



**DEPARTMENT OF BUILDING
UNIVERSITI TEKNOLOGI MARA
(PERAK)**

REQUISITION PROCESS

**Prepared by:
NURUL IZZAH BINTI HANIFAH
2019762305**

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

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STUDENT'S DECLARATION

I hereby declare that this report is my own work, except for extract and summaries for which the original references stated here in, prepared during a practical training session that I underwent at Pejabat Daerah dan Tanah Jerantut for duration of 20 weeks starting from 1 March 2021 and ended on 16 July 2021. It is submitted as one of the prerequisite requirements of BGN310 and accepted as a partial fulfillment of the requirements for obtaining the Diploma in Building.

NURUL IZZAH

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Name : NURUL IZZAH BINTI HANIFAH

UiTM ID No : 2019762305

Date : 1st March 2021

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ABSTRACT

The construction industry in Malaysia is growing rapidly in line with the country's development. It doesn't matter where because this field is very common in the global community. Along with that, some new buildings are constantly being built and some buildings that have been built need to be repaired because the situation is bad and cause damage. Therefore, the number of contractors is also increasing due to high demand in our country. One of the ways to get government projects in Jerantut district is through the Pejabat Daerah Dan Tanah Jerantut under the Kuantan City Council of Pahang. There are several methods for contractors to obtain projects, namely requisition, direct appointment, tender, and quotation. Therefore, this report will focus on the requisition process. This method is very simple, sincere, and fast compared to other methods. This report is made to find out what is meant by the requisition method and the procedure that needs to be done to apply for a project under this requisition process.

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