



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

**TITLE
(PROCESS OF SUBMISSION TENDER)**

**NUR SHAHIRA BINTI SUHAINI
(2011897548)
DIPLOMA IN BUILDING SURVEYING**

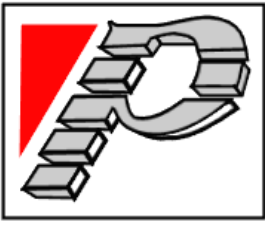
**PRACTICAL TRAINING REPORT
DECEMBER 2013 – MAC 2014**

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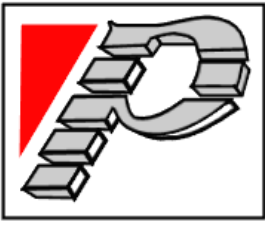


ACKNOWLEDGEMENT

Alhamdulillah, thanks to Allah SWT for His blessings and grace with Practical Training Report will be complete properly. Next appreciation sincere gratitude and thanks goes to all the individuals who gave their time providing guidance, mentoring, collaboration and constructive comments to me in completing this report especially to Sr Nurul fadzila Zahari as Student's Supervisor, not forgetting to all lecturers Building Surveying Department and to other staff at Premier Accord Sdn Bhd on the willingness of member tutoring and guidance to me in carrying out their duties and help me solve all the problems faced by the industry training sessions.

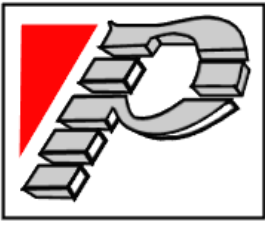
Finally, an honorable mention goes to my family and friends for their understandings and supports on me in completing my industrial training. Without helps of the particular that mentioned above, I would face many difficulties while doing this internship.

Thank you.



CHAPTER 1

Introduction

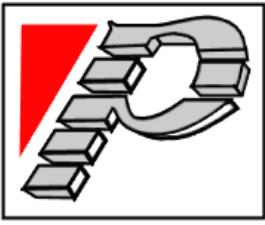


1.1 OBJECTIVE PRACTICAL TRAINING

There are several objectives of the practical training for practical students.

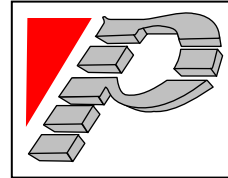
The objectives are as follows:

- i. The objective can bring to student exposure in the work. Before, our student does not know how to work and has less of experience in work.
- ii. Student can train to be more tolerant and cooperate with each other. In work, cooperation is an important thing to share ideas with other people.
- iii. All the knowledge that is theory learning in the lecture class can be applied on the work. Student can easily understand what they are learning in the class.
- iv. To ensure the graduates do not give up on themselves and also to improve their confidence. Confidence is very important to be an excellent graduate that students are not afraid to deal with other people.
- v. To create students with a hardworking character, responsible, trusted, and honest during practical training.
- vi. Train to follow the guidelines and procedures in work.



1.2 PROFILE COMPANY

Company logo



**PREMIER ACCORD
SDN BHD**

COMPANY NAME : Premier Accord Sdn. Bhd

COM REGISTRATION NO : 240502-D

DATE OF INCORPORATED : 20th May 1992

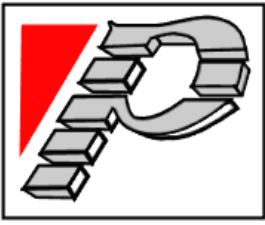
BUSINESS ADDRESS : 36-2 Jalan Puteri 2/4 Bandar Puteri,
47100 Puchong, Selangor

TELEPHONE NO : 03-80638066

FAX NO : 03-80522974

E-MAIL ADDRESS : preaccord@gmail.com

STATUS : 100% Bumiputera



PREMIER ACCORD SDN BHD 240502-D

AUTHORISED CAPITAL : RM 100,000.00

PAID-UP CAPITAL : RM 100,000.00

PRINCIPAL ACTIVITIES : Building, Civil Engineering, Trading,
Training

COMPANY SECRETARY : Peninsular corporate Consultant

240A, Jalan Bandar 13,

Pusat Bandar Melawati,

53100 Kuala Lumpur

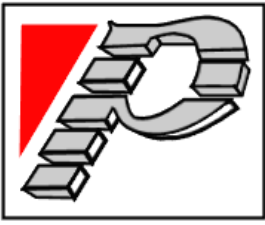
BANKERS : Cimb Bank Berhad,

Empire Gallery Subang Jaya,

G01, Empire Shopping Gallery,

Jalan Ss16/1, 47500 Subang Jaya.

Acc. No : 1224-0003593-05-7



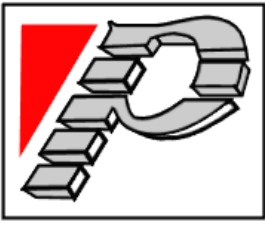
1.3 COMPANY BACKGROUND

Premier Accord Sdn.Bhd. Is a fully Bumiputera owned company incorporated in 20th May 1992. They specialized in building construction and civil engineering and trading services. This company is Registered with PKK (class F), CIDB (G1), Kementerian Kewangan Malaysia, Universiti Putra Malaysia etc. This company also member of of Persatuan Kontraktor Malaysia and Dewan Perniagaan Bekas Tentera Malaysia.

With significant depth of management expertise, this company are dedicated and committed to provide quality services. The company is proud to present our past record of performance and the repeat sales and services to existing customers.

Premier Accord Sdn. Bhd. believes in providing superior service. Throughout building construction, civil engineering and trading. The company concentrated mainly on main contracts and sub- contractors work within government and private agencies.

Example of the project this company involve like building construction, civil engineering, and trading. For activities of building construction and civil engineering like building construction, civil engineering works, landscaping, waterproofing drainage and sewerage work.



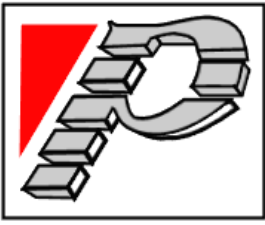
1.4 VISION AND MISSION

The company vision to undertake the company and construction business with a focus on becoming the cost leadership while excellence in every aspect to meet customers' stringent requirements regarding quality, on-time delivery, safety and environmental concerns.

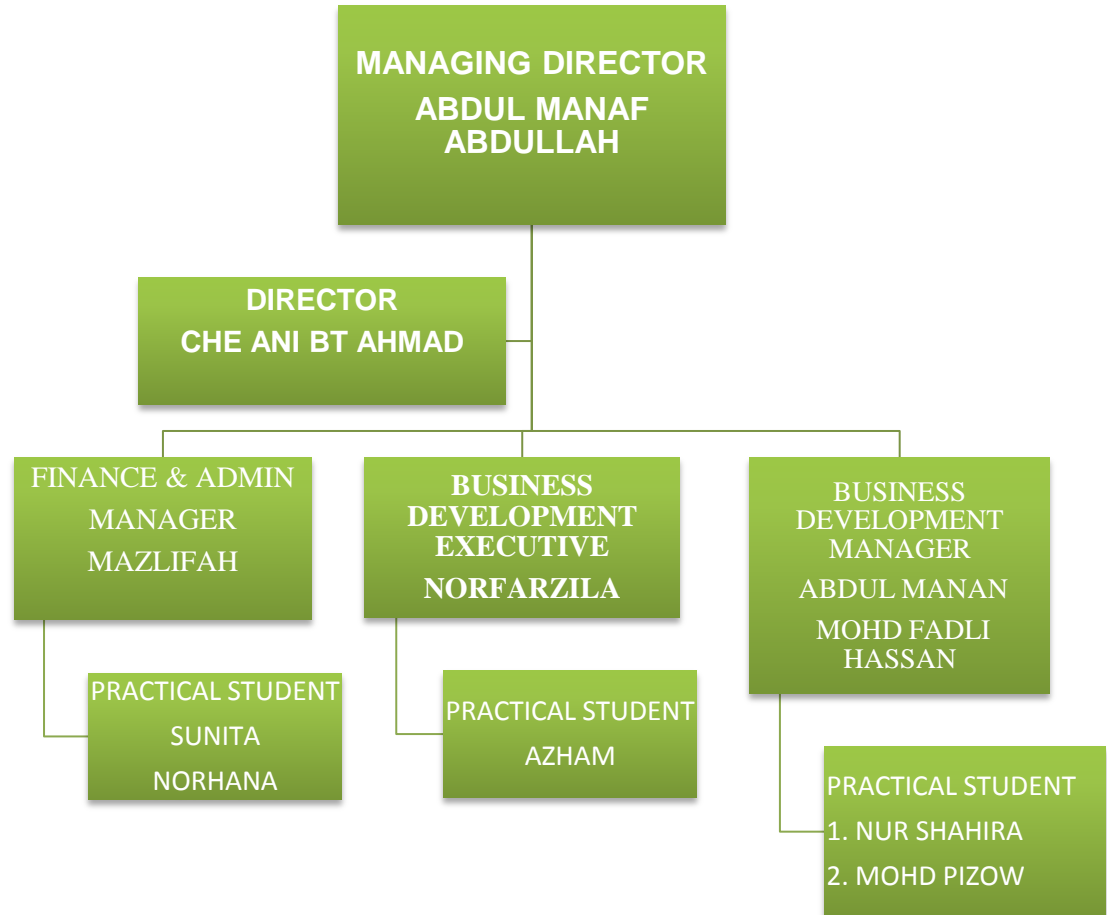
To develop an effective management that stresses productivity, perpetual development of the organization, and instilling work ethics in all personnel.

