers and consultants.

ii. Observation

The important tender documents were prepared and the process of handling the tender documents to the authorities were observed. The cameras in our smartphone are also used to take pictures for evidences.

1.3.2 Secondary Data

The books in the UiTM Seri Iskandar Library have also help to increase the knowledge on how the tender documents provided to the authorities.

Several of the document studies are from the drawing project on the generosity of the architect assistant, Miss Atiqah This drawing project shows details of the building at Jalan Selaman, Ampang, Selangor.

CHAPTER 2.0

COMPANY BACKGROUND

2.1 Introduction of Company

Having had many invaluable experience in architecture and the business world, FD Architects Partnership was formed on 1995. The team's momentum never ceased, and FD Architects Partnership continued the good works started under FD Architects Partnership. Being a dynamic and progressive group of young professionals under the guidance of our principal, Fadil, FD Architects Partnership grew substantially and was well equipped with various multimedia and presentation equipment. From then till now, FD Architects Partnership has worked on many projects and following is a list of projects representative of the wide variety of works the firm has undertaken:

- Educational Facilities for the Physically Handicapped and the International Performing Arts Centre for Syarikat Maluri Sdn Bhd. – Negeri Sembilan.
- Mixed Development at Pudu Ulu for Fawanis Sdn. Bhd. – Kuala Lumpur.
- Mixed development at Lot 812, Senai for TPPT Sdn. Bhd. – Johor Darul Takzim
- 1000 Units of Kondo Rakyat for Amcorp Builders Sdn. Bhd.- Kuala Terengganu.

2.2 Company Profile



Figure 2.1 FD Architect Logo

Company name	: FD Architect
Principal	: Fadil bin Mufti
Year of Establishment	: 1995
Company Address	: No A12a-M, Jalan Selaman 1/1, Dataran Palma, 68000 Ampang, Selangor Darul Ehsan.
Contacts	:

Vision:

At FD Architects, our vision is to collaboratively build the future imagined.

Mission:

To collaboratively deliver unforgettable architectural design and innovative technical solutions for Malaysia's intrepid multifamily residential and hospitality leaders.

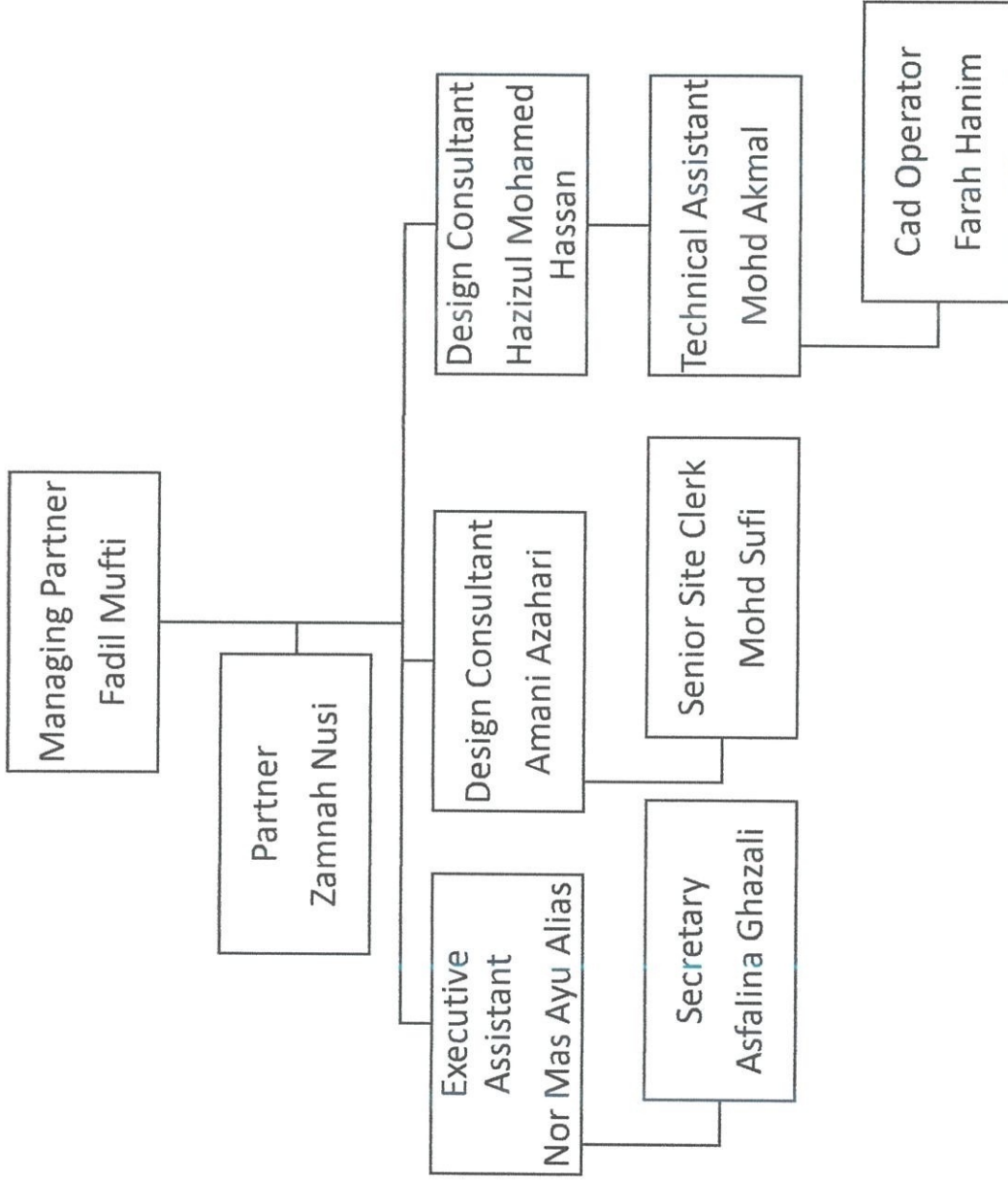


Figure 2.2 Organization Chart

2.4 LIST OF PROJECTS

2.4.1 Completed Projects

Table 2.1 list of completed project

Bil.	Location	Client	Date Start	Date Finished
1.	Proposed MARA hostel at Jalan Pantai, Kuala Lumpur.	MARA	16 March 2013	15 June 2013
2.	Proposed 10 Unit of Bengkel at Jejawi,Perlis.	MARA	28 September 2013	30 September 2014
3.	Proposed 5 Levels Office Block at Shah Alam.	Pembinaan Melangkah Maju	9 December 2014	7 July 2015
4.	Proposed two-storey bungalow at Lot 12 A Jalan USJ 5/3F Lot H.S (D) 36671 P.T. 3253 Mukim Damansara, Daerah Petaling, Selangor D.E.	En Laham Othman & Pn Norisah Sharif	3 August 2016	4 February 2017
5.	Proposed two-storey bungalow at Lot 1166, jalan Denai Dua, Mukim Tebrau 81200 Johor Bahru.	Dr. Alias Mohd Yusof & Puan Bijan Abdul Gaffor	12 June 2017	14 August 2017

