

REPORT ON PROFESSIONAL EXPERIENCE AS A QUANTITY SURVEYOR

PREPARED

BY

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SUBMITTED

TO

NIGERIAN INSTITUTE OF QUANTITY SURVEYORS

IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR MEMBERSHIP INTO THE INSTITUTE

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INTRODUCTION

This Report is written basically through the professional experience I had and this enable me to apply for the upgrading to a corporate Member of the Nigerian Institute of Quantity Surveyors (NIQS). My report comprises the work done since my graduation in higher institution up to date which prompts me to apply as a Corporate Member of the great and noble Institution through the Experience Route Examination.

The activities for this report include; preparation of financial statements, preparation of bills of Quantities, physical measurement carry out on site, market survey monitoring and Evaluation valuation of variation claim and final account statement.

I prepared this report as a Quantity surveyor with the practical/professional experience I have acquired for the past thirteen years in this noble profession as I look forward to being admitted into the corporate membership cadre and be allowed to practice as a Registered Quantity Surveyor of the Nigerian Institute of Quantity Surveyors (NIQS).

PROFESSIONAL EXPERIENCE

EDUCATION HISTORY

INSTITUTIONS ATTENDED WITH DATES

NAME OF SCHOOL	DATES
THE POLYTEHNIC, BIRNIN KEBBI, KEBBI STATE	1997 - 1999
THE POLYTEHNIC, BIRNIN KEBBI, KEBBI STATE	1994 - 1996
ABDULLAHI FODIO SECONDARY SCHOOL, BIRNIN KEBBI.	1988 - 1992
FODIO SECONDARY SCHOOL, BIRNIN KEBBI, KEBBI STATE	1997 - 1998
YAHAYA SAANTALI MODEL SCH., BIRNIN KEBBI, KEBBI STATE	1980 - 1986

QUALIFICATION OBTAINED WITH DATES

QUALIFICATION	DATE
FIRST LEAVING SCHOOL CERTIFICATE (FSLC)	1986
SENIOR SECONDARY SCHOOL CERTIFICATE (SSCE)	1992
SENIOR SECONDARY SCHOOL CERTIFICATE (SSCE)	1998
NATIONAL DIPLOMA IN QUANTITY SURVEYING	1996
HIGHER NATIONAL DIPLOMA IN QUANTITY SURVEYING	1999
NATIONAL YOUTH SERVICE CORPS	2000

QUALITY, SKILLS/CORE COMPETENCE

- i. Proficient in Microsoft Word, Access, Excel, Power Point
- ii. Ability to work with little or no supervision
- iii. Excellent teamwork spirit.
- iv. Ability to manage multiple tasks concurrent
- v. Self-motivated and confidently contributing in decision making.
- vi. Exemplary Teamwork and Leadership Style
- vii. Excellent Ability to adapt to changes, and Interpersonal skills.
- viii. Analytical and Negotiation Skills; High level of professionalism
- ix. Time Management and Organization
- x. Problem solving and cost efficient.

WORK EXPERIENCE

NAME OF ORGANIZATION: FEDERAL MINISTRY OF WORKS AND HOUSING

LOCATION: MABUSHI, FCT-ABUJA

POSITION: CHIEF TECHNICAL OFFICER

DURATION: 2004 TILL DATE

KEY RESPONSIBILITIES

1. I took part in the preparation of Bill of Quantities for Infrastructural work for various projects.
2. I acted as the Project Quantity Surveyor for projects
3. I took on-site measurements,
4. I prepared the documents for variation, fluctuation bills and Work
5. Program report are responsibilities that I perform on a daily basis.
6. I also attend site meetings,
7. I prepared progress reports and perform cost control responsibilities to ensure that the project conforms to the approved budget etc.
8. I'm also responsible for the purchase of finishing materials locally,
9. I select finishing materials to suit office cost and taste
10. Effecting design revisions on Bill of Quantities,
11. Negotiating with Subcontractors and Vendors,
12. I did assessment of payment schedules,
13. Dispute resolutions.
14. Material Orders, Job Orders; and
15. Preparation of Financial Statements.

Over the years I have been involved in lot of projects as private practice. These projects are carried out with others in the built environment engaged by my organization and other private individuals.

ACTIVITIES CARRIED OUT AS QUANTITY SURVEYOR IN PRIVATE PRACTICES

PRE-CONTRACT STAGE:

- **Cost Planning and Estimation:** Developing detailed cost plans and estimates for projects, including analyzing project scope and identifying potential risks.
- **Bill of Quantities (BOQ) Preparation:** Creating detailed lists of materials and labor required for a project, which forms the basis for tendering and cost control.
- **Tender Document Evaluation:** Reviewing tender documents, raising queries, and ensuring compliance with project requirements.
- **Material Quantity Take-off:** Extracting quantities of materials from drawings and specifications.
- **Procurement Advice:** Providing guidance on procurement strategies and processes, ensuring the best value for money.
- **Contract Advice:** Advising on contract types and terms, ensuring they are suitable for the project and protect the client's interests.