1.5 POLICY

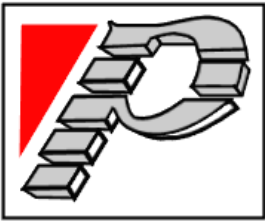
In line with the Company's vision to be fully committed, diligence and stringent to provide quality services, the Company now is practicing the Quality Management System with following policy statement 'Our quality policy is to provide quality products and services that fully satisfy all customer needs and expectations through continual improvement of our quality management system'.



1.5 CHART ORGANIZATION



1.1 ORGANISATION OF PREMIER ACCORD SDN. BHD.



1.7 DIRECTORS' PROFILE

1.7.1 MANAGING DIRECTOR

ABDUL MANAF BIN ABDULLAH

Date of Birth : 11 March 1954

Nationality : Malaysian

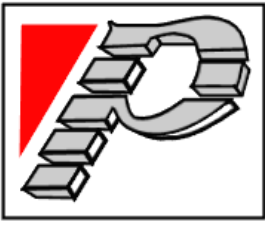
Marital Status : Married

I/C No. : 540311-07-5315

Academic Qualification : Diploma Aircraft Engineering

(P.A.F Karachi, Pakistan)

Professional Experience	
1974 – 1985	RMAF Transport and Fighter Aircraft Team
1986 – 1990	Technical and Admin Officer RMAF Aircraft Modification Consultant
1990 – 1994	Main and Sub Contractor
1995 – Present	Managing Director Premier Accord Sdn.Bhd



1.7.2 DIRECTOR

CHE ANI BT AHMAD

Date of Birth : 19 October 1963

Nationality : Malaysian

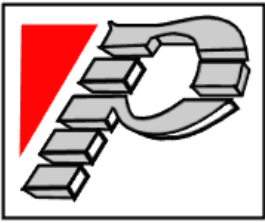
Marital Status : Married

I/C No. : 631019-08-5210

Academic Qualification : Diploma Mass Communication

UITM Shah Alam.

Professional Experience	
1980 – 1981	Supervisor – Hewlett Packard
1982 – Present	Assistant Chief Sub Editor Business Time Advisor for Finance & Admin for Premier Accord Sdn.Bhd.



1.8 STAFFS' PROFILE

1.8.1 BUSINESS DEVELOPMENT MANAGER

ABDUL MANAN BIN ABDULLAH

Date of Birth : 10 October 1951

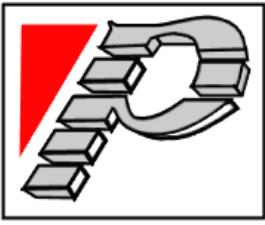
Nationality : Malaysian

Marital Status : Married

I/C No : 511010-07-5343

Academic Qualification : SPM

Professional Experience	
1996-2003	Customer Development Manager- Macro Cash & Carry



1.8.2 BUSINESS DEVELOPMENT EXECUTIVE

MUHAMMAD NOOR IKHSAN B. HUSIN

Date of Birth : 16 Mac 1987

Nationality : Malaysian

Marital Status : Married

I/C No : 870316-05-5307

Academic Qualification : Dip. In Civil Engineering

1.8.3 BUSINESS DEVELOPMENT EXECUTIVE

NORFARZILA BT NAZRI

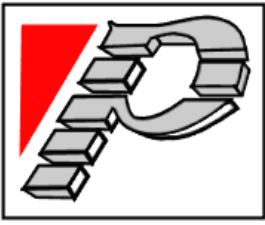
Date of Birth : 16 April 1987

Nationality : Malaysian

Marital Status : Single

I/C No : 870416-06-5836

Academic Qualification : Dip. In Agriculture



1.8.4 SUPERVISOR

MUHAMMAD RAZMAN BIN ABDUL MANAF

Date of Birth : 9 July 1991

Nationality : Malaysian

Marital Status : Single

I/C No : 910709-10-5073

Academic Qualification : Dip. In Occupational Safety and
Health Management

1.8.5 ADMIN EXECUTIVE

MUHAMMAD BIN ABDULLAH

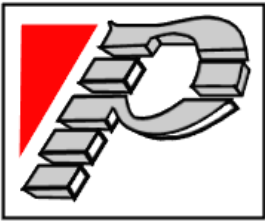
Date of Birth : 15 September 1989

Nationality : Malaysian

Marital Status : Single

I/C No : 890915-03-6069

Academic Qualification : Degree in Finance.



1.9 PREMIER ACCORD SDN. BHD LOCATION

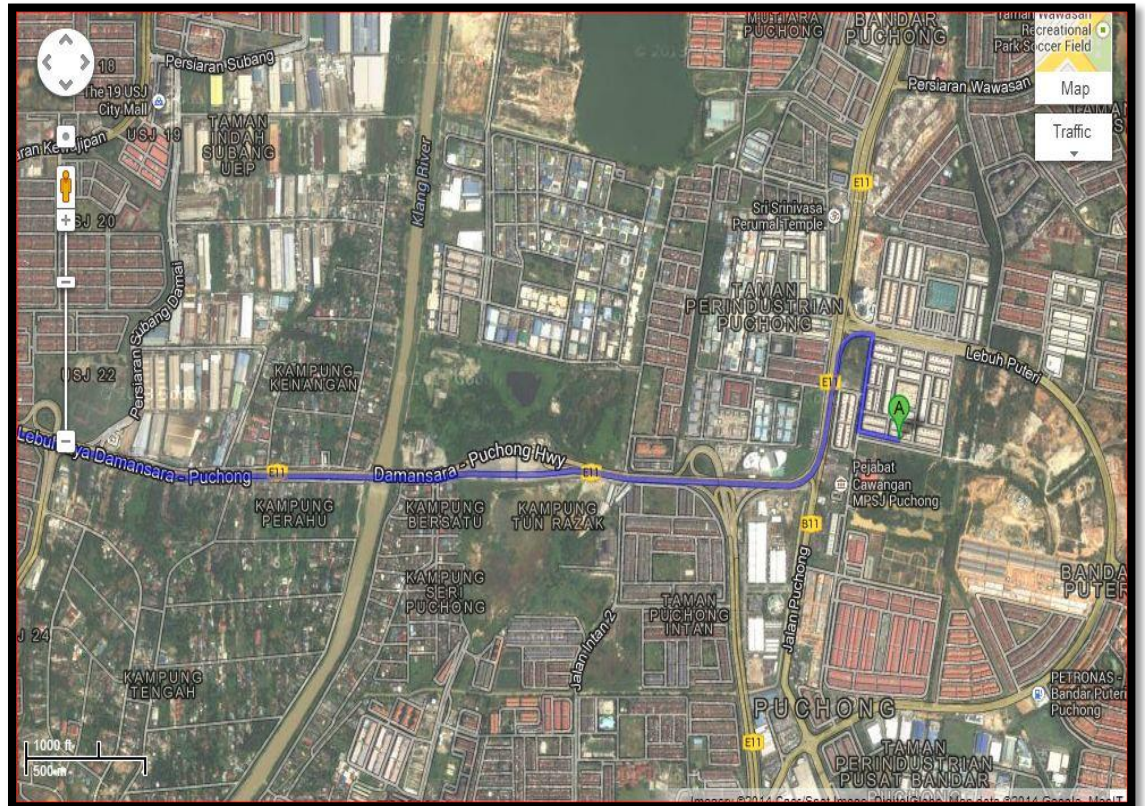
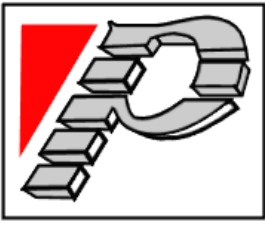


Figure 1.2: Location Plan

36-2 Jalan Puteri, 2/4 Bandar Puteri,

47100 Puchong,

Selangor Darul Ehsan.

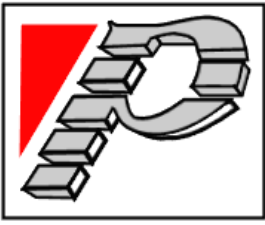


1.10 PRINCIPAL ACTIVITIES

Premier Accord Sdn. Bhd. believes in providing superior service throughout building construction, civil engineering and trading. The company concentrated mainly on main contracts and sub-contract work within government and private agencies.

