2026

PROFESSIONAL EXPERIENCE REPORT

SPANNING 16YEARS (2010 TO 2026)

SUBMITTED TO:

THE CHAIRMAN, MEMBERSHIP COMMITTEE,

THE NIGERIAN INSTITUTE OF QUANTITY SURVEYORS (NIQS),

NATIONAL SECRETARIAT, ABUJA

WISDOM, MORGAN NWOSE

MEMBERSHIP NO: P00264N

CONTRACTOR / QUANTITY SURVEYING PRACTITIONER

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RECORD OF PROFESSIONAL EXPERIENCE

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1.0. INTRODUCTION

I commenced my professional career in the construction industry in 2011 with RATCON CONSTRUCTION Company LIMITED and have since accumulated over 15years of rich, varied, and progressive experience in Quantity Surveying practice spanning both consulting and contracting environments. My practice has afforded me the privilege of working on a wide spectrum of civil engineering and building construction projects — from reinforced concrete drainage systems, road pavements, and asphaltic works to residential housing developments, commercial structures, and large-scale public infrastructure — within Ogun, Lagos, Oyo, and Osun States.

Throughout my career, I have had the opportunity to serve in various capacities on projects of varying scales and complexities, rising progressively from Quantity Surveyor to Senior Quantity Surveyor. This progressive growth has equipped me with technical dexterity, commercial acumen, and a thorough understanding of the Nigerian construction industries regulatory, contractual, and cost management frameworks.

The projects I have been privileged to work on have ranged from direct-labour projects to conventional direct contracts and have been executed for private clients, corporate developers, and government agencies including the Oyo State Government Ministry of Trade, Investment and Cooperative. Each project has presented unique challenges and learning opportunities that have collectively shaped my professional competence and judgment.

1.2. PROJECTS EXECUTED

I have been actively involved in a broad range of projects across several states in South-Western Nigeria. "**Appendix A**" attached to this report contains a list of significant projects I have participated in from 2010 to date. These projects span civil engineering infrastructure (drainage, roads), residential buildings, recreational facilities, and public market developments. Each project has enriched my professional competence in one or more areas of Quantity Surveying practice.

S/N	Project Title	Location	Year	Role
1	Construction of 800m Reinforced Concrete Drainage	Simawa, Ogun State	2010–2011	QS Member
2	Construction of 4 Bedroom Duplex for Mr. Kayode Ayeni	Ogun State	2011–2012	QS Member
3	Construction of 1,000m Reinforced Concrete Drainage	Ibeju Lekki, Lagos State	2012–2013	Sr. QS
4	Construction of 1,600m R/C Road Pavement	Ibadan, Oyo State	2013–2014	Sr. QS
5	Construction of 4 Bedroom Bungalow	Ibadan, Oyo State	2014–2015	Sr. QS

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6	Construction of 10km Asphaltic Road Pavement	Gbongan, Osun State	2015–2017	Sr. QS
7	Construction of Sports Complex – Adron Homes	Simawa, Ogun State	2017–2018	Sr. QS
8	Construction of 1,000m R/C Road Pavement – Adron Homes	Adron Homes Estate	2018–2019	Sr. QS
9	Construction of 5 Bedroom Bungalow for Mr. Olakunle Alao	Ibadan, Oyo State	2019–2020	Sr. QS
10	Construction of Sports Complex – Adron Homes Ayegun	Ibadan, Oyo State	2020–2021	Sr. QS
11	New Ultra Modern Market – Oyo State Government	Oyo State	2021–2023	Principal QS

2.0. MY PROFESSIONAL EXPERIENCE

2.1 TENDER ANALYSIS

Tender Analysis is a critical function I have performed extensively across several of my projects. It is a structured report that shows the breakdown of various rates into different work sections and elements among contractors bidding for a project, compared against the Consultant Quantity Surveyor's or In-house Estimate. Tender Analysis is fundamental to ensuring that public and private funds are committed responsibly and that technically and financially competent contractors are engaged.