2.4.2 Project in Progress

Table 2.2 list of projects in progress

Bil.	Location	Client	Date Start	Date Finished
1.	New Building of Ampang Puteri Specialist Hospital, Ampang, Selangor.	KPJ Ampang Puteri Specialist Hospital	17 September 2017	-
2.	Proposed Kindergarten for 300 students at Kampung Sungai Penchala, Selangor Darul Ehsan.	Puan Adura binti Abdullah	21 June 2018	-
3.	Aerotree Executive Retreat Restaurant at Lorong San Ah Wing, 54100 Kuala Lumpur	Aerotree	15 October 2018	-

CHAPTER 3.0

CASE STUDY

The construction of the project is the “Ampang Puteri Specialist Hospital New Building”. It is located at 1, Jalan Mamanda 9, Taman Dato Ahmad Razali, 68000 Ampang, Selangor which is near to Ampang Point Mall.

A case study regarding this project, since the construction of the building has reached the final stages when the practical started. The works may continue with the construction of interiors and signages.

For this case study, the focus will be on **preparing invitation to tender** of the signages of the building for submission. The tender documents are the only work that is easy for me to conduct a report.



Figure 3.3 View of the building

The site is located at 1, Jalan Mamanda 9, Taman Dato Ahmad Razali, 68000 Ampang, Selangor. This project was made to add more facility for the hospital.



Figure 3.4 Location of site

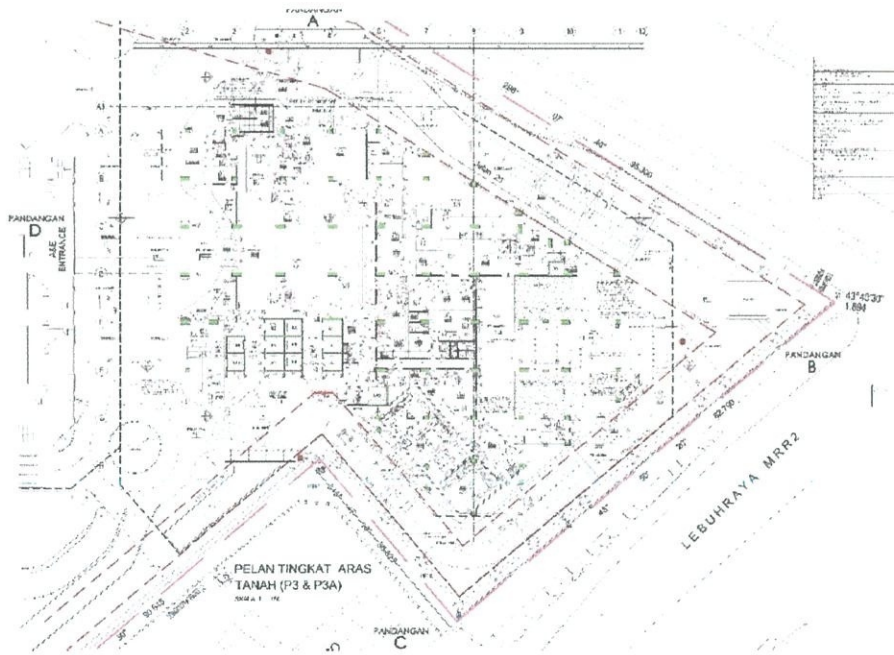


Figure 3.5 Site Plan

3.1 To determine the requirements for an invitation to tender

Before construction, a discussion is made within architect and client. The required documents were made with Microsoft Word with the help of the supervisor and surveyors. There are some requirements which are needed to fulfil:

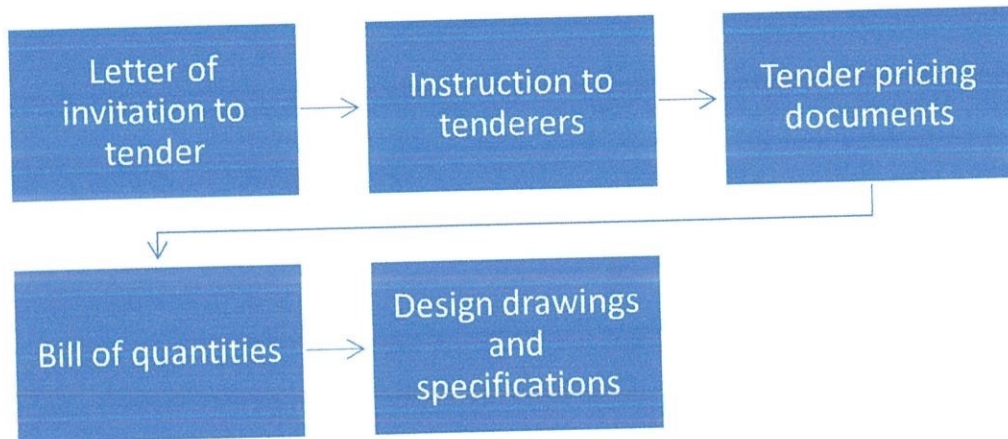


Figure 3.6 Flow Chart of Requirements for an invitation to tender

The discussion on each step will be discussed in the next section.

3.1.1 Letter of invitation to tender.

Letter of invitation to tender is needed to notify the client for the meeting with explicit specialist. It must contain the beneficiary's location, the title of the tender, the scene, area, and the ideal opportunity for the beneficiary to think about the meeting (Rosen & Regener, Jr, Invitation to tender, 2005).