CONTRACT ADMINISTRATION STAGE:

- **Contract Administration:** Overseeing and administering contracts, ensuring both parties meet their obligations.
- **Variation Management:** Assessing the impact of variations and negotiating fair compensation.
- **Interim Valuations:** Preparing interim valuations to certify payments to contractors and subcontractors.
- **Cost Control:** Monitoring project costs, identifying potential overruns, and implementing cost-saving measures.
- **Final Account Preparation:** Preparing the final account, which summarizes all costs incurred during the project.
- **Procurement:** Overseeing the purchasing of materials, services, and labor, negotiating contracts to secure the best value for their clients.
- **Risk Assessment:** Assessing potential risks throughout the project duration and developing strategies to mitigate them.
- **Subcontractor Management:** Managing subcontractors, ensuring they meet quality standards and contractual obligations.
- **Payment Management:** Overseeing payment processes, ensuring accurate and timely payments to contractors and subcontractors.
- **Sustainability:** Promoting sustainable construction methods and ensuring compliance with relevant sustainability criteria.

DETAILED BREAKDOWN OF MY RESPONSIBILITIES IN INDUSTRIAL PROJECTS

Cost Estimation and Planning:

- Accurately estimating project costs, including materials, labor, and equipment.
- Developing cost plans and budgets for the project.
- Conducting feasibility studies to assess project viability.

Tender and Contract Management:

- Preparing tender documents, including bills of quantities and specifications.
- Evaluating tenders and recommending contractors.
- Negotiating contracts and managing contractual issues.

Cost Control and Management:

- Monitoring project expenses and identifying potential cost overruns.
- Implementing cost-saving measures and value engineering.
- Managing change orders and variations.

Procurement:

- Overseeing the procurement of materials and equipment.
- Ensuring that materials meet quality standards and specifications.

Risk Management:

- Identifying and assessing potential risks, both financial and commercial.
- Developing risk management strategies and mitigating potential issues.

Project Monitoring and Reporting:

- Tracking project progress and costs against the budget.
- Preparing regular reports on project status and financial performance.

Contract Administration:

- Ensuring that contracts are executed according to their terms and conditions.
- Managing payments to contractors and subcontractors.
- Resolving disputes and claims.

Post-construction phase:

- Finalizing accounts
- Preparing documentation for tax reporting
- Resolving disputes
- Submitting insurance claims
- Auditing project finances

DETAILED BREAKDOWN OF MY RESPONSIBILITIES IN HEALTH PROJECTS

- **Consultation and Feasibility Studies:** Liaise with clients to understand their needs and conduct feasibility studies to assess the project's viability and cost.
- **Cost Estimation and Budgeting:** Accurately estimate project costs, including materials, labor, and equipment, and develop a detailed budget with cash flow projections.

- **Tendering and Procurement:** Prepare tender documents, manage the tendering process, and advise on contractor selection, ensuring the best value for the client.
- **Risk Assessment:** Identify and assess potential risks, including commercial and financial risks, and develop mitigation strategies.
- **Value Engineering:** Identify opportunities for cost savings and value improvements without compromising quality or functionality.
- **Compliance Analysis:** Ensure the project plan adheres to relevant regulations like environmental guidelines, health and safety laws, and building codes.
- **Cost Control and Monitoring:** Continuously monitor project costs, track variations, and implement cost-control measures to ensure the project stays within budget.
- **Contract Management:** Manage contracts, including variations, extensions of time, and claims, ensuring all parties adhere to their obligations.
- **Valuation of Work:** Regularly value completed work to ensure accurate and timely payments to contractors and subcontractors.
- **Financial Reporting:** Prepare regular financial reports, including budget vs. actual reports, to keep stakeholders informed of the project's financial performance.
- **Site Visits:** Conduct regular site visits to monitor progress, identify potential problems, and ensure adherence to the budget and schedule.

- **Health and Safety:** Quantity surveyors play a role in ensuring that adequate funds are allocated for health and safety management on the construction site.
- **Collaboration:** Work closely with architects, engineers, project managers, and other stakeholders to ensure the project's successful delivery.

DETAILED BREAKDOWN OF MY RESPONSIBILITIES IN RESIDENTIAL PROJECTS

Cost Estimation and Planning:

- Accurately estimating project costs, including materials, labor, and equipment.
- Developing a comprehensive budget framework for the project.
- Conducting feasibility studies to assess the financial viability of proposed projects.

Contract Management:

- Preparing tender documents and contracts, including bills of quantities.
- Negotiating contracts and schedules with contractors and subcontractors.
- Overseeing and valuing subcontractors' work for payments.

Cost Control and Monitoring:

- Monitoring project spending and identifying potential cost overruns.
- Implementing cost control measures to ensure the project stays within budget.
- Analyzing repair/maintenance costs and providing advice on value engineering.

Risk Management:

- Identifying and assessing potential financial risks, such as unexpected site conditions or price escalations.
- Developing strategies to mitigate these risks.

