



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

TENDER PROCESS

**FOR THE OPERATION AND NON-COMPREHENSIVE MAINTENANCE OF
WATER FEATURES, POOLS AND PLUMBING SYSTEMS AT COMMON
ESTATE, MASJID ASY-SYAKIRIN KLCC AND MULTI LEVEL CAR PARK**

AT UDA DAYAURUS SDN. BHD.

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DIPLOMA IN BUILDING SURVEYING

PRACTICAL TRAINING REPORT

NOVEMBER 2012 – MARCH 2013

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.

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Thank you to all the friends and students from the Building Surveying Department for reminding me that I have a report to finish. Thanks, guys.

Lastly, to mum and dad, thanks for being with me through each steps. Love you guys.

ABSTRACT

On 25 November 2013, I started my industrial training at UDA DAYAURUS Sdn. Bhd. (UDSB) as a part of my BSB 351 subject requirement.

Here, I was placed under the Purchasing and Contract Department under the supervision of Puan Nur Azrin Abd Aziz, the head of department. I handled the registration of vendors to the company, purchase orders, contract process and other financial related matters. I was also occasionally placed under Project Development department to assist on building audits with the head of department, Puan Halidza Hamdzah.

This report will go through the process of tendering in UDSB for the project of 'The Operation And Non-Comprehensive Maintenance Of Water Features, Pools And Plumbing Systems At Common Estate, Masjid Asy-Syakirin KLCC And Multi Level Car Park'. This report was based on the Standard Operating Procedures (SOP) for tendering process at UDSB.