The letter was made with the original template of an invitation to tender letter but there is also a change with the header. The KPJ logo and the address of the hospital is inserted in the header. So, people will know that the letter is for KPJ businesses.

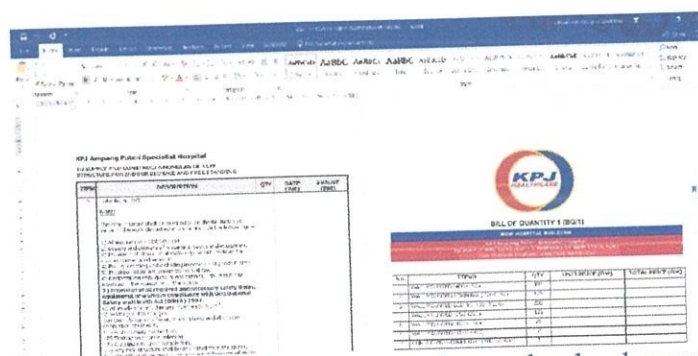



Figure 3.7 Microsoft Word was used to make the documents.



KPJ Ampang Puteri Specialist Hospital
 1, Jalan Bersecode 9, Taman Dato Ahmad Razali,
 68000 Ampang, Selangor, Malaysia

FAXSIMILE TRANSMISSION		INDOOR	
TO :		ATTN TO :	
FROM :		DATE :	
TEL NO :		N.O. OF PAGES :	
E-MAIL :			

PROJECT: INDOOR STRUCTURE FOR KPJ APQH
 (OUTDOOR SIGNAGE PYLON FREE STANDING INDOOR SIGNAGES)

INVITATION TO TENDER

TO SUPPLY AND INSTALL A NUMBER OF NEW STRUCTURES
 FOR INDOOR SIGNAGE

With reference to the above project, we are pleased to invite you to quote to us to carry out and complete the above proposed work as per detailed BQ description/drawing attached.

Site briefing will be as follows:

Venue : KPJ Ampang Puteri Specialist Hospital
 1, Jalan Bersecode 9, Taman Dato Ahmad Razali,
 68000 Ampang, Selangor, Malaysia.

Time :
 Date :
 Contact Person :

Tenderers who do not intend to site briefing are advised to state the reason via Fax or E-mail.

Thank you.
 For and on behalf of
KPJ Ampang Puteri Specialist Hospital

Exec. Contract (Civil) **REPLY SLIP**

I/We _____ on behalf of _____
 are pleased to confirm that we are **Interested / Not Interested** to participate in the above tender.
 *Delete as necessary.

Signature _____ Company Chop _____
 Date _____

Figure 3.8 Letter and form of tender

3.1.2 Instructions to tenderers

Instructions to tenderers is to outline the requirements necessary to prepare and submit a bid properly (Rosen & Regener, Jr., Instructions to tenderers, 2005).

The notice contained in the bidding prerequisites educating imminent bidders of the chance to submit offers on a project and putting forward the techniques for doing so.

The instructions to tenderers consist of the following elements:

1. Form of Tender.
2. Preparation of Tender.
3. Submission of Tender.
4. Examination of Tender.
5. Interpretation of Documents.
6. Withdrawal and Modification of Tenders.
7. Award of Contract.
8. Rejection of Bids.

9. Other Instructions to Bidders.

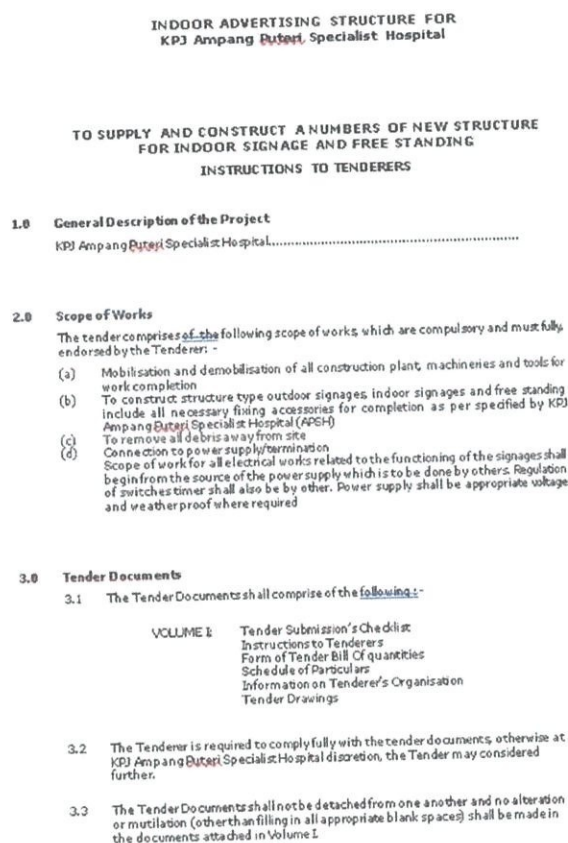


Figure 3.9 Instructions to tenderers

3.1.3 Tender Pricing Document

The tender pricing document sets out the manner in which the design team and client wish to survey the breakdown of the general tender costs given by tendering contractual workers. It is successfully an unpriced bill of quantities.

It by and large pursues of the cost plan that has been created at this stage (the pre-tender estimate), however, the preliminaries, especially staff costs, might be separated in more detail.

The objective of the tender pricing document is to:

- Enable like-for-like comparison between tenders and the cost plan (pre-tender estimate).

- Enable the cost consultant to assess where value lies within the different tenders (such as foundations or finishes) allowing assessment of value for money.
- Identify any significant differences in pricing between tenderers to ensure the design has been correctly interpreted.
- Identify areas of savings that might be negotiated with tenderers while still in competition.
- Form the financial basis of the tender report.

The completed tender pricing document is adequately a priced bill of quantities. It sets out the tenderer's rates, expenses and establishes the tenderer's total offer.

