

DEPARTMENT OF BUILDING SURVEYING FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING UNIVERSITI TEKNOLOGI MARA CAWANGAN PERAK KAMPUS SERI ISKANDAR

TENDERING PROCESS FOR KINDERGARTEN

IN THE INDIGENOUS COMMUNITY IN PERAK.

NUR AZMALIA BINTI AHMAD KAMAL (2015249888) DIPLOMA IN BUILDING SURVEYING

PRACTICAL TRAINING REPORT MARCH – JULY 2018 Declaration.

rereby admit that this report is the result of my own efforts, except for the cedater parts that are attached from sources that specified in reference

Prepared By:

Date

Approved By:

Date:

Abstract.

Tendering management is a large and fragmental process implemented in various industries such as construction, logistics, pharmaceutical and commerce. Tendering process is vital for a governing body that intends to acquire any goods or services from third parties for ensuring fair and transparent competition. Current electronic tender management does not have the necessary capabilities to automatically extract unstructured information on the tender document and hence, requires the decision maker to examine the information contained on the document one by one.

In addition, the isolated tendering process leads to the ineffective communication between different stakeholders such as owners or clients, consultants and contractors to share and reuse information especially during decision making process requires the need to represent knowledge in a uniform format that is understandable to both humans and computers. Thus, the ontology based decision support system architecture for tendering management is proposed to support information extraction and decision making process. A prototype of ontology based decision support system is developed using the case study of the construction tender evaluation process.

Acknowledgement.

First and foremost I would like to express my gratitude to Allah because of His love and strength that He has given to me to do this practical training duty and complete the report. I'm thankful for His blessings to our daily life, good health, healthy mind and good idea.

Secondly, I would like to congratulate myself for being very and truly dedicated in order to finish this practical training that been given as one of the requirements for the students of Diploma in Building Surveying to complete the program successfully. There is 17 weeks of my Practical Training starting from 1st Mac 2018 until 29th Jun 2018 at Jabatan Kemajuan Orang Asli Perak dan Kedah (JAKOA), Ipoh Perak.

Special thanks to my supervisor Dr. Sr. Nur Azfahani Ahmad for her guidance in helping me through this practical training duty and in the making of an excellent practical training report. Also special thanks to my lecturers, Sr. Mohd Nurfaisal and Cik Nazhatulzalkis who have been handling all the practical students during this semester.

Also special thanks to my supervisor at the practical training place, Pn. Norizan Mohd Zain which was the person in charge and the staff at Jabatan Kemajuan Orang Asli Perak dan Kedah for giving me opportunity and spending time to help me. At here, I have learned how theory and practical can be combined together in useful ways and how knowledgeable and enjoyable practical training could be during my appearance at Unit Pembangunan in JAKOA Ipoh, Perak. As a result, I gained more knowledge and learned new things and most importantly I experienced the real working environment all by myself.

In term of bonding and relationship, I was lucky to work with a group of enthusiastic people in this unit. They were all good and willing to share their experience and acknowledge me with many new things. Besides, the working atmosphere at JAKOA Ipoh is always cheerful and

Table of Contents

Abstract	iii
Acknowledgement.	iv
Table of Contents	vi
List of Figures	viii
List of Tables.	viii
List of Charts.	viii
1.1 INTRODUCTION.	2
1.2 COMPANY PROFILE.	3
1.2.1 History and Philosophy JAKOA	5
1.3 Vision and Mission Department.	7
1.3.1 Vision	7
1.3.2 Mission	8
1.4 Objective Department.	8
1.5 Department Strategy	8
1.6 Department Activity.	9
1.6.1 Economic Development Program	10
1.6.2 Placement Program Arranged	10
1.6.3 Social Development Program.	11
1.7 Organization chart	12
1.8 Location plan.	13
1.9 Summary.	14
2.1 Introduction	16
2.2 Definition of Tender and its Principles.	16
2.3 Type of Tender	18
2.3.1 Open Tender	18