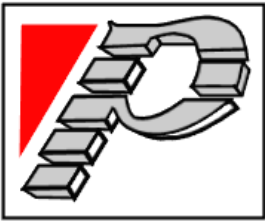
1.10.1 Building Construction and Civil Engineering:

- Building construction
- Civil engineering works
- Landscaping
- Drainage and sewerage works
- Waterproofing



1.10.2 Trading

- Supply and install of office furniture and equipment
- Supply and install of home decorations and accessories etc.
- Interior design
 1. Office Workstations (Including Table, Chairs and All Related Accessories)
 2. Office Partitions (Full Height & Half Glass)
 3. Carpets
 4. Flooring-Tiles and Hardwood Flooring
 5. Painting (Interior & Exterior)
 6. Office Furniture (Custom Made)
 7. Install Networking, Electrical Fittings, Telephone Points, Air-Cond Point
 8. Blinds-Roller, Vertical, Timber, Veneration
 9. Wall Paper
 10. Plumbing- For Toilets ,Pantry, Drainage
 11. Kitchen Cabinets (For Pantry)



12. Windows, Doors ,Grill

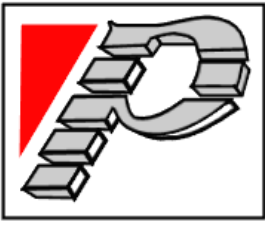
13. Ceilings- Suspended, Decorative Etc.

14. Office Backdrop Design

15. Roller Shutter

1.10.3 Services

- Conduct Training Consultancy to Kementerian Pelajaran Malaysia (KPM)



1.11 COMPANY REGISTRATIONS, SUPPLIER AND AFFILIATIONS

1.11.1 Pusat Khidmat Kontraktor (PKK)

- a) Registration No. 1006 B 96 0153
- b) Class F

1.11.2 Lembaga Pembangunan Industri Pembinaan Malaysia (CIDB)

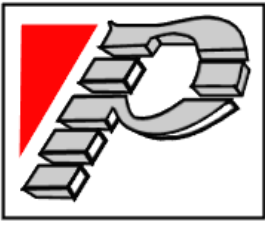
- a) Registration No. 1961116-SL015282
- Grade G1

1.11.3 Kementerian Kewangan Malaysia (Bumiputera)

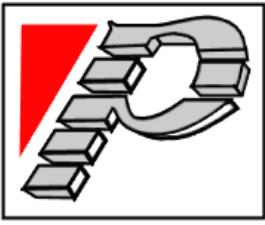
- a) Registration No. 357-00049201

Others (Appendices):

- SIRIM Berhad
- Putrajaya Holding Sdn.Bhd.
- Tenaga Nasional Berhad (TNB)
- Universiti Malaya (UM)
- Universiti Putra Malaysia (UPM)
- UiTM



- Multimedia University (MMU)
- Majlis Perbandaran Subang Jaya (MPSJ)
- Institut Kemahiran Mara, Petaling Jaya
Jabatan
- Perkhidmatan Awam Putrajaya
- Jabatan Pelajaran Negeri Selangor
- Pejabat Pendidikan Daerah Petaling
- Bangunan Sultan Salahuddin Abdul Aziz Shah
- Kementerian Pertahanan Malaysia
- Kementerian Pengajian Tinggi Malaysia (KPTM)
- Indah Water Konsortium Sdn Bhd
- Universiti Tenaga Nasional (UNITEN)
- Universiti Kebangsaan Malaysia (UKM)
- Majlis Bandaraya Petaling Jaya (MBPJ)
- Jabatan Kastam Malaysia



- Kementerian Kebudayaan Kesenian dan Warisan Malaysia (KekWA)

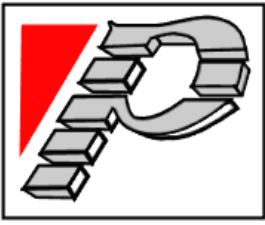
1.11.5 Supplier:-

- Winner Hardware & Timber Trading
- NG Brothers Hardware Trading
- Kenwei Office System Sdn. Bhd.
- TK Light Electrical & Trading

1.11.6 Affiliation:-

- Ambang Perantau Sdn. Bhd.
- ZNS Teguh Sdn. Bhd

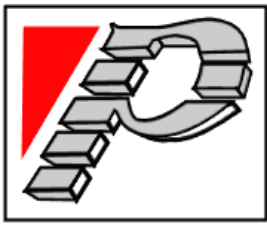
(Refer Appendices A)



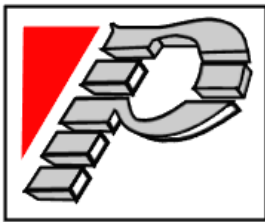
1.12 PROJECT LIST

1.12.1 PAST PROJECT

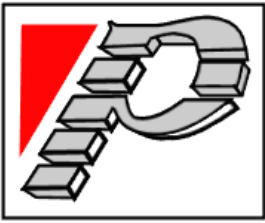
NO.	NAME OF PROJECT	COST	START	FINISH
1.	KERJA-KERJA MENGGANTI PINTU BARU DI BILIK KOLEJ KEDIAMAN SEK 17, UM	16,026.00	20 OKT 2003	5 NOV 2003
2.	KERJA-KERJA MEREKABENTUK, MEMBUAT, DAN MEMASANG PAPAN TANDA DI PADANG GOLF DI UPM SERDANG	57,300.00	27NOV 2003	15 DIS 2003
3.	KERJA-KERJA MEMBEKAL PERABOT KE PUSAT ELEKTRONIK DAN TEKNOLOGI MAKLUMAT TKT. 3, BANGUNAN 25, SIRIM BERHAD, SHAH ALAM.	12,589.00	9 JAN 2004	3 FEB 2004
4.	MEMBEKAL DAN MEMASANG PERMAIDANI DI PANGGUNG PERCUBAAN UPM, SERDANG	19,706.00	11MAC 2004	20MAC 2004
5.	MEMBEKAL DAN MEMASANG ROLL CARPET DAN KERJA-KERJA MELEPA DINDING ROSAK SERTA MENGECAT DI TINGKAT 3 BANGUNAN 5 SIRIM BERHAD SHAH ALAM	17,140.00	15 MEI 2004	20 MEI 2004



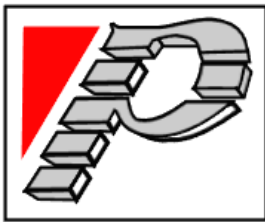
NO.	NAME OF PROJECT	COST	START	FINISH
6.	MENGUBAHSUAI BILIK GERAKAN,B BILIK ISO, BILIK PANTRY DAN BILIK PEGAWAI DI TINGKAT 2 DAN 3 SIRIM BERHAD SHAH ALAM	14,602.00	11 JUN 2004	15 JUN 2004
7.	MEMBINA DAN MENYIAPKAN TEMBOK PAGAR SEPANJANG JLN PERSEKUTUAN BERMULA DARI PINTU 3 SEHINGGA SEMPADAN TANAH DI PINTU 5, UPM SERDANG	172,900.00	11 JUN 2004	10JULAI 2004
8.	KERJA-KERJA MENGALIHAN ARMOURED CABLE SEDIADA & KERJA-KERJA ELEKTRIK BAGI PEMASANGAN PENDAWAIAN ELEKTRIK BARU DI UPM, SERDANG	23,900.00	10 JULAI2004	24 JULAI2004
9.	MEMBEKAL PERABOT UNTUK ELIT, BANGUNAN 25, SIRIM BERHAD SHAH ALAM.	11,143.00	30OGOS 2004	20 SEPT 2004
10.	MEMBINA DAN MENYIAPKAN TEMBOK PAGAR BARU SEPANJANG JLN MARDI-UPM BERMULA DI CH.O HINGGA KE KOLEJ ZAABA	187,802.00	15OGOS 2004	30 DIS 2004



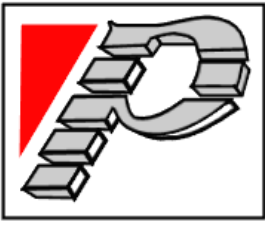
NO.	NAME OF PROJECT	COST	START	FINISH
11.	KERJA-KERJA TAMBAHAN MEMBINA DAN MENYIAPKAN TEMBOK PAGAR BARU SEPANJANG JLM MARDI-UPM BERMULA DI CH.O HINGGA KE KOLEJ ZAABA	36,996.00	20GOS 2004	3 SEPT 2004
12.	MEMBEKAL DAN MEMASANG LAMINATE UTAMA CAD/CAM DI TINGKAT 1 BGUNAN 25 SIRIM BERHAD	12,603.00	25SEPT 2004	27SEPT 2004
13.	KERJA-KERJA MEMASANG 'NEON SIGNAGE' DI KAWAH SURIA DAN KERJA-KERJA MEMBAIPULIH STRUKTUR KERANGKA BESI DI KAWAH SURIA UPM	137,300.00	26 OCT 2004	26 NOV 2004
14.	KERJA-KERJA MEMBAIKPULIH DAN MENAIKTARAF MADRASAH JAMAEIAH, KAMPUNG PADANG BALANG HILIR, SENTUL, KUALA LUMPUR	116,811.00	17 DEC 2011	1MARCH 2012