KPJ Ampang Jalan Specialist Hospital
TO SUPPLY AND CONSTRUCT NUMBERS OF NEW STRUCTURE
FOR INDOOR SIGNAGE AND FREE STANDING

ITEM	DESCRIPTION	UNIT	QTY	RATE (RM)	AMOUNT (RM)
A	Total from BQ 1				
	Note: The rate inserted shall be deemed to be the full inclusive value of the work described and shall include the following:- 1) All insurances/ SOCSO/ ERF. 2) Supply and delivery of materials, goods and equipment. 3) Provision of labour, materials, equipment: tools and all cost in connection therewith. 4) Fixing, erecting and installing in position of goods & deto. 5) Provision of all temporary works & deto. 6) Undertaking of all general obligations, liabilities & risk involved in the execution of the works. 7) Provision of all required and necessary safety items, equipment or works in compliance with Occupational Safety and Health Act (OSHA) 1994. 8) All establishment charges, overheads & profit. 9) Wastage toll charges. 10) Demobilisation of equipment, plants and all cost in connection therewith. 11) All necessary connection. 12) Testing and commissioning. 13) Clearing site upon completion. 14) Any new structure shall be pro-rated from the above. 15) This BQ shall be read in conjunction with Scope of Works. 16) Comply with Authorities requirements to minimize interference to traffic. 17) For all additional new sites of all structure types within the country. 18) Tenderer to carry out site visit prior for quotation submission.				
SUB TOTAL					
TOTAL AMOUNT					

Duration to complete: ()

TENDERER

Authorized signature:
Name:
Capacity:
Date:
Company chop:

WITNESS

Signature:
Name:
NRIC:
Date:
Address:

Figure 3.10 Tender Pricing Document

3.1.4 Bill of Quantities

The bill of quantities (sometimes referred to as 'BoQ' or 'BQ') is a document prepared by the cost consultant (often a quantity surveyor) that gives venture explicit estimated quantities of the items of work distinguished by the illustrations and details in the tender documentation.

The quantities may be measured in number, length, area, volume, weight or time. Preparing a bill of quantities necessitates that the plan is finished, and the detail has been prepared.

The bill of quantities is issued to for them to set up a cost for completing the works. The bill of quantities helps tenderers in the calculation of construction costs for their tender, and as it implies every tendering contractors will be valued the same quantities (rather than taking off quantities from the drawings and details themselves), it also provides a fair and accurate system for tendering.



BILL OF QUANTITY 1 (BQ/1)
NEW HOSPITAL BUILDING
KPJ Ampang Puteri Specialist Hospital
TO SUPPLY AND CONSTRUCT A NUMBERS OF NEW STRUCTURE
FOR INDOOR SIGNAGE AND FREE STANDING

No.	ITEMS	UNITS	DRAWINGS	BQ
1	WALL MOUNTED (400X150)	389	389	389
2	WALL MOUNTED ROOM NO (200X150)	125	125	125
3	WALL MOUNTED BED NO (200X100)	200	200	200
4	WALL MOUNTED (250X250)	115	115	115
5	WALL MOUNTED (150X150)	26	26	26
6	WALL MOUNTED (1200X300)	2	2	2
7	CONSULTANTS DIRECTORY (1800X2400)	1		NIL
8	FREE STANDING DIRECTORY (750X1600)	2	2	2
9	WALL DIRECTORY (800X1400)	5	5	NIL
10	HANGING DIRECTORY (1900X600)	25	25	25
11	HANGING ROOM DIRECTORY (400X150)	15	15	15
12	CANTILEVER (150X150)	21	21	21
13	CANTILEVER (400X150)	130	130	130
14				
15				
16				
17				
TOTAL				

Figure 3.11 Bill of Quantities

3.1.5 Design Drawings and Specifications

Design drawings and specifications are used to develop and communicate ideas about a developing design:

In the early stages (during the tender process) they might simply demonstrate to the client the ability of a particular design team to undertake the design. They may then be used to:

- Develop and communicating the brief.
- Investigate potential sites and assess options.
- Develop the approved idea into a coherent and co-ordinated design.
- Communicate the developed design to other parties, such as the local planning authority, the building control body, contractors and suppliers.
- Record the completed construction.
- Record ongoing changes to the completed construction.

Some of these drawings are not traditionally considered to be ‘design’ drawings, as either the design proper has not begun, or the design has effectively already been completed. However, almost all of them will include some element of investigation into, or development of the design, or they would serve no purpose.

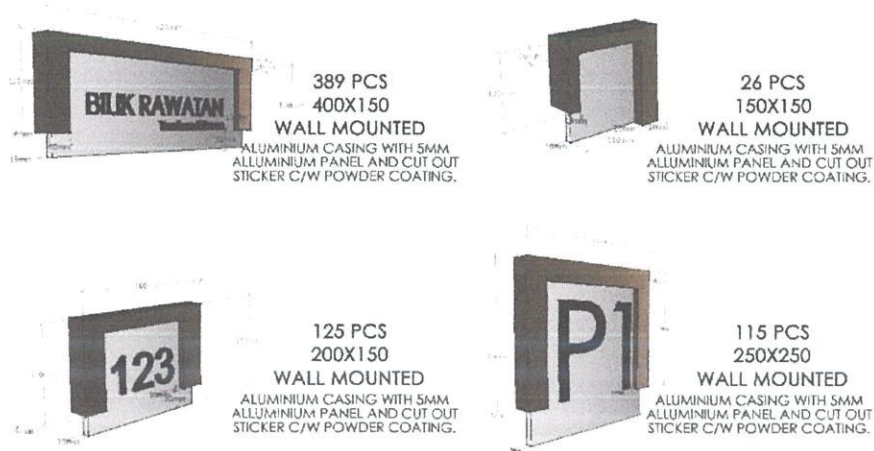
Design drawings will develop in detail from block and massing drawings and sketches to very detailed technical drawings describing every component in a way that will enable them to be constructed and operated.

Signages are signs collectively, especially commercial or public display signs. Interior signages are signs which is located inside of the building. There are many kinds of interior signages that were designs for this building as it is to show direction and a guide for the people in the hospital. Interior signages consist of room signs, directories and room directions.

The measurement of signages were measured by the site surveyor. The measurements were measured with measuring tape. So, the designs were made by using AutoCAD, Google Sketchup and Adobe Photoshop based on the measurements given.



Figure 3.12 Measuring Tape for measuring the size of the signages



PROPOSED SIGNAGES FOR AMPANG PUTERI SPECIALIST HOSPITAL (APSH)

Figure 3.13 Interior wall signs



25 PCS
HANGING DIRECTORY
 1900MM X 600MM OVER HANGING SIGN
 WITH 2MM ALUMINIUM CASING, 6MM
 ALUMINIUM PANEL WITH LASER CUT 5MM
 WHITE ACRYLIC FLOOR INDICATOR.