Procurement:

- Managing the procurement of materials and equipment.
- Ensuring that materials are sourced competitively and on time.

Project Management:

- Liaising with all project stakeholders to keep the project on track.
- Providing budget and progress reports to the client.
- Advising on claims, disputes, and any contractual issues.

Ensuring Compliance:

- Ensuring that the project complies with relevant regulations and quality standards.
- Making sure that structures meet legal and quality standards.

DETAILED BREAKDOWN OF MY RESPONSIBILITIES IN EDUCATIONAL PROJECTS

Cost Planning and Management:

- Feasibility Studies: I conduct feasibility studies to assess the viability of proposed projects, considering cost, time, and resources.
- Cost Estimation: I tried to give accurate estimate project costs, including materials, labor, and equipment, providing a realistic budget for the client.

- Budget Management: I monitored project expenditures, identify potential cost overruns, and propose cost-saving measures.
- Value Engineering: I analyzed project designs and processes to identify opportunities for improving value without increasing costs.

Contract Management:

- Tender Preparation: I prepared tender documents, including bills of quantities, to ensure fair and transparent competition among contractors.
- Contract Negotiation: I was part of the team that negotiated contracts with contractors, ensuring that all parties understand their obligations and responsibilities.
- Variation Management: I managed variations or changes to the project scope, ensuring that they are properly valued and accounted for.
- Payment Management: I oversee and value completed work, ensuring that contractors are paid accurately and on time.

Project Monitoring and Reporting:

- Progress Reporting: I provided regular reports on project progress, highlighting any issues or potential problems that may arise.
- Cost Control: I was in the team that continuously monitor project costs and ensure that the project remains within budget.
- Dispute Resolution: I assist in resolving disputes that may arise during the project, ensuring that all parties are treated fairly.
- Final Account: I prepared the final account for the project, ensuring that all payments are reconciled and that the project is closed out properly.

4. Other Key Responsibilities:

- Liaising with Stakeholders: I worked closely with clients, architects, engineers, and contractors to ensure that the project is delivered successfully.
- Ensuring Compliance: I endeavored to ensure that the project complies with all relevant regulations and standards.
- Sustainability: I increasingly involved in assessing the sustainability of projects and ensuring that they are environmentally friendly.

Below are list of some projects I have worked on:

- i. Construction of 5 units of 5-bedroom duplex at Efab Metropolis Karsana Abuja, for Garima Group of Company
- ii. Construction of 4 units of 2-bedroom flats at p. layout Kubwa Abuja.
- iii. Renovation of 3 units of 3-bedroom flats at No. 5 Yalinga Street Wuse II Abuja.
- iv. Construction of Federal Character Commission Zonal Office at Sokoto State.
- v. Construction of Federal Character Commission Zonal Office at Uyo Akwa Ibom State.
- vi. Construction of magistrate court at Jikoyi for FCT High Court Abuja.
- vii. Construction of 7-bedroom duplex and 2-bedroom guest chalet at Maitama II Abuja.
- viii. Renovation of 5-bedroom duplex at Foreign Affairs Estate Gwarimpa Abuja.
- ix. Construction of Quarter-Guard Building at Customs Headquarters Abuja.
- x. Construction of controller residence at Minna Niger State for Nigerian Customs Service.

- xi. Renovation of 20 units of 2-bedroom flats at Ijokodo Barracks Ibadan for Nigeria Customs Service.
- xii. Renovation of Nigeria Customs officers mess at Sokoto State.
- xiii. Renovation of clinic, officers mess and 2-bedroom flat at Idiroko Barrack for Nigeria Customs Service.
- xiv. Construction of 6-bedroom at Birnuwa outstation Jigawa State for Nigeria Customs Service.
- xv. Construction of 6-bedroom ensuite accommodation at Bachaka outstation Kebbi State for Nigeria Customs Service.
- xvi. Construction of perimeter fence and landscaping at Junior Officers Barracks for Nigeria Customs Service in Maiduguri Borno State.

SUMMARY OF EXPERIENCE GAINED

Over the given years of practice as a Quantity Surveyor, I have gained experience in the following skills: Pre-Contract and Post-Contract Services such as:

- A. **Preparation of contract documentation** which includes preparation of Bill of Quantities, measurement and description of works, drafting of preambles, preliminary estimates and specifications etc.
- B. **Tendering and Contractual Arrangements:** which is mainly in the procurement systems. Tendering and contractual arrangement can either be Traditional method of competitive Tender, Two-stage method of Competitive Tender or Negotiated Single Tenders
- C. **Budget Estimating, Cost Control and Reporting:** I have developed relevant skills in preparation of cost estimates at various stages. I have experience in cost control, monitoring, forecasting and reporting during construction.
- D. **Valuation which includes:** Preparation of Valuation for Interim Certificates and reporting on all matters in connection; Evaluation, negotiating and reporting on claims; and Preparation of Final Accounts and Total Expenditure on the Project.