NO.	NAME OF PROJECT	COST	START	FINISH
15.	REMOVE, DISMANTLE,SUPPLY, DELIVER, INSTALL, TESTING & COMMISSIONING FOR THE UPGRADING WORKS OF SURAU UTAMA AT LEVEL 4 (WEST WING), MENARA MATRADE, JALAN KHIDMAT USAHA OFF JALAN DUTA, KUALA LUMPUR	118,080.00	16 JUL 2012	7 SEPT 2012
16.	KERJA MEMBEKAL DAN MENGECAT JALAN HACHING CHEVROM DI LALUAN FT 29, SEKSYEN 49 DALAM DAERAH SEPANG (GL)	49,800.00	13 SEPT 2012	18 SEPT 2012
17.	CADANGAN KERJA-KERJA MENAIKTARAF DAN MENGUBAHSUAI MAKMAL PENYELIDIKAN SISWAZAH KEPADA PEJABAT PENTADBIRAN PUSAT SUMBER DAN PENDIDIKAN KANSER (CARE), UPM	75,450.00	29 OCT 2012	28 NOV 2012

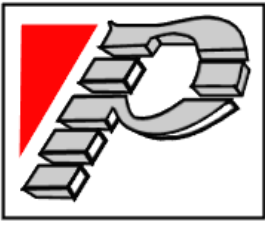


NO.	NAME OF PROJECT	COST	START	FINISH
18.	CADANGAN KERJA NAIK TARAF HIASAN DALAMAN BILIK MESYUARAT PUTRA 1, PEJABAT PENDAFTAR, UPM MEMBEKAL, MENGHANTAR DAN MEMASANG	9,956.00	9 NOV 2012	28 NOV 2012
19.	PENGHANTARAN RAINCOAT FOR CAMERAMAN BAHAGIAN TEKNOLOGI PENDIDIKAN, KEMENTERIAN PENDIDIKAN MALAYSIA, PERSIARAN BUKIT KIARA, 50604, W.P.KL	6,229.20	24 NOV 2012	10 DIS 2012
20.	MEMBEKAL DAN MEMASANG CARPET TILE JENIS LOOP PILE DI BILIK KULIAH 6,7 DAN 8, MERCU ALAM BINA, FAKULTI ALAM BINA UNIVERSITI MALAYA	14,955.84	2 JUNE 2013	4 JUNE 2013
21.	MEMBEKAL DAN MEMASANG PERABOT UNTUK BLOCK D, PERPUSTAKAAN PENGAJIAN ISLAM, UM	19,200.40	1 JUNE 2013	10 JUNE 2013



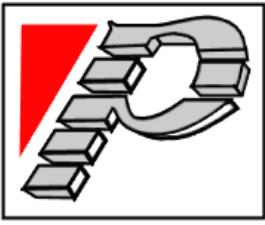
1.12.2 CURRENT PROJECT

NO.	NAME OF PROJECT	COST	START	FINISH
1.	CADANGAN MEMBEKAL, MENGHANTAR DAN MEMASANG PERABOT UNTUK KELENGKAPAN DI RUANG MAKAN STAFF ARAS 3 BANGUNAN MERCU ALAM BINA, UNIVERSITI MALAYA	49,844.00	20 NOV. 2013	30 DEC. 2013
2.	KERJA-KERJA MEMBEKAL CUSTOM MADE WHEEL CLAMP BERDASARKAN SAMPEL SEMASA LAWATAN TAPAK	7,200.00	25 NOV. 2013	27 NOV. 2013
3.	CADANGAN MEMBEKAL DAN MEMASANG 'KITCHEN AND WALL CABINET' DI ARAS 8, 9 DAN 10, MERCU ALAM BINA, FAKULTI ALAM BINA, UNIVERSITI MALAYA, KUALA LUMPUR .	22,690.00	26 NOV. 2013	20 DIS. 2014
4.	KERJA PEMBAIKAN DAN PENYELENGGARAAN 9 UNIT RUMAH KOMPLEKS KEDIAMAN KERAJAAN (SEKSYEN 7), SHAH ALAM	122,748.00	09 DEC. 2013	30 DEC. 2013



CHAPTER 2

(LITERATURE REVIEW)



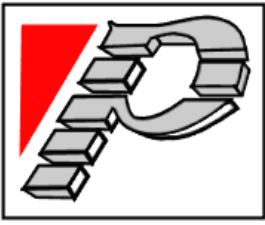
2.1 INTRODUCTION OF TENDER

Tendering is the process of making an offer, bid or proposal, or expressing interest in response to an invitation or request for tender. Organizations will seek other businesses to respond to a particular need, such as the supply of goods and services, and will select an offer or tender that meets their needs and provides the best value for money.

Tender request documents; also referred to as invitations to tender, Requests for Tender (RTF), Requests for Proposal (RFP) etc. outline what is required, that is, what the requesting organization's needs are. These documents also outline the particular requirements, criteria, and instructions that are to be followed.

What is tendering Future tenders are generally widely advertised to offer opportunities to a number of suppliers, encourage competition and provide a greater pool of offers to select from.

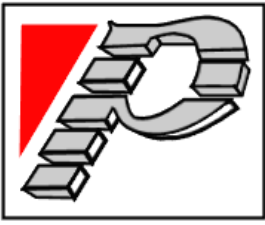
Interested suppliers will then prepare a tender; the documents that outline the offer that they are making, and will include pricing, schedules as well as their eligibility for the project or procurement. They will outline their advantage over competitors; provide information on qualifications, competencies and experience. Further they have to demonstrate how their bid offers the best value for money.



The submitted tenders are then evaluated with regard to defined criteria. In a normal tendering situation, this process should be conducted fairly and honestly, and in a manner that is free from bias or favors. The offer that best meets all of the requirements outlined in the request, and provides value for money should win the contract.

The tendering process is generally utilized for procurements or contracts involving substantial amounts of money. Tendering is utilized by government departments, offices and agencies, private sector companies and businesses and overseas markets and businesses.

While the concept of tendering may seem daunting at first, it can be easily tackled by having a plan of 'attack'. When becoming involved in a tendering process, it is important to understand your business' suitability for the project; whether your business' current situation will allow for you to tender, as well as your ability to manage the contract if you are successful in winning the tender. By understanding these points and ensuring you can demonstrate that you are able to meet the criteria and offer a competitive bid, you will increase your chances of success.

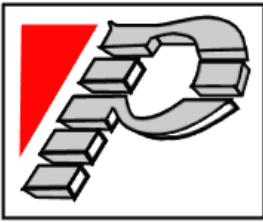


2.2 PURPOSE OF TENDERING

A suitable contractor should be selected at a suitable time. The offer of the price is required from the contractor at an appropriate time. This offer (tender) will be the basis for the ensuing contract. The most type of tender uses in the Malaysian construction industry is an offer by the contractor to carry out the work specified in the in the invitation to tender and the employer accepted the offer

Jabatan Kerja Raya Malaysia PUBLIC WORKS DEPARTMENT OF MALAYSIA		Senarai Tender Aktif	Keputusan Tender
<h3 style="margin: 0;">KENYATAAN TENDER</h3> <p style="margin: 0; font-size: small;">JABATAN KERJA RAYA</p> <div style="float: right; border: 1px solid black; padding: 2px 5px; font-size: x-small;">go back</div>			
◆◆◆Maklumat Projek			
Tajuk Projek	Cadangan Pemuliharaan Dan Pengubahsuaian Bangunan Sulaiman, Jalan Damansara, Kuala Lumpur Untuk Dijadikan Pejabat Pusat Timbangtara Serantau Kuala Lumpur (KLPCA)		
Lawatan Tapak	Taklimat Tender Dan Lawatan Tapak Adalah Diwajibkan Tarikh :20/06/2012 (Rabu) Masa : 10.00 Pagi Tempat : Tempat Meletak Kereta, Bangunan Sulaiman (Bekas Bangunan Mahkamah syariah Kuala Lumpur), Jalan Damansara, Kuala Lumpur		
Tarikh Iklan	07/06/2012	Pejabat yang memanggil tawaran	Cawangan Kontrak & Ukur Bahan, (Bahagian Kerja Bangunan Am), Ibu Pejabat JKR Malaysia
◆◆◆Maklumat Kontraktor			
Taraf	Bumiputera	Jenis syarikat	T1
Kelas	Kelas A	Kepala & Sub-Kepala	Kepala I, Subkepala 1 Kepala II, Subkepala 8(b) & 9 (Pemuliharaan Monumen Dan Tapak Tanah Bersejarah) Dan Berdaftar Dengan LPIPM (CIDB) Gred G7
◆◆◆Maklumat Tender Dokumen			
Harga	RM 2,200.00	Bayaran atas nama	ketua Akauntan, Kementerian Kerja Raya Malaysia
Tarikh mula dijual	22/06/2012	Tarikh akhir dijual	06/07/2012
Tempat dijual	Cawangan pengurusan Perolehan & Harta Bahagian Kewangan & Akaun Tingkat Bawah, Blok A, Kementerian Kerja Raya, Jalan Sultan Salahuddin, 50582 Kuala Lumpur		