PROPOSED SIGNAGES FOR AMPANG PUTERI SPECIALIST HOSPITAL (APSH)

Figure 3.14 Interior wall signs

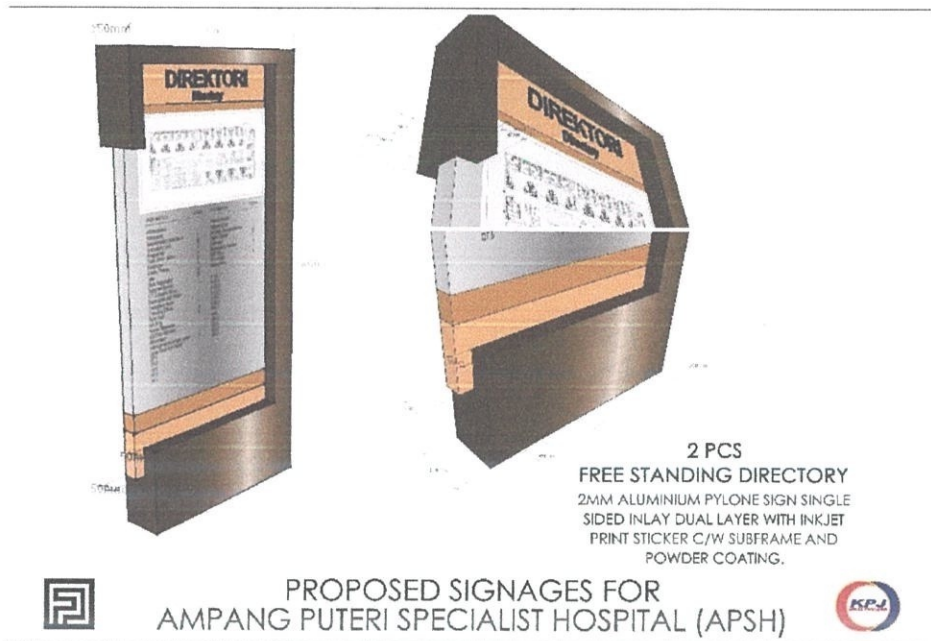


Figure 3.15 Free standing directory



Figure 3.16 Hanging Directory

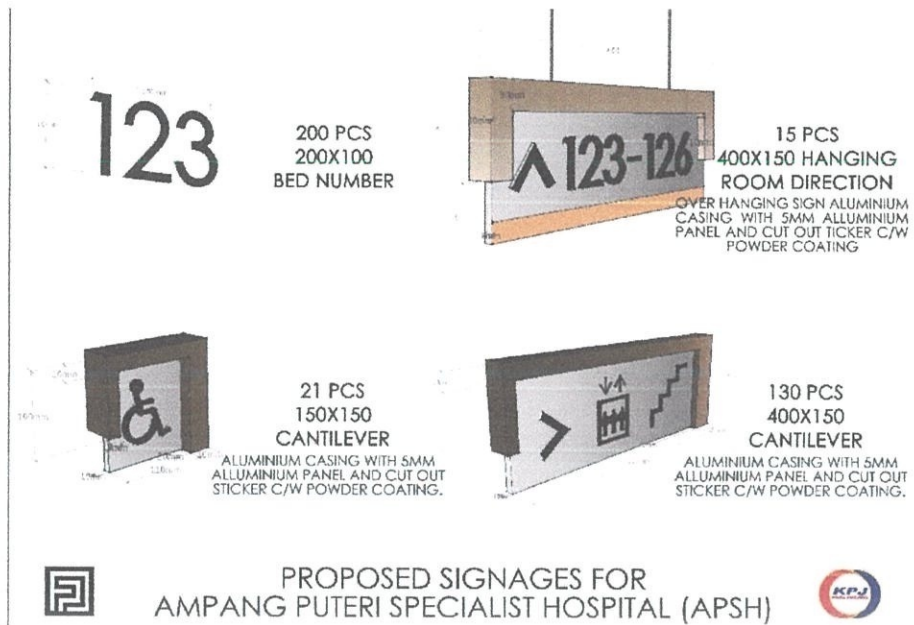


Figure 3.17 Interior Signages

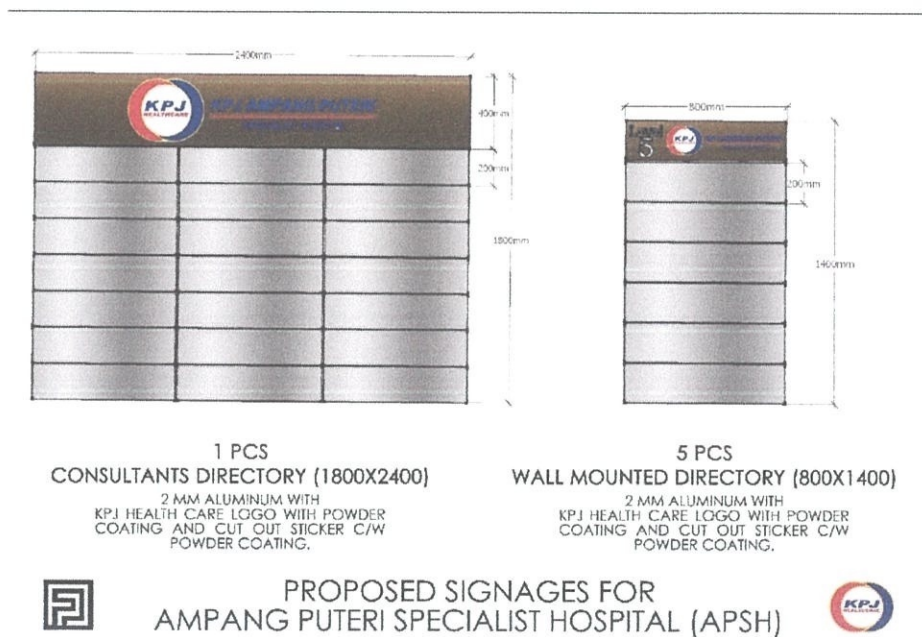


Figure 3.18 Directories

Exterior signages are signages that is located outside of the building. Exterior signages are usually big because they want ensure people from the outside can know the directions to the hospital. Exterior signages consist of signboards, directional poles and emergency signs.

