

**UNIVERSITI TEKNOLOGI MARA****LAS626: TENDER DOCUMENTATION AND PROCEDURE**

Course Name (English)	TENDER DOCUMENTATION AND PROCEDURE APPROVED	
Course Code	LAS626	
MQF Credit	3	
Course Description	The course is lecture, on-site learning, and studio based. It is designed to meet the market demand for landscape architects who are knowledgeable and competent to undertake responsibilities in preparing tender documents for construction projects in collaboration with other involved professionals and parties. An important aspect of the course is a term project to simulate real world operations and activities. Under direct supervision and tutelage, a set of construction drawings is made good to prepare a comprehensive tender document.	
Transferable Skills	Apply skills in tendering, contract management, organizing construction knowledge, information and drawings that are essential to produce comprehensive tender documents to expedite implementation of project.	
Teaching Methodologies	Lectures, Blended Learning, Studio, Demonstrations, Tutorial, Supervision	
CLO	<p>CLO1 Compose the understanding and skills to collaborate with allied professionals in preparing tender documents for integrated landscape projects.</p> <p>CLO2 Explain the knowledge of methods and procedures of preparing comprehensive tender and contract documents.</p> <p>CLO3 Display team skills in manage construction knowledge, information, and drawings that are essential to produce comprehensive tender documents.</p> <p>CLO4 Integrate skills in manage construction knowledge, information, and drawings that are essential to produce comprehensive tender documents.</p>	
Pre-Requisite Courses	No course recommendations	
Reading List	Recommended Text	<ul style="list-style-type: none">Abdul Rahim Mohd Saad 1998, <i>Panduan Menender dan Contoh Dokumen-dokumen Kontrak</i>, 1 Ed., Perusahaan Rahim. Kuala LumpurKamaruddin Md. Ali 1993, <i>Tender dan Kontrak Pembinaan: Penyediaan dan Pengendalian</i>, 1 Ed., Dewan Bahasa dan Pustaka Kuala Lumpur
	Reference Book Resources	<ul style="list-style-type: none">Bentley, J.I.W. 1987, <i>Construction Tendering and Estimating</i>, E & FN Spon. LondonCook, E.A. 1991, <i>Construction Tendering: Theory and Practice</i>, B.T. Batsford. LondonHerzed, L. and Shepro, R.W. 1990, <i>Bidders and Targets: Mergers and Acquisitions in the US</i>, Blackwell Cambridge, Mass., USAJellinger, T.C. 1981, <i>Construction Contract Documents and Specifications</i>, Addison-Wesley. Reading, MassStitt, F.A. 1992, <i>Construction Administration and Inspection Checklist: A Complete Guide for Exterior and Interior Projects</i>, Van Nostrand Reinhold. New York
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	