2.1 The photo of offer tender



KENYATAAN SEBUT HARGA

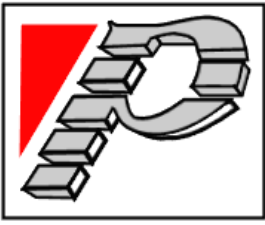
TARIKH IKLAN: 31/05/12

Tawaran adalah dipelawa daripada kontraktor-kontraktor yang berdaftar dengan Pusat Khidmat Kontraktor (PKK) dan Lembaga Pembangunan Industri Pembinaan Malaysia (CIDB) dalam kelas/bidang seperti di bawah yang pendaftarannya masih berkuatkuasa bagi menjalankan Kerja-kerja seperti berikut:-

BUTIR-BUTIR TAWARAN SEBUTHARGA	KELAYAKAN
<p>NO. SEBUTHARGA: SHPB/PRK/2712</p> <p>Cadangan Kerja-Kerja Merekabentuk, Membina, Menaliktaraf Dan Menyalapkan Bumbung Dan Ruang Di Pusat Mahasiswa (Fasa 2), Universiti Teknologi MARA (Perak), Seri Iskandar, Perak Darul Ridzuan.</p> <p>HARGA : RM 40.00 SENASKAH (Tunal sahaja)</p>	<p>a) Pusat khidmat kontraktor (PKK) di Dalam :</p> <p style="margin-left: 20px;">Kelas : E Dibawah Tajuk Kepala : II Pecahan Kepala : 1 & 2(a)</p> <p>Berdaftar dengan Lembaga Pembangunan Industri Malaysia (CIDB)</p> <p>b) Kontraktor Utama hendaklah memuatkan haknya Sub Kontraktor Elektrik berdaftar dengan Pusat Khidmat Kontraktor (PKK) di dalam bidang</p> <p style="margin-left: 20px;">Sub Kontraktor Elektrik :</p> <p style="margin-left: 40px;">Kelas : II/III/IV Di Bawah Tajuk Kepala : VII Pecahan Kepala : 1 dan 3</p> <p>Dan Berdaftar dengan Lembaga Pembangunan Industri Pembinaan Malaysia (CIDB) dan Suruhanjaya Tenaga</p> <p>c) Sub kontraktor Mekanikal mestilah berdaftar dengan Pusat Khidmat Kontraktor (PKK) di dalam kelas:</p> <p style="margin-left: 20px;">Sub Kontraktor Mekanikal :</p> <p style="margin-left: 40px;">Kelas : F Di Bawah Tajuk Kepala : III Pecahan kepala : 1 (a)</p>

1. Dokumen Meja Tawaran Sebut Harga akan dipamerkan mulai 31/05/2012 di Kaunter Unit Pengurusan Perolehan, Pejabat Bendahari, Universiti Teknologi MARA (Perak), Seri Iskandar, 32610 Bandar Baru Seri Iskandar, Perak Darul Ridzuan.
2. TAKLIMAT DAN LAWATAN TAPAK BAGI TAWARAN DI ATAS AKAN DIADAKAN PADA **11 JUN 2012 JAM 10.00 PAGI** BERTEMPAT DI BAHAGIAN PENGURUSAN FASILITI, UNIVERSITI TEKNOLOGI MARA (PERAK), SERI ISKANDAR, PERAK DARUL RIDZUAN. KEHADIRAN PETENDER ADALAH DWAJIBKAN. HANYA PENAMA YANG DIBERI KUASA SEBAGAIMANA DI DALAM SIJIL PKK DIBENARKAN HADIR TAKLIMAT/LAWATAN TAPAK BERKENAAN.
3. Dokumen Sebut harga boleh dibeli selepas Taklimat Dan Lawatan Tapak dijalankan dan hanya petender yang hadir Taklimat dan Lawatan Tapak sahaja yang akan dibenarkan membeli dokumen Sebut Harga
4. Dokumen Sebut Harga boleh dibeli di Unit Pengurusan Perolehan, Bahagian Pejabat Bendahari, Universiti Teknologi MARA (Perak), Seri Iskandar, 32610 Bandar Baru Seri Iskandar, Perak Darul Ridzuan pada waktu pejabat 8.15 pagi – 4.30 petang mulai 11 Jun 2012.
5. Petender-petender dikehendaki membawa SIJIL ASAL PENDAFTARAN PKK DAN CIDB dalam kod bidang seperti di atas beserta SALINAN (fotostat) s(i)-s(iii) berkenaan semasa membeli Dokumen Sebutharga.
6. Satu (1) penyebut harga hanya dibenarkan mengemukakan satu (1) tawaran sebut harga sahaja.
7. Dokumen Sebut Harga yang telah diengkapkan hendaklah dimasukkan ke dalam Peti Sebut Harga di UNIT PENGURUSAN PEROLEHAN, BAHAGIAN PEJABAT BENDAHARI, UNIVERSITI TEKNOLOGI MARA (PERAK), SERI ISKANDAR, 32610 BANDAR BARU SERI ISKANDAR, PERAK DARUL RIDZUAN dengan menulis nombor dan tajuk Sebut Harga di sebelah kiri atas di sampul tawaran berkenaan.
8. Tawaran Sebut Harga akan ditutup pada 20 Jun 2012 jam 12.00 tengahari.

2.2 The photo of term and condition tender



2.3 TYPE OF TENDER

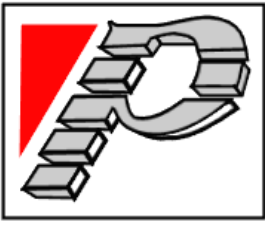
There are various tendering procedures have been practice in construction industry. The selection of tender procedures was subject to employer's requirement and project characteristic:

1. Open tendering
2. Selective tendering
3. Negotiation
4. Prequalification tender

2.3.1 Open tendering

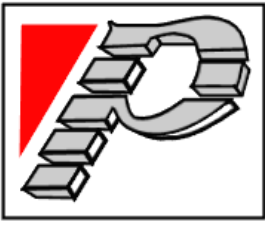
Open tender must get an approval from the “Cawangan Pembangunan Usahawan” of work Ministry prior to advertising the tender. This is to determine the e of the tender whether Bumiputera or not. This type of tender will be advertised in the Malay language newspaper. Table Tender Document will be displayed in the Tender Unit of Works Ministry and tender document will be sold to the qualified contractor with a minimum price of RM50.00.

Basically, open tender involve more competition among the contractors so that tender price should be more competitive. It is also giving more opportunity to the contractors to participate and the element of collusion may be reduces or become ineffective.



However, this type of tender contributes a higher cost for the tendering and time taken to evaluate the tender is longer. Furthermore, it is relatively difficult to make to make decision to select the most qualified contractor due the competitiveness is very high among the contractors.

Open tender is practiced to ensured good competition among the contractor and prevents contractors from forming rings (Ogunsemi and Aje, 2006). However, it also provides avenue of letting works to inexperience and untested contractors who may quote low prices and general defective work arises later (Orgunsemi and Aje, 2006)

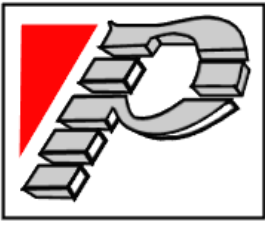


Advantages

- Chance for new firm to participate in tender.
- Attracts a large number of tenders thus the bids are more competitive.
- Lowest possible price will be obtained.
- This offer is suitable for the construction of simple and does not require specific experience and qualifications.

Disadvantages

- Although an employer is not bound to accept the lowest bid, a committee in charge of public expenditure is under a lot of pressure to accept the lowest.
- When the lowest bid accepted, this can easily result the employer in the risk in awarding the contract to the contractor who may has the least appreciation of the complexities of the project or greatest willingness to take the risk and under-pricing in the bidding.
- Tendering can be expensive and cost of unsuccessful tenders tends to inflate prices for future work.
- High cost of administration of tenders, duplicating document.

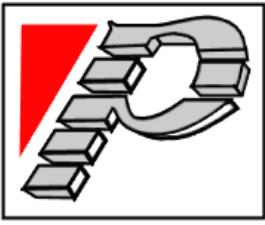


- Problem of selecting best tender from a wide range of tenders.

2.3.2 Selective tender

Generally selected tender is offered to the certain contractors only who are capable to implement the job. The tender is usually called within a short time and required expert and qualified contractor' company is approved by the treasury. The cost of tendering is relatively lower and tender period can be reduced.

Moreover, time taken to evaluate the tender also lesser compared to open tender. Project in a value of not exceed RM10 million are presented in the Board of Acquisition and selected by the Board but the final decision will made by the Treasury.