The signages were also measured by our surveyor. Measuring tape and laser measurer were used to measure. The designs drawings of the exterior signages were repaired a lot. This is because the measurements of the exterior signages cannot fit in with the site. So, the place of the signages were remeasured and the drawings has been amended using AutoCAD and Adobe Photoshop.

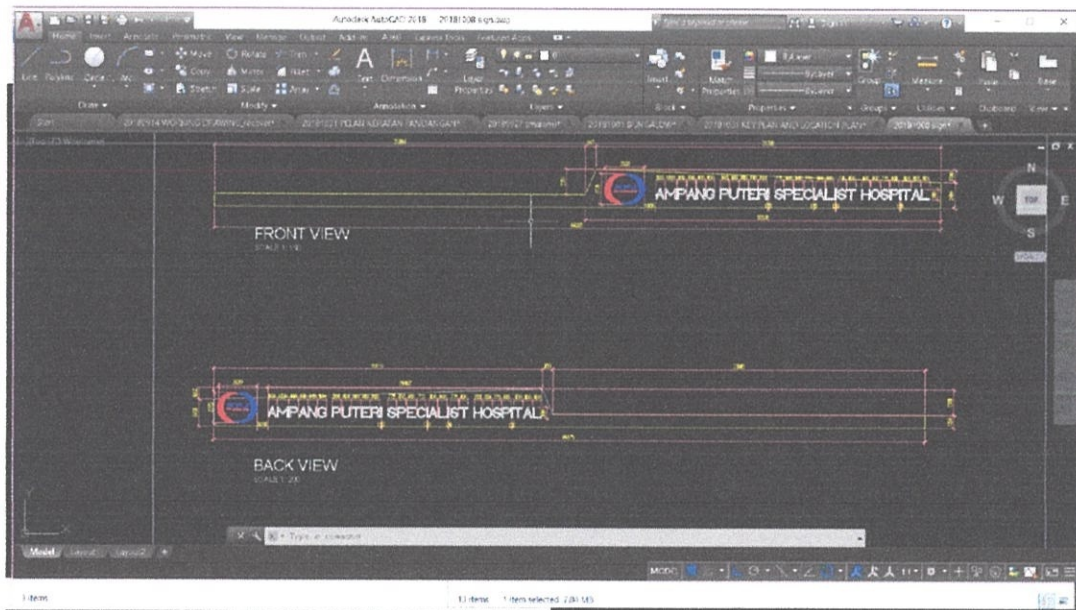


Figure 3.19 Using AutoCAD for design drawings

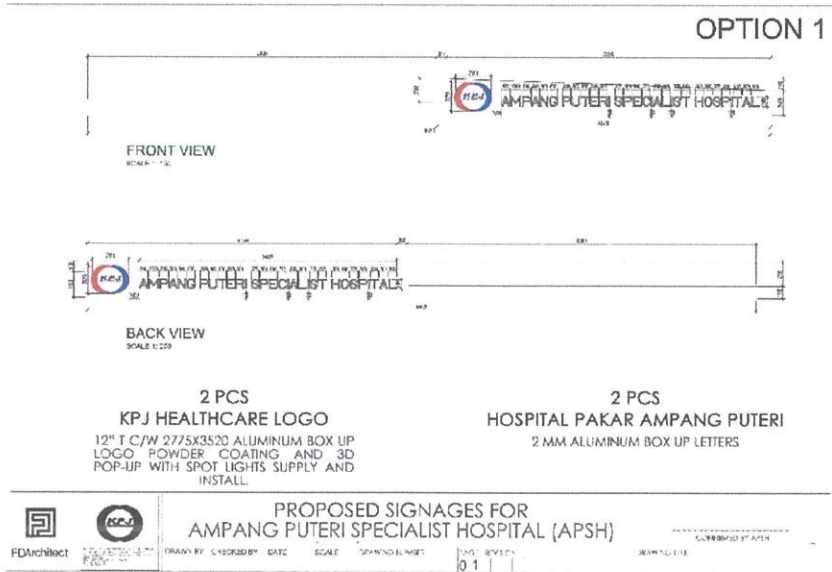


Figure 3.20 Front & Back Signboard

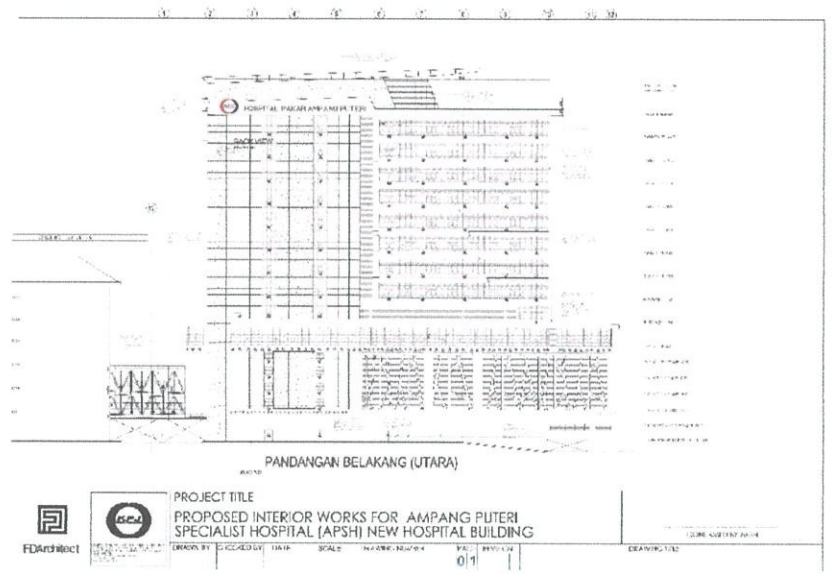


Figure 3.21 Rear elevation

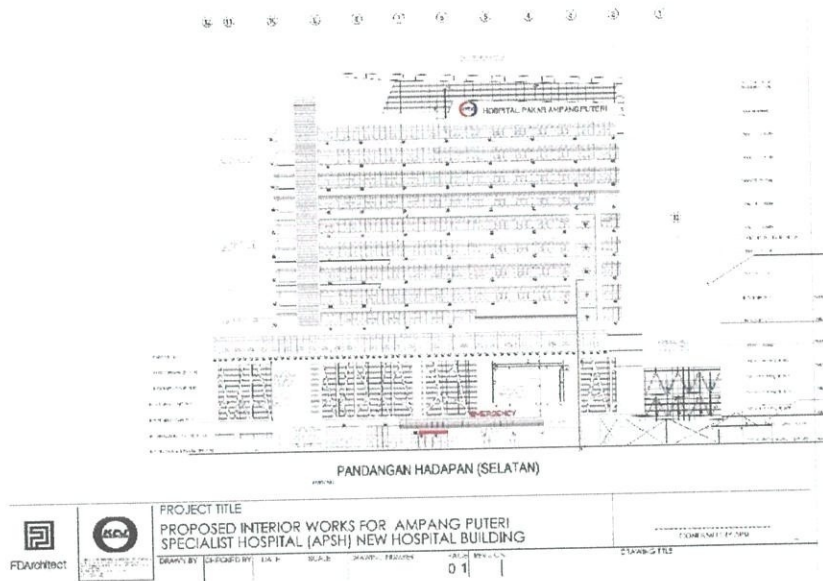


Figure 3.22 Front elevation

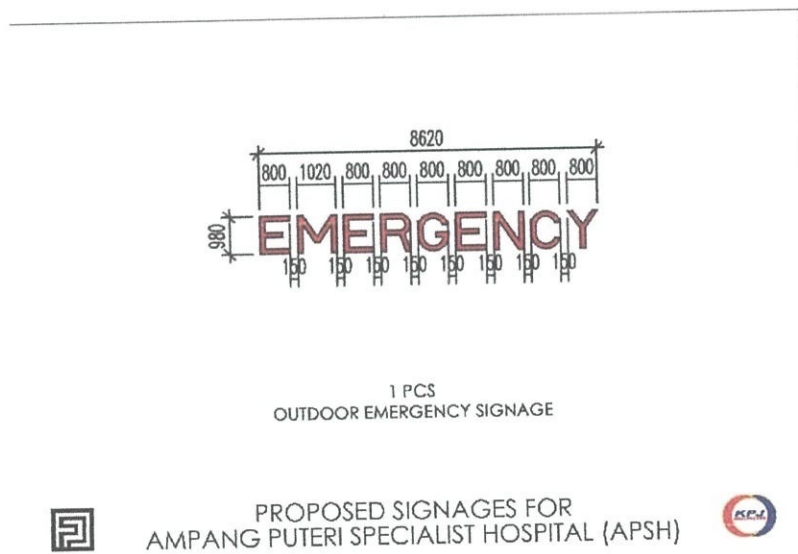


Figure 3.23 Emergency Sign