The process of Tender Analysis is divided into two key phases:

2.1.1 Technical Evaluation

In every tendering process I have been involved in, the first stage is the technical evaluation of contractors. This involves assessing contractors based on pre-qualification requirements stated in the advertisement and tender documents. The pre-qualification conditions typically include:

- Evidence of registration with the Corporate Affairs Commission (CAC);
- Current Tax Clearance Certificate for the last three (3) years;
- Certificate of Compliance with the Pension Commission (PENCOM);
- Certificate of Compliance from the Industrial Training Fund (ITF);
- Certificate of Compliance from the Nigeria Social Insurance Trust Fund (NSITF);
- Evidence of registration with relevant client bodies or agencies (e.g., developers such as Adron Homes & Properties);
- List of similar projects previously executed, with supporting completion certificates;
- Key personnel and equipment schedule.

On the Construction of the New Ultra Modern Market for the Oyo State Government Ministry of Trade, Investment and Cooperative, for instance, the pre-qualification process was particularly rigorous, requiring contractors to demonstrate prior experience in similar public market or commercial complex projects. I was directly responsible for coordinating the evaluation of technical submissions

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from competing contractors, reviewing their credentials against the advertised conditions, and preparing a recommendation report to management.

2.1.2.. Financial Evaluation

Having pre-qualified contractors at the technical stage, the next phase involves a thorough financial analysis of the bids submitted by the technically qualified contractors. This includes a comparative analysis of rates for individual work items, elements, preliminaries, and provisional sums across all competing tenders, assessed against the Consultant Quantity Surveyor's estimate or the In-house estimate prepared by our team.

The objective of financial evaluation is not necessarily to select the lowest bidder, but to identify the most competitive, realistic, and financially viable bid. A contractor whose bid is unrealistically low may lack the financial capacity to execute the work to the required standard, while an unnecessarily high bid may represent poor value for money. The selected bid must reflect a thorough understanding of the project scope, prevailing material and labour rates, and a genuine capacity to deliver.

On the 10km Asphaltic Road Pavement project at Gbongan, Osun State, I prepared a comprehensive tender analysis comparing rates for asphalt mix design, sub-base preparation, kerb works, and road markings across six competing contractors. The analysis identified significant disparities in rates for bituminous macadam, enabling management to negotiate with the recommended contractor from a well-informed position.

2.2. PREPARATION OF BILL OF QUANTITIES (BOQ)

The Bill of Quantities is, in the majority of construction contracts, a key contract document. It describes in precise detail the quantities and quality of resources required for a project, the cost of executing individual elements, and the total estimated cost of the project. I have prepared Bills of Quantities for a wide variety of projects including drainage infrastructure, road pavements, residential buildings, sports complexes, and market developments.

The Bill of Quantities is composed of the following major components:

- Preliminaries Bill — covering general contractual obligations, site establishment, safety, temporary works, and contractor's general items;
- Work Section Bill — covering individual trade sections and project elements measured in accordance with the applicable standard method of measurement;
- General Summary — summarizing the total project cost;
- Provisional Sums — inserted for works whose full extent cannot be precisely determined at tender stage;
- Prime Cost (PC) Sums — inserted for works to be executed by nominated sub-contractors or items to be supplied by nominated suppliers.

In preparing Bills of Quantities for civil engineering projects such as the 1,600m Reinforced Concrete Road Pavement at Ibadan, Oyo State, and the 1,000m Reinforced Concrete Drainage at Ibeju Lekki, Lagos State, I applied the Civil Engineering Standard Method of Measurement (CESMM) as the appropriate standard, measuring earthworks, concrete works, formwork, reinforcement, road base, and pavement surface in the correct units of measurement. For building projects such as the 4-Bedroom Duplex for Mr. Kayode Ayeni and the 5-Bedroom Bungalow for Mr. Olakunle Alao, I

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applied the Building and Engineering Standard Method of Measurement (BESMM) to measure substructure, superstructure, finishes, fittings, and services.

The BOQ also serves as a cost planning tool, as the cost of each element is known and can be tracked against actual expenditure during the execution of the project. For the Sports Complex at Adron Homes & Properties Simawa, Ogun State, the BOQ I prepared was instrumental in tracking cost performance through the life of the project, enabling prompt identification and valuation of variations.

2.3. FLUCTUATION

Construction projects are typically lengthy undertakings, often spanning several years. The impact of fluctuating costs of materials, equipment, and labour can be substantial and may adversely affect the financial viability of a project for both the contractor and the client. I have been directly involved in the management of fluctuation claims on several projects, particularly on those that extended beyond their original programmes due to circumstances beyond the control of the contracting parties.

