



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

PREPARATION OF QUOTATION FORM AND TENDER

Prepared by:

SYAHIR BIN MAZLAN

2019131327

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

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It is recommended that the report of this practical training provided

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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 herein, prepared during a practical training session that I underwent at M.Y.A Construction Sdn. Bhd 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.



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Name : SYAHIR BIN MAZLAN
UiTM ID No : 2019131327
Date : 16 June 2021

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ABSTRACT

In construction industry, quotation form and tender forms are important documents for contractors in order to get work done. This document needs to be owned by a contractor company to get the job. The purpose for this report is to find out the different between quotation form and tender form. It is a little bit different between quotation form and tender form like a document that need to be attached in quotation form and tender form. This report is about preparation quotation form and tender. To complete this report, the interview method was conducted with the staff, which is quantity surveyor to find out about the differences between the quotation and tender. In addition, it can also know in more between the quotation form and tender. In a nutshell the result of this study is that the quotation form usually involves work that requires a license grade G1 to G3, which is the price for a work does not exceed RM 1,000,000.00. For tender, it involves works exceeding RM 1,000,000.00 and above. Such works require a contractor with a license grade G4 to G7 to obtain work or carry out such work.

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