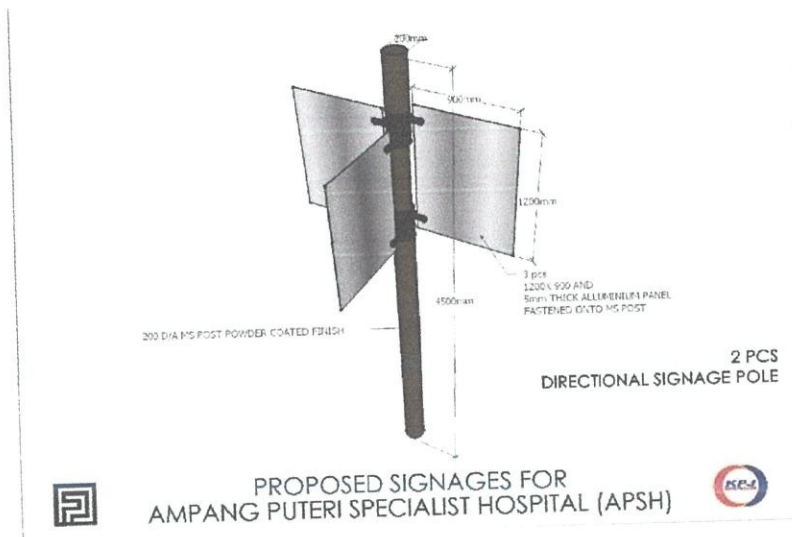


Figure 3.24 Directional signage pole

3.2 The process of tender invitation

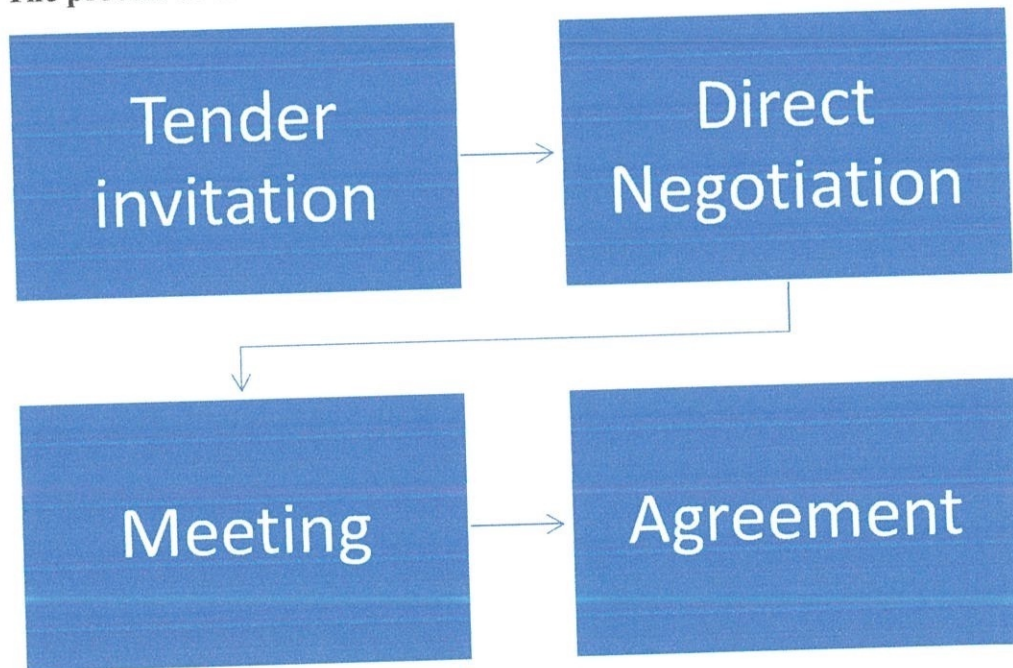



Figure 3.25 Flow Chart of Process of tender invitation

3.2.1 Tender invitation

The architect will usually prepare, often in consultation with the surveyor, the firm that is to invite to tender. The surveyor will get a letter of invitation and a list of those who have accepted. Sometimes the architect asks the surveyor to send the invitations for him. Such a letter should include at least:

1. Name of client and architect.
2. Title and location of the job.
3. Approximate date when bills of quantities will be issued.
4. Time to be allowed for tender.
5. The design drawings.
6. The form of contract used.