In contracts that span multiple years, fluctuation provisions establish a structured mechanism for addressing the financial effects of inflation and cost escalation. On some projects, contractors are required to price fluctuation risk into their tenders. On larger and longer-term projects, however — where the contractor cannot reasonably carry the risk of price escalation over the entire contract period — the contract may provide that the contractor tenders at base date prices and is subsequently reimbursed for cost fluctuations in accordance with the fluctuation provisions of the contract.

On the 10km Asphaltic Road Pavement project at Gbongan, Osun State — a project that extended over approximately two years — and on the Construction of the New Ultra-Modern Market for the Oyo State Government, I was involved in the assessment and processing of fluctuation claims. I adopted the following approaches in accordance with the relevant contract conditions:

- Where contracts incorporated JCT fluctuation provisions, I applied the appropriate Fluctuations Option (A, B, or C), using the base date established in the contract appendix as the reference point for all rate reviews;
- In some instances, I adopted data released by the National Bureau of Statistics (NBS) on the prevailing Consumer Price Index (CPI) and inflation rates to determine the quantum of fluctuation due to the contractor;
- Where the contractor's claim was based on specific materials cost increases, I adopted the simple variance method — computing the difference between the old price and the new price of the material and multiplying by the quantities required — to determine the amount due to the contractor;
- In all cases, my primary responsibility was to guide management on the contractor's claim to ensure accuracy, fairness, and avoidance of overpayment.

2.4. MEASUREMENT OF BUILDING AND CIVIL ENGINEERING WORKS

Accurate measurement of quantities is one of the most fundamental and indispensable skills of a Quantity Surveyor. I have been actively involved in the measurement of both building and civil engineering works across all the projects listed in Appendix A. My measurement practice follows established standard methods and prescribed procedures, as detailed below.

2.4.1. Taking-Off

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Taking-off involves the process of extracting dimensions from Architectural, Structural, and Civil Engineering drawings and booking them onto a specially ruled taking-off sheet using standard units, formats, and descriptions as prescribed by the Building and Engineering Standard Method of Measurement (BESMM 3 and 4) for building works, and the Civil Engineering Standard Method of Measurement (CESMM) for civil engineering works. I have taken-off quantities for diverse work elements including substructure, superstructure, drainage channels, road pavement layers, reinforced concrete slabs, and sports complex amenities.

On the 800m Reinforced Concrete Drainage at Simawa, Ogun State — one of the earliest significant projects I undertook — I was responsible for taking-off quantities for excavation, mass concrete blinding, reinforcement, formwork, concrete casting for channel walls and base, and backfilling. This project provided me with a solid foundation in the measurement of drainage infrastructure works.

2.4.2. Working-Up (Squaring and Abstracting)

Following taking-off, the booked dimensions are processed through squaring and abstracting. Squaring involves computing the resultant lengths, areas, volumes, numbers, and weights from the booked dimensions. Abstracting involves collating and summarizing the squared quantities by work item, grouping similar items together, totalling them, and reducing them to the recognized billing units. The abstracted quantities are then cast into the Bill of Quantities in the prescribed order.

2.4.3. Application of BESMM and CESMM

On building projects, I apply BESMM 3 and 4 as the standard guide for describing and measuring work items. For civil engineering projects — including the drainage and road pavement works — I apply the Civil Engineering Standard Method of Measurement (CESMM). The consistent application of these standards ensures that measurements are uniform, unambiguous, and defensible in the event of contractual dispute.

2.5. SCALE OF FEES

The scale of fees approved and published by the Federal Ministry of Works and Housing in April 1996 has been my primary reference guide for calculating professional fees for Consultants in the construction industry. Some sections of the Conditions of Engagement and Consultancy Services Agreement for Quantity Surveying and Project Management Services issued by the Nigerian Institute of Quantity Surveyors (NIQS) in October 2004 have also been incorporated into my fee assessment processes, particularly with respect to the methodology and stages of remuneration.

2.5.1. Payment Stages

The proportion of total fees payable to all categories of consultants at different stages of project implementation, as stipulated by the Federal Ministry of Works and Housing (1996) is as follows:

- Stage 1: 25% based on the Estimated Total Cost (ETC) of the project;
- Stage 2: 50% based on the Estimated Total Cost (ETC) of the project;
- Stage 3: 25% based on the Estimated Total Cost (ETC) of the project.