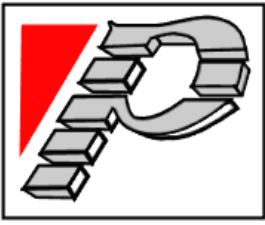


Advantages

- By selecting candidates from high quality builders, ordering parties can ensure the high level of public works.
- Desire to be selected in the next tender can be a good incentive for builders to maintain and improve the level of their work.
- Workload of tender evaluation can be reduced.

Disadvantages

- An ordering party may select a builder arbitrarily.
- Limiting the number of tendering participants by appointment tends to attract bid rigging.
- High quality builders who do not have a substantial record of work for the ordering party have less chance to participate in the tendering



2.3.3 Negotiated tendering

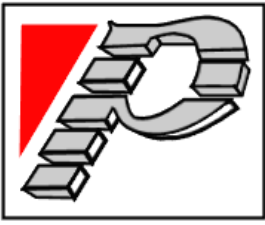
The clients select a contractor directly and then negotiate with the terms of agreement and form of payment. Appropriate if the client believed that the contractor possess relevant skill or experience. Negotiated tendering based on schedule of prices or approximate bills. Main items can be roughly quantified and priced as a basis of agreement, less costly item can be agreed later.

Advantages

- Speed the negotiation process brings about a conclusion of greater satisfaction to both parties.
- Keep time consuming and therefore costly negative action and reaction to a minimum.
- Completed design documentation is not necessary for work to start, the contractor's skill may be brought into the design process.

Disadvantages

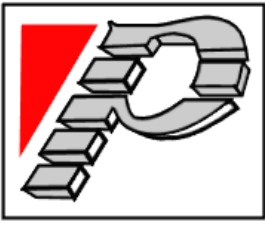
- Absence of competition – tender sum higher
- But the client may think, it worth paying more in return for a quicker job/ better quality than otherwise obtain



2.3.4 Pre-qualification

The pre-qualification rules are intended to screen contractors so that those who have the experience, technical ability, financial management and to implement a project is allowed to take part in a tender which was held after the agency received special approval of the Treasury of Malaysia.

Selection committee will short list of successful contractors and then submit to the secretariat. Secretariat will notify the contractors failed and selling of tender documents to the successful contractor.

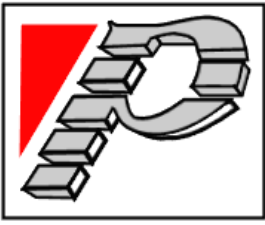


2.4 PROCESS OF TENDER

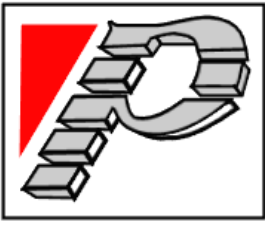
It is contended that in the public sector, the tendering procedures to be followed are much more structured and formalized. The tendering procedures to be followed are governed by factors such as sources of funding and type, nature and estimated cost of projects. It is mandatory to let projects estimated to cost more than RM100, 000.00 each through open tendering.

Only in specific circumstances, such as urgency of the work or for security reasons, is selective tendering or negotiated tender allowed (must seek prior approval from the Ministry of Finance). It is also mandatory for all tenders for works funded by the Government's own source of funds to be opened to Malaysian contracting firms only. The exception to this rule is:

- Malaysian contractor are not capable (inexperienced etc.)
- For civil engineering works estimated to cost more than RM50 million each, tenders can be invited from Malaysian contractor JV with foreign contractors selected through a pre-qualification exercise

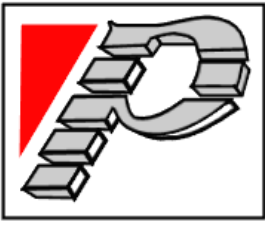


The Malaysian government's policies on open tender and Malaysian contractors only are not applicable for project funded by the international funding agencies such as World Bank, ADB, IDB, etc. Tendering projects funded by these bodies are subject to the conditions of the loan agreement and procurement procedures laid by them.



CHAPTER 3

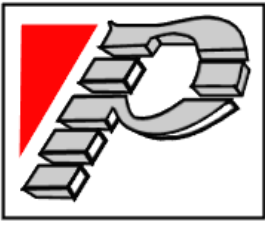
(CASE STUDY)



3.1 INTRODUCTION

Tendering is a statement issued to the person to obtain the consent of certain parties. A tender cover several stages, procedures and procedures. It involves the process of documentation, contractor selection and evaluation process and the process to determine the best contract price can be agreed and the completion of the most relevant for the completion of a construction project. Tenders can be summarized as a system to select sub contract for a specific job specifications in the course of construction contract works. Generally, the main purpose of tendering process is to choose a contractor who really qualified for a tender that could be agreed and accepted by both parties involved.

The process of preparing tender conducted on behalf Premier Accord Sdn Bhd is a process commonly used in the construction industry. As an example of the method used to invite subcontract is based on Open and selective tender. It is because of the way that always Premier Accord Sdn Bhd gets the project. In addition, the way to win the tender subcontract selection based on price and quality provided by the subcontract. It is as necessary in accordance with the experience in the past project.

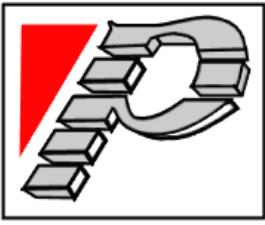


3.2 PROJECT BACKGROUND

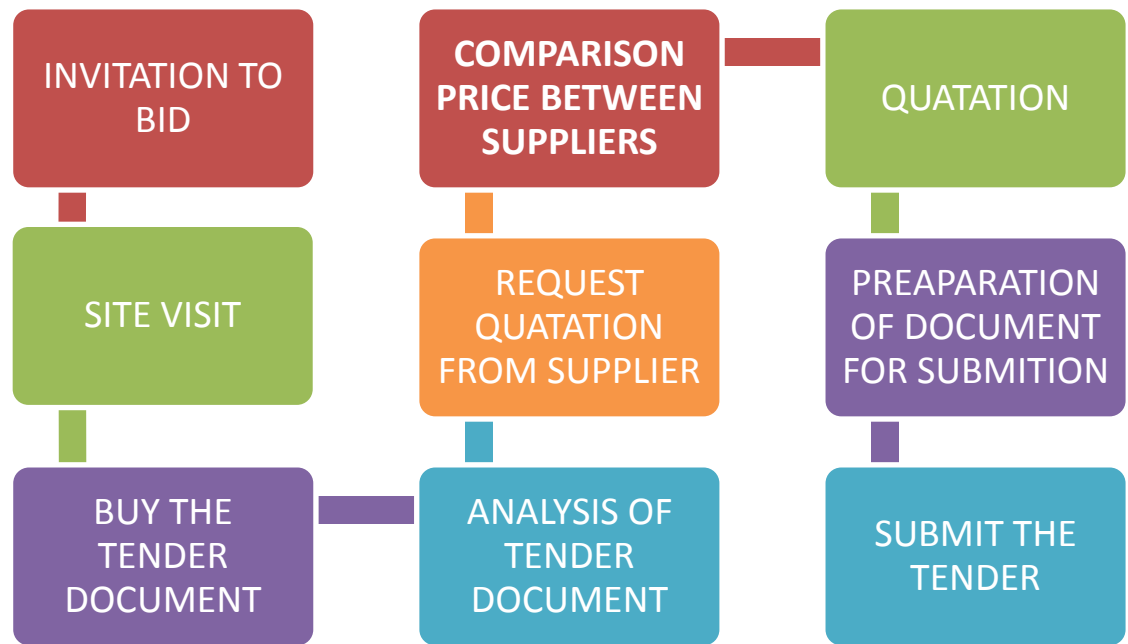
This chapter is describing in detail about the process of submitting tender. The topic that are choice “kerja- kerja membina dinding bata dan pintu rintangan kebakaran pada laluan belakang berserta bilik rehat bagi memenuhi ulasan Jabatan Bomba Di Lot 20, Jalan Lada Sulah 16,11, Seksyen 16, 40100 Shah Alam, Selangor”.



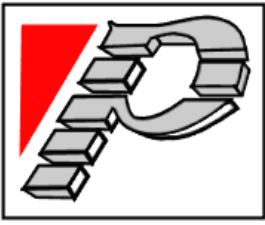
3.1 The picture of SIRIM



3.3 PROCESS OF SUBMISSION TENDER



3.2 The picture shows process of submission tender in Premier Accord Sdn. Bhd.

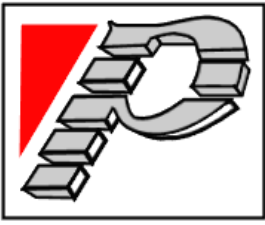


3.4 INVITATION TO BID

Contractors usually get information about the tender for the construction of a new project proposal through last statement on the website of the government portal and also through email or fax. Open tenders shall be invited among the eligible tenderers who have been approved by the Procurement Agency or the Ministry of Finance as applicable.

Based on a case study, an invitation to participate in this quotation is searched through advertising in the official website of SIRIM. The contractor has lists of several agencies to search for tender. Work of finding this tender performed daily by the contractor to ensure that no tender quotation missed. Besides that contractor also can join the invitation of bid that are comply with qualification and specification that company register.

