



اَوْنُوْ سِيْتِي تِيْكَوْلُوْ كِيْ مَارَا
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MARA

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FACULTY OF ARCHITECTURE, PLANNING AND SURVEYING

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By

MUHAMMAD FAUZI BIN M HARON

2008295834

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PREPARATION OF TENDER DOCUMENTS

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Supervisor Report

Pn. Wan Nur Syazwani Wan Mohammad

Coordinator Practical

En. Mohd Haiqal Ramli

Coordinator Program

En. Siti Jamiah Tun Jamil

(SIGNATURE)

ABSTRACT

The report, in brief, is about the procedure and process to the preparation of tender documents, the basic compulsory content and common aspect in tender documents based on the six months' internship experiences. The report is partial into several chapter begins with the background of the company profile, theoretical review on the topic, case study and problems with solutions. Background of company profile named ARH Juruukur Bahan Sdn Bhd includes the staff list, company's history and their list of completed projects. Most of the aspect in theoretical review is ranging only in pre-contract stages start from estimation process until invitational to tender. However, the compulsory or general contents of tender documents are best described. The compulsory contents described are based on format used by ARH Juruukur Bahan Sdn Bhd, please note that contents of tender documents may vary according to types of project. The case study review is adapted from the interview with the experienced Quantity Surveyors. Through the interview, the writer has been able to understand the nature situation about his review topic. Problems and solutions section made, also adapted from the interview, are the best common scenario happened during the preparation of tender documents. The effective solutions are issued as a closing section of the report to solve all general problems occurred. After gone through all the pages of the report, the readers may found certain terms and words used as an introduction to tender documents. In conclusion, the report is hopefully to be a quick guide handbook to all readers about the content of tender documents.

APPRECIATION

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CHAPTER 1

1.0 INTRODUCTION

1.1 Introduction

According to articles from Wikipedia.org about construction, architecture, and quantity surveyor, in the modern industrialized world, construction usually involves the translation of paper or computer based designs into reality. A formal design team may be assembled to plan the physical proceedings, and to integrate those proceedings with the other parts. The design usually consists of drawings and specifications, usually prepared by a design team including the client architects, landscape architects, interior designers, surveyors, civil engineers, cost engineers (or quantity surveyors), mechanical engineers, electrical engineers, structural engineers, and fire protection engineers. The architect hired by a client is responsible for creating a design concept that meets the requirements of that client and provides a facility suitable to the required use. Once the design is completed by the design team, a number of construction companies or construction management companies may then be asked to make a bid for the work, either based directly on the design, or on the basis of drawings and a bill of quantities provided by a quantity surveyor. Quantity surveyors control construction costs by accurate measurement of the work required, the application of expert knowledge of costs and prices of work, labour, materials and plant required, an understanding of the implications of design decisions at an early stage to ensure that good value is obtained for the money to be expended. Quantities from drawings, sketches and specifications prepared by designers, principally architects and engineers are measured in order to prepare tender or contract documents.