



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

**CONTRACT AND TENDERING PROCESS
(COMPLETE)**

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DIPLOMA IN BUILDING SURVEYING**

**PRACTICAL TRAINING REPORT
DECEMBER 2016 – MARCH 2017**

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This practical training report is fulfilment of the practical training course.

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DECLARATION:



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ABSTRACT

The title that I choose is how the process and what is the Contract and Tendering Process. I choose this as my case study to make this practical training report based on my own experiences that I had review various type of contract and tendering such as , open tender , selective tender , close tender along the 4 months in this company. For the format of practical training report are divided into several sections, which are company background, case study background, suggestion, recommendation and conclusion.

Based on my experiences in the offices, there are many obstacles that interferes our tendering process. Every tender was invited by email that attached the tender invitation. The problem that we faces usually are such as there are internet line problem, sometimes the electricity cut for no reason and the TNB was late in rectifying this problem. This will make the email was cannot reach us or our email cannot reach the client.

However it is not too hard to make record and understood. There are many methods and process to do contact and tendering and it is up to client need or the company's format. In this report, it is contained a summary of the definition of contract and tendering process from starting the tender invitation until our company was awarded by letter.



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