(Refer Appendix B – List of Agency)

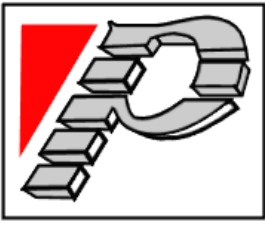


3.5 SITE VISIT

Contractor is deemed to have inspected and examined the site and its surroundings, shape and type of construction sites, the extent and nature of the work, materials and goods necessary for the completion of the Works, the means of communication and the entrance to the site and should be obtained for himself all necessary information about the risks, contingencies and all the circumstances that influence and affect the price quote. Any claims arising out of the failure of the Contractor to comply with this requirement will not be considered.

Site visit is a condition that will give an indirect on how conditions faced by of sub contract during construction. Site visits are required for the sub contract entered the tender projects. This is because it is part of the requirements of this tender. Sub contract is deemed to have visited the construction site when preparing tenders to ensure himself to the extent of work involved and the pattern of the employment situation and recognize and fully familiar with any on-site building conditions during the project construction period.

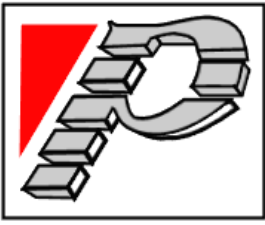
From this case study contractor should attend the site visit at 10.00 in the morning at SIRIM Berhad, Lot 20, Jalan Lada Sulah 16/11, Seksyen 16, Shah Alam. Contractor compulsory need to bring 'Sijil Pendaftaran Asal(registered with SIRIM Berhad), 'Lembaga Pembangunan Industri



Pembinaan Malaysia (LPIPM/CIDB) ' and 'Pusat khidmat kontraktor (PKK bumiputera)'. Contractor also must have green card for the work that job.

There is ten of the competitor that coming to the site visit. To get the tender contractor must follow the specifications and need to have experience in construction and tender strategy. Then Contractor are given the briefing about the works that are need to repair and replace such as demolish the frameless gypsum board partition in area of staircase and existing structure that are related. Besides that, contractor also must supply the new door such as fired door and flush door. Contractor also must make sure existing electrical and mechanical diversion or installation properly done as existing.

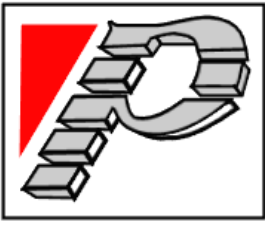
Then contractor also must demolish the partition and build wall from brick wall follow the instructions that are given from the client. Quantity of the work are given in the tender document that contractor must buy to bid the tender. Contractor also must paint the wall and type of paint should follow the specification from the client. For example must paint two layers and one layer using the type paint of the client wants.



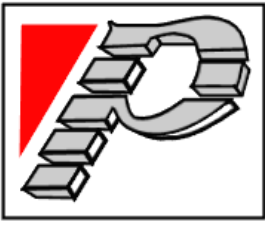
3.3 The picture show contractor that are coming for site visit



3.4 The picture show briefing from the client about the tender work that given



3.5 The picture about the ceiling that should replaced

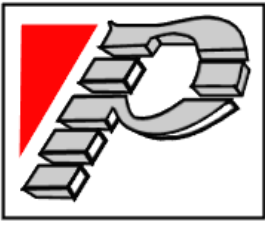


3.6 BUY THE TENDER DOCUMENT

Tender document will sales after the site visit and only sales for the contractor that are attended to the site visit. To buy the tender document, contractor also must bring original of ‘Sijil Pendaftaran Asal (registered with SIRIM Berhad), ‘Lembaga Pembangunan Industri Pembinaan Malaysia (LPIPM/CIDB)’ and ‘Pusat khidmat kontraktor (PKK bumiputera).

Agencies are encouraged to not sell the document quotes. However, if the agency fees, so the price-page document to be at the rate prescribed for the tender documents have effect subject to a maximum payment of RM50.00 for one (1) set of quotation document.

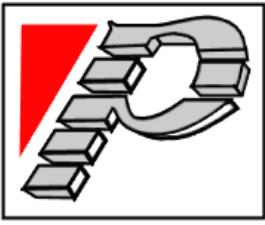
(Refer Appendices C)



3.7 ANALYSIS OF TENDER DOCUMENT

If the contractor decides to participate in the tender, the contractor shall make plans to work appreciating the tender document can be made within the time specified. Planning can be made in the form of a bar chart that showed the activities that are involved starting from the invitation to tender documents priced delivery within the time frame set by the client as mentioned in the last statement.

Next contractor shall immediately gather information, example technical and contractual details to base the calculation of the tender price. Tender documents must be completed and any discrepancy and exceptional circumstances shall seek clarification from the client or the consultant involved. Terms of the contract, drawings, specifications and other documents such as reports of land and so should be examined carefully. Additional terms of the contract, should be considered as compliance with these conditions may need financial commitment from the contractor.

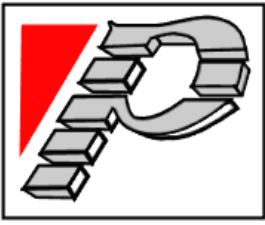


3.8 REQUESTS FOR QUOTATION FROM SUPPLIER

The contractor should choose a suitable supplier to avoid any potential issues of supply. Material such as certain types of doors, ceilings, etc. is supplied by a particular supplier only. Before sending the quotation contractor will make a call to the supplier to identify companies that can either supply or not the items required. Next the contractor will send an email to the supplier to put the relevant quotation.

Contractors must use materials as specified in the contract. Therefore, the contractor should know the quality of the material to avoid the purchase of materials which are not suitable for use. Quality does not just refer not only refers to the chemical and physical dimensions but the content elements of the material itself. Typically, the selection of materials like stone - brick to be seen to strength, durability, finish and color of the material is appropriate to a building.

Should the quality or standard material as determined by the architect or engineer, the contractor has no option but to follow all the specifications mentioned in the contract. In the contract there at SIRIM incorrectly and make it easier to choose contractors and suppliers of materials required.

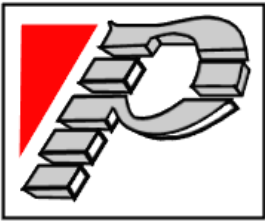


To ensure rivulets running continuously, the quantity of material on site should always be enough. Shortages would cause further delay the program of work interrupted completion of the project which will increase the project cost. Otherwise the quantity of goods purchased over will result in wastage of materials.

Based on the case study here, the contractor will submit quotations to suppliers to find out the prices of the materials for example the door price, ceiling price and the price of bricks. Contractors will find suppliers who are linked through the site and make a call to the supplier to ask about the supply is done in the company. If related materials required the contractor will request your email address and name of the person who make business as an alternative to starting work this quotation .

Once the email is sent to the supplier, the contractor will make the call again to ensure suppliers are able to follow all the specifications mentioned in the quotation as material type, quantity, time to send and affordable prices. This is to avoid problems if the contractor wins the quotation already be in accordance with the specifications set by the customer. This, too, will have adverse effects on the Contractor cannot meet the needs of customers after submitting quotation.

(Refer Appendices D)

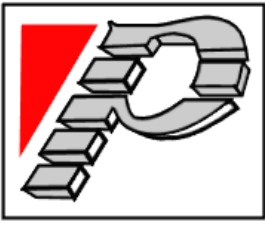


3.8 COMPARISON PRICE BETWEEN SUPPLIERS

Price is very important in the tender process because through it contractor can get the profit or not. That is why contractor must find the supplier that can give the item for contract. It is many items that request from client and there are always in different items and prices.

When the contractor gets the prices from supplier the contractor should compare the prices and the specification of item follow as request or not. If the items are follow the specification and the lowest price, so contractor can choice that supplier to supply for that work or that tender.

Sometimes too many suppliers should to compare and the contractor must choice the right person to avoid any error in future. Such as if contractor win the tender so the supplier should supply as request, if not contractor must face the risk and that can make the name of company in not good performance.

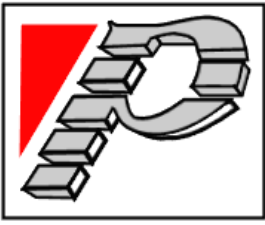


3.9 QUOTATION

Summary quotations shall be a part of this quotation form and shall be the basis of total price quotation. Prices in summary quotations shall include all costs, including transportation costs, taxes, duties, fees and other charges are necessary and relevant for the completion of the completion. No claim will be entertained for price adjustments resulting from changes in the cost of labor, materials and all duties and taxes, government, either in the quotation validity period or in the period of work.

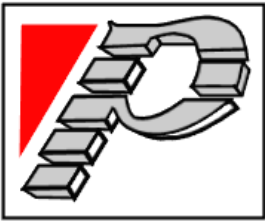
Prices in summary Quotations submitted by the Contractor shall be subject to prior approval from Indent Officer of reasonableness. The previous agreement and any subsequent adjustments to the prices in the Summary of Quotations should be made before Indent Work issued. Any price adjustment in accordance with paragraph summary quotation above and any arithmetic errors in the Summary of Quotations should be adjusted and corrected before Indent Work issued.