KPJ Ampang Puteri Specialist Hospital
1, Jalan Memanda 9, Taman Dato Ahmad Razali,
68000 Ampang, Selangor, Malaysia

FACSIMILE TRANSMISSION

TO :		ATTN TO :	
FROM :		DATE :	
TEL NO :		NO. OF PAGES :	
E-MAIL :			

PROJECT: OUTDOOR STRUCTURES FOR NEW APCH
(OUTDOOR SIGNAGE PAVIL, FREE STANDING, INDOOR SIGNAGES)

INVITATION TO TENDER

19. TO SUPPLY AND CONSTRUCT A NUMBER OF NEW STRUCTURES FOR OUTDOOR SIGNAGE

INVITATION TO TENDER

20. TO SUPPLY AND INSTALL A NUMBER OF NEW STRUCTURES FOR INDOOR SIGNAGE

With reference to the above project, we are pleased to invite you to quote to us to carry out and complete the above proposed work as per detailed BQ/description / drawing attached.

Site briefing will be as follows :-

Venue : **KPJ Ampang Puteri Specialist Hospital**
1, Jalan Memanda 9, Taman Dato Ahmad Razali,
68000 Ampang, Selangor, Malaysia

Time :
Date :
Contract Person :

Tenderers who do not intend to site briefing are asked to state the reason via Fax or Email.

Thank you.
For and on behalf,
KPJ Ampang Puteri Specialist Hospital

Exec. Contract (Civil)

REPLY SLIP

I/We _____ on behalf of _____
are pleased to confirm that we are **Interested** / **Not Interested** * to participate in the above tender.
* Delete as necessary.

Signature : _____ Company Chop
Date : _____

0218/03/1

Figure 3.26 The front cover of invitation to tender

3.2.2 Direct Negotiation

The reason direct negotiation was used is because the building owner has associate with some firm and is prepared to give them the contract on a recommendation that the price is reasonable. So, the bill of quantities can be prepared in the normal way and sent to the builder to price. When priced, the bill will be returned to the quantity surveyor for examination and report.

AMPANG PUTERI SPECIALIST HOSPITAL (APSH) NEW HOSPITAL BUILDING

SIGNAGE COST

INDOOR SIGNAGES COSTING

NO.	ITEMS	UNITS	COST PER UNIT (RM)	TOTAL COST (RM)	REMARKS
1	WALL MOUNTED (400X110)	203	450.00	251,850.00	
2	WALL MOUNTED (200X150)	123			
3	WALL MOUNTED (115X150)	25	350.00	8,750.00	
4	WALL MOUNTED (200X200)	115	630.00	74,250.00	
5	WALL MOUNTED (140X200)	2			
6	CONSULTANT DIRECTOR (1100X240)	1	25,000.00	25,000.00	
7	FILE STANDING DIRECTOR (1200X160)	2	15,000.00	30,000.00	
8	WALL MOUNTED (1100X100)	6			
9	HANGING DIRECTOR (1000X100)	25	10,000.00	250,000.00	
10	HANGING (150X150)	15	750.00	11,250.00	
11	CANTILEVER (150X150)	21	350.00	7,350.00	
12	CANTILEVER (400X180)	130	650.00	84,500.00	
	REF. NO. (200X100)	203	300.00	60,900.00	
			TOTAL		

OUTDOOR SIGNAGES COSTING

NO.	ITEMS	UNITS	COST PER UNIT (RM)	TOTAL COST (RM)	REMARKS
1	EMERGENCY (800X620)	1	30,000.00	30,000.00	
2	OUTDOOR WALL MOUNTED (1200X100)	2			
3	OUTDOOR DIRECTIONAL POLE (1100X450)	2	30,000.00	60,000.00	
4	HOSPITAL, PAKAR AMPANG PUTERI (800X2130) (1000X2720X220)	2	184,900.00	369,800.00	
5	LOGO (200X150)	2	40,000.00	80,000.00	
			TOTAL		

INSTALLATION OUTDOOR SIGNAGES COSTING

NO.	ITEMS	UNITS	COST PER UNIT (RM)	TOTAL COST (RM)	REMARKS
1	CRANE, HOIST AND SCAFFOLD RENTAL	6 DAYS	34,600.00	207,600.00	
2	LABOR (PROVISIONAL)		40,000.00	40,000.00	
			TOTAL	247,600.00	

Figure 3.27 Signage list and cost

3.2.3 Meeting

After the documents are settled, the client and the architect will meet up for the final checking. The meeting is confidential. The price and the designs are being re-evaluate for the last time.

3.2.4 Agreement

When all the documents have been agreed, then the process of tendering can be proceeded. The construction works can progress after this.

CHAPTER 4.0

CONCLUSION

Overall after involvement in the project of Structure for KPJ Ampang Puteri Specialist Hospital at Jalan Selaman 1, Ampang, Selangor Darul Ehsan. The invitation to tender is one of the primary thing in a tender agreement. Without the tender invitation, the client, contractors, architects and all the sub-contractors cannot meet with each other. An agreement is needed for all the authorities to achieve the final decision for the tender application. The methods are much as the same as the theory. A letter is made to invite all the specific authorities to attend the meeting of the tender. Then, the instructions for tenderers will guide all the authorities in the meeting. The tender pricing documents, bill of quantities and detail drawings are observed by the authorities to examine if there is any mistake. If there is a mistake, the tender documents are needed to repair to achieve an agreement among them. After achieving an agreement, the tender now can proceed on constructing the item listed in the bill of quantities. The problems were easy to solve as we can just contact with each other through the phone for any amendments before the tender meeting.

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