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The Nigerian Institute of Quantity Surveyors (NIQS, 2004) provides a more granular fee stage breakdown as follows:

Stage	Stage Description	% of Fee
1	Preliminary Estimate	10%
	Final Budget Estimate	15%
2	Tender Documentation	20%
3	Tender Analysis and Report	5%
	Contract Documentation	20%
4	Contract Administration	25%
5	Final Accounts	5%
	Total	100%

Over the years, I have prepared and assessed consultant fee proposals for numerous projects on which consulting services were engaged. In situations where consultants submitted their fee claims, the Federal Ministry of Works and Housing scale of fees served as my primary benchmark for verifying the propriety and quantum of their claims before recommending payment. On the New Ultra Modern Market project for the Oyo State Government, for instance, I coordinated the assessment of multi-disciplinary consultant fees, ensuring compliance with the approved scale.

2.6. MARKET SURVEY

Market survey is a critical and ongoing responsibility that I have maintained throughout my career. It is a process through which current and reliable information on the prevailing prices of materials, plant hire rates, and labour wages is obtained from the market and used as a basis for pricing Bills of Quantities, validating tender figures, and processing fluctuation claims.

Given the current macroeconomic environment in Nigeria, characterized by persistent and galloping inflation, market survey has become an almost daily activity rather than a monthly or quarterly exercise. I conduct structured market surveys involving visits to building material merchants, hardware stores, equipment hire companies, and interactions with trade contractors to obtain up-to-date rates. These survey findings are systematically compiled and maintained in a materials rate database that is regularly updated.

On projects such as the 4-Bedroom Bungalow at Ibadan, Oyo State, and the 5-Bedroom Bungalow for Mr. Olakunle Alao, where works were executed using direct labour, market surveys were particularly critical in establishing accurate material procurement budgets and validating the actual cost of materials purchased against anticipated market prices. For the large infrastructure projects — particularly the 10km Asphaltic Road Pavement at Gbongan — I carried out specialized market surveys for bituminous materials, aggregates, and construction equipment hire rates in the Osun State market to ensure that tender estimates accurately reflected prevailing local costs.

2.7. PREPARATION OF MATERIAL SCHEDULE

A Materials Schedule is a comprehensive document that enumerates the various materials required for the execution of a project in whole or in part, specifying the quantities needed and the current prevailing prices, to arrive at the total material cost of the works. The preparation of material

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schedules is closely linked to market survey and is particularly critical on direct-labour projects where detailed procurement planning is essential.

I have prepared materials schedules for several projects in my career, particularly on residential housing projects executed using the direct-labour method, where budgetary control and stage-by-stage material procurement planning are paramount. The materials schedule serves multiple functions:

- It reveals the quantities of materials needed for each phase of construction and for the entire project;
- It establishes the financial provision required at each stage of construction;
- It assists management in procuring materials well in advance to avoid project delays arising from material shortages;
- It prevents over-purchasing or under-purchasing of materials, both of which can be financially detrimental;
- It serves as a basis for verifying invoices and delivery notes from suppliers.

On the 4-Bedroom Duplex for Mr. Kayode Ayeni and the 4-Bedroom Bungalow at Ibadan, Oyo State — both of which were executed partly through the direct-labour method — I prepared detailed materials and labour schedules to guide the procurement process. The schedules specified quantities of cement, sand, granite, reinforcement bars, blocks, roofing materials, and finishing materials, alongside the current market prices at the time of procurement. Labour schedules were also prepared to plan the engagement of artisans (bricklayers, carpenters, plumbers, electricians) and general labourers at each stage of construction.

2.8. PREPARATION OF VALUATION

Clause 30 of the JCT Standard Form of Building Contract provides for interim certificates to enable the contractor to receive payment on account during the course of the works. Without such a provision, the contract would operate as an "entire contract" in which the contractor would receive no payment until full completion — a position that would be commercially unworkable on any project of significant duration or value. I have prepared interim valuations on a number of projects, including the Sports Complexes at Adron Homes & Properties (Simawa and Ayegun, Ibadan), the road pavement projects, and the New Ultra Modern Market for the Oyo State Government.

