

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 Technical Report has been prepared based on the extensive professional experience I have acquired over the course of my practice in the field of Quantity Surveying. It is intended to support my application for admission into the Corporate Membership cadre of the Nigerian Institute of Quantity Surveyors (NIQS) through the Mature Route Interview.

The report provides a comprehensive account of my professional engagements and responsibilities from the period following my graduation from a higher institution to date. It highlights my practical exposure, competencies, and progressive involvement in core quantity surveying functions across various construction projects.

Over the past nineteen (19) years, I have developed substantial technical proficiency and professional judgment in the execution of quantity surveying duties, contributing effectively to project delivery within acceptable cost, time, and quality parameters.

The scope of experience documented herein includes, but is not limited to, the preparation of Bills of Quantities, cost planning and control, financial reporting, on-site measurement and remeasurement of works, market surveys and price analyses, valuation of variations, and the preparation and agreement of final accounts. These activities reflect my active participation in both pre-contract and post-contract cost management services.

PROFESSIONAL EXPERIENCE

EDUCATION HISTORY

INSTITUTIONS ATTENDED WITH DATES

INSTITUTION ATTENDED

NAME OF SCHOOL	DATES
KADUNA POLYTECHNIC, KADUNA STATE	2005 - 2007
KADUNA POLYTECHNIC, KADUNA STATE	1994 - 1999
GOVERNMENT TECHNICAL COLLEGE, BUNZA.	1990 - 1992
JUNIOR SECONDARY SCHOOL	1987 - 1990
MADA I MODEL PRIMARY SCHOOL	1980 - 1986

QUALIFICATION OBTAINED WITH DATES

QUALIFICATION	DATE
FIRST LEAVING SCHOOL CERTIFICATE (FSLC)	1986
SENIOR SECONDARY SCHOOL CERTIFICATE (WAEC)	1992
NATIONAL DIPLOMA IN BUILDING/QUANTITY SURVEYING	1999
HIGHER NATIONAL DIPLOMA IN QUANTITY SURVEYING	2007
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

ORGANIZATION	POSITION	PERIOD
PRICEHOUSE ASSOCIATES KADUNA	INDUSTRIAL ATTACHMENT (I.T.F)	4 MONTHS (1996)
STONES AND ELKEVINS CIVIL ENGINEERING LTD, MANDO, KADUNA	SITE STAFF	2001 - 2002
HARKA CONCEPT LTD KONTAGORA NIGER STATE	MANAGER	2002 - 2003
ZAMFARA STATE TEACHERS SERVICE BOARD, GDSS, MADA	MASTER II	2009
ZAMFARA STATE CIVIL SERVICE COMMISSION (MOWT)	TECHNICAL OFFICER Q/S	2010 - 2021
ZAMFARA STATE PUBLIC PROCUREMENT	ASST. CHIEF EXECUTIVE OFFICER	2021 TILL DATE

NAME OF ORGANIZATION: MINISTRY OF WORKS AND TRANSPORT

LOCATION: ZAMFARA STATE CIVIL SERVICE

POSITION: TECHNICAL OFFICER QUANTITY SURVEYING

DURATION: 2010 – 2021

MOVEMENT OVER THE YEARS

ORGANIZATION	POSITION	YEAR
MINISTRY OF WORKS AND TRANSPORT	HIGHER TECHNICAL OFFICER, QUANTITY SURVEYOR	2010
	HIGHER TECHNICAL OFFICER, QS (1 ST APPOINTMENT)	2011
	HIGHER TECHNICAL OFFICER, QS (CONFIRMATION)	2012
	SENIOR TECHNICAL OFFICER, QUANTITY SURVEYOR	2013

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.

NAME OF ORGANIZATION: ZAMFARA STATE BUREAU OF PUBLIC PROCUREMENT

LOCATION: GOVERNMENT HOUSE, GUSAU, ZAMFARA STATE

POSITION: DIRECTOR PROCUREMENT

DURATION: 2021 TILL DATE

Job Responsibilities of Director, Procurement (Government House Gusau)

In my capacity as Director of Procurement at Government House Gusau, I am responsible for the overall planning, coordination, and management of procurement activities in compliance with the provisions of the Public Procurement Act 2007 and other relevant financial regulations. The role involves both strategic oversight and technical input, particularly in cost management and contract administration, which are core functions of the Quantity Surveying profession.

Procurement Planning and Cost Management

I oversee the preparation and implementation of annual procurement plans in line with budgetary provisions and government priorities. This includes cost forecasting, budgeting, and advising on cost-effective procurement strategies to ensure value for money in all projects and services executed within the Government House.

Preparation of Tender and Contract Documents

I supervise the preparation of tender documentation, including Bills of Quantities (BOQ), specifications, and contract conditions. In this regard, I ensure that all documentation is comprehensive, unambiguous, and in line with standard procurement and contract practices to facilitate competitive and transparent bidding processes.

Tendering, Evaluation, and Contract Award

I coordinate and oversee the tendering process, including advertisement, prequalification, bid opening, and technical/financial evaluation of tenders. I ensure that contractor selection is based on competence, compliance, and cost realism, thereby promoting fairness, transparency, and accountability in public procurement.

Contract Administration and Cost Control

A key responsibility involves monitoring ongoing projects to ensure compliance with contract terms, specifications, and cost limits. I provide professional input in the valuation of work done, assessment of interim payments, variation claims, and negotiation of final accounts to ensure that projects are delivered within approved budgets.

Measurement and Valuation of Works

I supervise physical measurement and remeasurement of works executed on site, ensuring accuracy in quantification and valuation. This function supports effective cost control and prevents financial discrepancies in project execution.

Market Survey and Price Intelligence

I conduct and coordinate regular market surveys to monitor price trends of construction materials, labour, and services. This enables the preparation of realistic cost estimates and supports informed decision-making in procurement and contract administration.

Financial Control and Reporting

I ensure that all procurement activities are carried out within approved budgets and in compliance with financial regulations. I prepare periodic

procurement and cost reports, providing management with insights into expenditure patterns, cost performance, and potential financial risks.

Secretariat and Advisory Functions

I serve as Secretary to the Tenders Board and provide technical advice on procurement and contract-related matters. This includes guiding management on best practices in cost management, contract procurement strategies, and risk mitigation.

Leadership and Professional Oversight

As the head of the Procurement Department, I supervise and coordinate the activities of procurement staff, ensuring adherence to professional standards and ethical practices. I also mentor junior officers and promote continuous professional development within the unit.

The role of Director of Procurement at Government House Gusau integrates administrative leadership with core Quantity Surveying competencies such as cost planning, contract documentation, financial control, and project cost management. Through these responsibilities, I have contributed significantly to ensuring transparency, accountability, and value for money in the utilization of public funds.

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 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.

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.

