



DEPARTMENT OF BUILDING
UNIVERSITI TEKNOLOGI MARA
(PERAK)

PREPARATION OF TENDER DOCUMENT

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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 Budaya Restu Sdn. Bhd. for duration of 20 weeks starting from 23 August 2021 and ended on 7 January 2022. 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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ABSTRACT

Tender are important documents for any particular company especially constructions. This report was conducted for the project of Pembinaan Bangunan Tambahan Jabatan Pendidikan Melaka Di Tapak Bahagian Teknologi Pendidikan Melaka, Melaka. The objective of this report is to identify the elements and contents that should be included in the tender document. Next, to demonstrate the procedure of preparing tender document and lastly to determine the problems and solutions during preparation of tender document. This report is conducted by four method of study which is observations of learning the process of making tender documents, searching the journal on the internet about tender documents , interview the experienced worker to get the information in detail and last but not least, document review by reviewing the completed document for better understanding. The findings of this report will discuss about the elements, contents, procedure and ways to solve the problems while completing the tender documents before proceeding into the construction works. Furthermore, this report is to focus on the preparing the document including tender forms, drawings of the project, Bill of Quantities (BQ), method statements and catalogue. In conclusion, the aim of this report is to gain acknowledge in the process of preparing tender. It will focus on how to response the invitation of the tender by prepared the tender document by following all the instruction and the requirement that the client want and the important factors that must be considered in preparing tender document.