The preparation of interim valuations involves determining the gross valuation of work properly executed and materials on site, less the agreed retention, less the amount of all previous interim certificates. The constituent parts of the gross valuation may include any or all of the following:

1. Preliminaries;
2. Main contractor's measured works;
3. Variations;
4. Nominated suppliers' materials fixed by the contractor;
5. Nominated sub-contractors' work;
6. Unfixed materials and goods delivered to site and intended for incorporation;
7. Fluctuations in costs of labour and materials, where allowed in the contract;
8. Advance payment reconciliation (where applicable).

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2.8.1. Preliminaries

The valuation of preliminaries requires particular care, as these items — which cover the contractor's site establishment, management, temporary facilities, and general obligations — often represent a significant proportion of the contract value and are particularly prominent in the early stages of the contract. I have applied the following three methods of valuing preliminaries in my practice, selecting the most appropriate method depending on how the contractor has priced them:

- Proportion of preliminaries total against the contract period: Where the total preliminaries sum is known and the contract period is defined, a time-based apportionment is applied. For example, on a project with a preliminaries total of ₦8,000,000.00 over a 20-week contract period, the weekly preliminaries value is ₦400,000.00;
- Proportion against percentage of work done: The preliminaries are computed as a proportion of the percentage of measured works completed;
- Individual item assessment: Where the contractor has priced individual items within the preliminaries section separately, each item is assessed on its own merits based on the stage of deployment and use at the time of valuation.

2.8.2. Measured Works / Work Executed

The Bill of Quantities sets out estimated quantities for the works which serve as the basis for the contract. The actual quantities executed on site are determined by measurement during site visits undertaken jointly with the Contractor's Quantity Surveyor. I have conducted numerous joint measurement exercises on sites across Ogun, Lagos, Oyo, and Osun States, measuring work in place and recording quantities against the relevant bill items to compute the value of work executed in each valuation period.

On the 1,600m Reinforced Concrete Road Pavement at Ibadan, Oyo State, for instance, I carried out periodic site measurements of sub-base preparation, concrete casting, reinforcement fixing, formwork, and surface finishing, recording quantities in joint measurement sheets signed by both parties. Similarly, on the drainage projects at Simawa and Ibeju Lekki, I measured excavation, concrete channel construction, and backfilling at each valuation stage.

2.8.3. Variations

Variations arise on virtually all construction projects. I have administered variations on several of my projects in accordance with the variation rules set out in Section 5.6.1 of the JCT Conditions of Contract. The two primary methods I have applied in valuing variations are:

- Measurement and valuation on site: Where the variation can be adequately defined and measured, quantities are taken off from variation drawings or measured on site and priced using the rates in the Bill of Quantities (for items of similar character and executed under similar conditions), or fair rates (for items of dissimilar character or executed under different conditions);
- Day Works: Where the varied work cannot be properly measured and valued by the foregoing methods, it is valued on a day work basis, covering the actual cost of labour, materials, and plant employed, plus agreed percentage additions for overheads and profit.

2.9. PREPARATION OF FINAL ACCOUNTS

The preparation of the Final Account marks the culmination of the Quantity Surveyor's contract administration responsibilities. It represents an agreed final financial settlement between the employer and the contractor, reflecting the full value of all work properly executed under the contract, including

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all variations, fluctuations, loss and expense claims, and any other adjustments provided for under the contract.

I have been involved in the preparation of final accounts on several of the projects listed in Appendix A. The final account preparation process typically involves:

- Re-measurement and verification of all work executed on site against the Bill of Quantities;
- Preparation and agreement of the Variation Account, incorporating all architect's or engineer's instructions issued during the contract;
- Assessment and agreement of fluctuation claims;
- Resolution of any nominated sub-contractor or nominated supplier final accounts;
- Assessment of any loss and expense claims submitted by the contractor;
- Agreement of the final account with the contractor's Quantity Surveyor and presentation of the agreed final account to the client for approval and settlement.

On the Construction of the New Ultra Modern Market for the Oyo State Government — the most complex and high-value project in my portfolio — the final account preparation involved extensive re-measurement across multiple blocks and phases of the market, resolution of a significant number of variations arising from design changes and site conditions, and the processing of substantial fluctuation claims arising from the prolonged construction period.