Based on the case study states the contractor will put a price quotation with prices based on the experience of previous projects. The contractor will put 30 per cent profit for each item of materials for civil work such as brick work and wage labor. Next contractor will also refer



the price based on the price of the Public Works Department (PWD) if there are setbacks to price.

For items such as doors, ceiling and brick contractor will request quotations from suppliers to get the lowest prices from suppliers. Because the price given by the suppliers also affect the contractor in terms of profit and loss



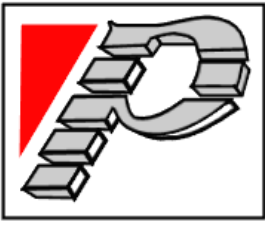
3.10 PREPARATION OF TENDER DOCUMENT

Preparation of documents is very important to ensure that the specifications set by the customer followed in order to avoid failure to participate in the quotation. The preparation of documents can support and strengthen the contractor to join the tender. Examples of supporting documents are as a company profile, relevant certificates and experience working successfully.

Next the contractor must also attach bank statements for three consecutive months for financial support on behalf of the contractor. The preparation of the document must also be in accordance with the conditions which have been described in this document in compliance with the quotation as such should be followed by the contractor for the work of quotation .

In this document there is also quotations work quotations checklist to avoid any documents left behind after the quotation documents submitted to SIRIM. Any offense committed will signed by the contractor and the contractor cannot delete using correction fluids. Sometimes small error look like simple mistake but the contractor must demonstrate to customers how good management by the contractor to prevent any failure of the bid quotation.

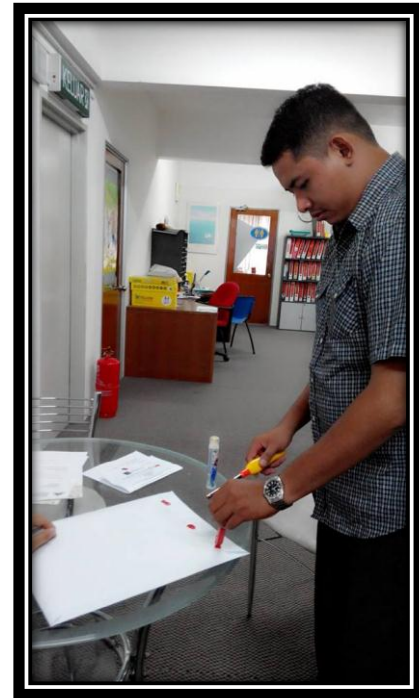
(Refer appendices E)



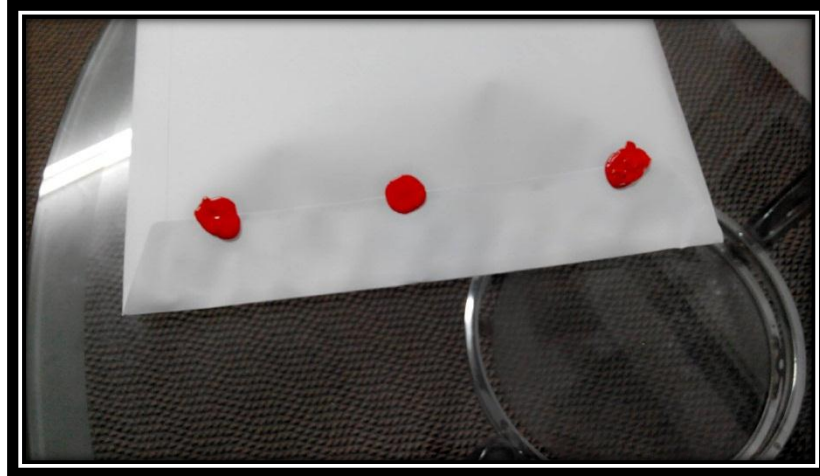
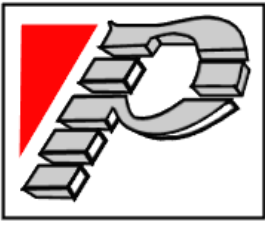
3.11 SUBMISSION OF TENDER

This quotation document should be submitted on March 6, 2014 the day Thursday before 12 afternoons. Any delay in delivery is considered as a failure to participate in this tender quotation. Therefore, the contractor shall prepare all relevant documents before the date given.

Shipping documents should use envelopes that have been given and should be sealed. Through sealed envelope can detect either safe or not because after being prescribed under the envelope can be detected whether there is intrusion on the document.



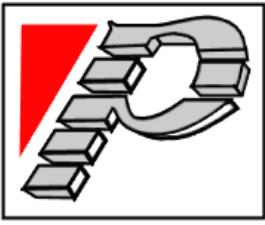
3.6 The document must be into the document in the envelope that are provided by SIRIM and the envelope must sealed



3.7 The picture show that the document are sealed



3.8 The picture show that the document are sealed and should submit to SIRIM

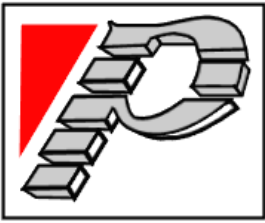


CHAPTER 4

PROBLEM

And

RECOMENDATION



4.1 PROBLEM

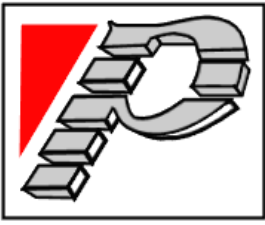
Premier Accord also do not have an own web site to expertise or introduce the business that are involves. It can make the client difficult to find the company.

Premier Accord does not have enough staff for handle the work in the office includes the tendering process. It is because the staffs of premier accord more focus on the site and do not have time for do the office work.

Company also should prepare the vehicle for go to the site visit and should not use the staff vehicle. It is because the company always needs to go to the site for site visit and buyers the tender document.

This company also do not have permanent supplier when need to request for the quotation. It can make the supplier fade up and so difficult to answer the request because for many time answer the quotation but still do not get the tender. Besides that, contractor also do not know how their company background is and can be the cheated or not good in services such as after make payment the supplier cannot supplier the item based on agreement and give many excuse.

The record of supplier also does not have good management it is because the staff always makes the same work when to request the quotation. Such as the staff search the contact number through the social network for searching the same supplier whereas ever request for the quotation.



4.2 RECOMMENDATION

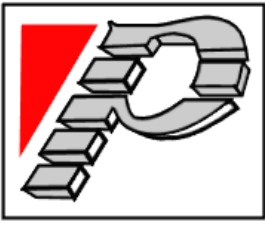
From my observation, that i think should recommend for this company to make the new web site in social network. It can make the company more known by others people that are need services for any jobs who are related. It is also because the new era people more exposed to social networking. Others people also do not have time to go office to office to find the services but they just search and choice the contractor from the social networking. From that client also can look the past project that this company is involved.

This company also should find the new staff for cover the officer work in the office. It also can make the staff to focus their works only and make the management in the office more efficient. The quality of work also can improve the skill of work because the staff has enough time manage their work.

In my recommendation, the boss also must prepared vehicle for company use. It is because the staff always needs to go the site visit, buy the tender document and business that are involve with the company. Not all of staff has the vehicle, and then it can make the staff easier to go anywhere that is involves with work.

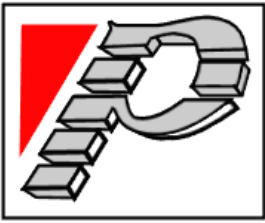
In my opinion that contractor should have appointed several of supplier to make the request quotation. It is because contractor should know the background of company to avoid many problems. The loyal supplier can give more corporate in process management. The supplier also must work hard in order to give quotation and try giving the good quality in management.

This company does not have record for saved document or contact list about the past supplier. It so difficult to the staff to request for the quotation and at the same time should search new supplier in the social network.



CHAPTER 5

CONCLUSION

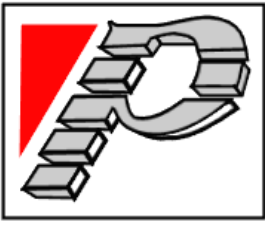


5.1 CONCLUSIONS

As a conclusion, there are many experiences during practical training even the company is small, so I had to learn from the basic such as how to overcome problem in the site and in management.

During the practical training also can make me know how to communicate with other parties such as with supplier, client and person who are involves with the company. Communicate is every important because through the communication can make the process of work more easily and done smoothly.

Additionally, practical training helps me out on the process of submission of tender in construction. This might be different thing that I have discovered during this practical training. It helps me to understand more on the overall view of construction industry. Besides that, practical training teaches me more punctual and follows the rule in work. It important to identify the personality for every people and that is very important.



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- http://www.homeownersclub.org/r/HOC_gencon.pdf
- Pengukuran kuantiti bangunan edisi kedua by Ahamad Abdullah and Khairuddin Aabdul Rashid