



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

(TENDERING PROCESS OF DEWAN IBNU  
AL-KHATIB UiTM PERAK – UPGRADING WORK)

FATHIN NUR AMIERAH BINTI RAZALI  
(2011263256)  
DIPLOMA IN BUILDING SURVEYING

**PRACTICAL TRAINING REPORT  
DECEMBER 2013 – APRIL 2014**

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:

.....  
(FATHIN NUR AMIERAH BINTI RAZALI)

Date:

Approved By:

.....  
(SIR MOHD NURFAISAL BIN BAHARUDIN)  
Supervising Lecturer

Date:

## **ACKNOWLEDGEMENT**

Alhamdulillah to the Almighty for giving me the opportunity to complete this Practical Training Report within the time allocated. Thenceforth, I would like to give my deepest appreciation to all the individuals who willing to spend time giving guides, co-operations, encouragement and good comments to complete this report especially to the Director of Development and Asset Management Office (BPPF), En. Mohd Nasurudin Hasbullah and to all staff of (BPPF) for allowing me to carry out practical training in here working in four different division. I also would like to thank En. Mohd Nurfaizal bin Baharuddin as the Practical Training Coordinators and as my Supervised Lecturer, En. Mohd Amin Ahamad Radzuan as the Visiting Lecturer, and not to be forgotten, to all Building Surveying Department's lecturers and special love and gratitude to my parents, my friends and other names that could not be written down here. May one day Allah repays their good deeds.

Thank you.

## **ABSTRACT**

This report briefly described the methods involved before and during the quotation or tender evaluation process is being conducted, as well as the result of recommended contractor also had been mentioned in this report. It is made based on five months experience at Development and Asset Management Office, Universiti Teknologi Mara (UiTM) . This report is divided into few chapters which included company's background and project's background. From the observation, it is clearly shows that the tender preparation and tender evaluation is not as easy as it seems. It involves many parties and complicated procedures. This report described in more detail about the methods involved and applied starting from the preparation of the project summary until tender details and evaluation results. During tender evaluation process, few problems had occurred and this report has mentioned the way to solve it. As a conclusion, this report has provided sufficient information about tender evaluation and process involved before it besides practical method for the readers.

## TABLE OF CONTENT

<b>TITLE</b>	<b>PAGE</b>
Acknowledgement	i
Abstract	ii
Table of Content	iii-vii
List of Figures	Viii
List Of Chart	
List of Tables	

### **CHAPTER 1.0 INTRODUCTION**

1.1	Organization Background	1
	1.1.2 Vision	3
	1.1.3 Mission	3
	1.1.4 Objective Of Uitm Perak	3
	1.1.5 Organization chart of UiTM	5
1.2	Bahagian Pembangunan & Pengurusan Fasiliti (BPPF)	6
	1.2.1 Vision	7
	1.2.2 Mission	7
	1.2.3 Client Charter	8
	1.2.4 Objectives Of Quality Department (BPPF)	9
	1.2.5 Facilities Management Policy	10
	1.2.6 organization chart of (BPPF)	11
1.3	Summary	12