2.10. COST PLANNING AND COST CONTROL

Cost planning and cost control are integral components of modern Quantity Surveying practice, enabling the client to make informed decisions about the scope, specification, and procurement of their projects throughout the design and construction phases. I have applied cost planning and cost control techniques on residential, commercial, and infrastructure projects throughout my career.

At the pre-contract stage, I have prepared preliminary estimates, elemental cost plans, and budget estimates to assist clients in determining the feasibility and affordability of their proposed projects before detailed design is committed to. These estimates draw on my extensive market survey database and benchmarked cost data from previous comparable projects.

During construction, I have maintained cost control registers tracking the financial performance of each project against the contract sum, monitoring the cost impact of all variations and claims, and providing management with periodic cost reports that forecast the anticipated final cost of the project. This proactive cost management approach has been particularly valuable on large and complex projects such as the Sports Complexes at Adron Homes & Properties and the New Ultra Modern Market project for the Oyo State Government.

2.11. CONTRACT DOCUMENTATION AND ADMINISTRATION

The preparation and management of contract documents is an area in which I have developed considerable competence over my fifteen years of practice. Contract documentation serves as the legal and financial framework within which construction projects are executed, and precision in drafting and assembling these documents is essential to the effective administration of any construction project.

Contract documents I have been involved in preparing and assembling include the Form of Contract, Bills of Quantities, Drawings Schedule, Specification, Conditions of Contract, Appendix to the Conditions, and any Special Conditions applicable to the specific project. On the Oyo State Government Market project, the contract documentation process was particularly comprehensive,

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requiring compliance with the Oyo State Public Procurement Law and the associated procurement regulations.

In terms of contract administration, I have issued Architect's/Project Manager's instructions (AIIs/PMIs) for variations and provisional sum expenditures, recommended interim valuations for certification, processed extension of time applications, and advised on the resolution of contractual disputes and claims in my role as the Quantity Surveyor on various projects.

3.0. CONCLUSION

My years of active practice as a Quantity Surveyor have been a continual journey of learning, growth, and professional development. I have been privileged to work on projects spanning civil infrastructure — reinforced concrete drainage systems totalling over 2,800 linear metres, road pavements totalling over 12.6km — to residential buildings, commercial sports complexes, and large-scale public infrastructure for the Oyo State Government. Each of these projects has deepened my understanding of the technical, contractual, commercial, and human dimensions of the construction industry.

The Quantity Surveying profession demands diligence, versatility, and an unwavering commitment to the efficient management of construction resources. It plays a pivotal role in the economy by ensuring that construction investment delivers maximum value for money, that costs are managed and controlled throughout the project lifecycle, and that the rights and obligations of all parties to construction contracts are properly administered. I am proud to have contributed positively to this function across each of the projects in which I have participated.

This report, which summarizes the highlights of my professional activities and competencies developed over fifteen years of practice, has afforded me the opportunity to critically reflect on my career development and to reaffirm my commitment to the highest standards of professional practice. I am confident that my experience, technical competence, and professional outlook meet the requirements for the grade of membership for which I am being assessed, and I look forward to contributing even more meaningfully to the advancement of the Quantity Surveying profession in Nigeria.

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APPENDIX A

LIST OF COMPLETED PROJECTS

S/N	Project Title	Location	Year	Role
1	Construction of 800m Reinforced Concrete Drainage	Simawa, Ogun State	2010–2011	QS Member
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6	Construction of 10km Asphaltic Road Pavement	Gbongan, Osun State	2015–2017	Sr. QS
7	Construction of Sports Complex – Adron Homes & Properties	Simawa, Ogun State	2017–2018	Sr. QS
8	Construction of 1,000m Reinforced Concrete Road Pavement	Adron Homes & Properties Estate	2018–2019	Sr. QS
9	Construction of 5 Bedroom Bungalow for Mr. Olakunle Alao	Ibadan, Oyo State	2019–2020	Sr. QS
10	Construction of Sports Complex – Adron Homes Ayegun	Ibadan, Oyo State	2020–2021	Sr. QS
11	Construction of New Ultra Modern Market – Oyo State Government	Oyo State	2021–2023	Principal QS

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END OF REPORT

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