2026

PROFESSIONAL EXPERIENCE REPORT: SUMMARY OF THE WORK CARRIED OUT BETWEEN 2014 AND 2026

SUBMITTED TO: THE CHAIRMAN, EDUCATION AND TRAINING COMMITTEE, NIGERIAN INSTITUTE OF QUANTITY SURVEYORS, NATIONAL SECRETARIAT, ABUJA.

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1.1 INTRODUCTION

This report presents a comprehensive account of my professional experience and development in the practice of Quantity Surveying before undertaking postgraduate studies in Europe. It outlines the progression of my career, the organizations in which I served, and the professional responsibilities I undertook in the course of my practice. The report is prepared as part of the documentation required for professional assessment by the Nigerian Institute of Quantity Surveyors (NIQS) and is intended to demonstrate the practical experience I have acquired within the Nigerian construction industry over the last thirteen years (i.e., 2014 to date).

My professional journey in Quantity Surveying commenced in 2014 when I was engaged as a Junior Quantity Surveyor (during my NYSC) at the Ogun State Ministry of Housing. I worked in this capacity from August 2014 to July 2015. During this period, I was exposed to the operations of the public sector construction environment and gained foundational experience in construction cost management, preparation of bills of quantities, measurement of building works, and participation in project documentation processes. This early exposure provided a solid understanding of the roles and responsibilities of quantity surveyors in government-led construction projects and helped develop my appreciation for the importance of cost control, transparency, and accountability in public infrastructure delivery.

In August 2015, I joined Abacus Lead Services Limited, a private construction company providing construction services. I worked with the firm from August 2015 to May 2020. My role within the organization enabled me to gain extensive experience across several aspects of building development and quantity surveying practice, including building design and supervision, cost estimation, preparation of bills of quantities, tender documentation, tender evaluation, project cost monitoring, and contract administration. During my time at the firm, I participated in a variety of building projects and collaborated with multidisciplinary project teams comprising architects, engineers, subcontractors, suppliers, and clients. This experience significantly strengthened my technical competence, professional judgment, and understanding of the commercial aspects of construction projects.

In June 2020, I was appointed as a Quantity Surveyor at University College Hospital Ibadan, one of Nigeria’s foremost tertiary healthcare institutions. I served in this role until August 2023. My

responsibilities within the organization involved the management of construction and renovation projects within the hospital environment. Working in a large public healthcare institution provided valuable exposure to the planning, costing, procurement, and execution of construction works associated with healthcare infrastructure. My duties included cost planning, preparation of bills of quantities, contract documentation, tender analysis, cost control during project execution, and the evaluation of contractors' interim valuations and final accounts.

In addition to these responsibilities, I was involved in various maintenance and refurbishment projects aimed at improving healthcare facilities within the hospital. These projects required careful cost management and coordination with various stakeholders to ensure that construction activities were executed efficiently without disrupting critical hospital operations.

In pursuit of further professional and academic development, I relocated to Europe after August 2023 to undertake a Master's degree in Construction and Real Estate Management. This postgraduate programme is aimed at enhancing my knowledge of international construction practices, project management methodologies, and real estate development principles, thereby broadening my professional perspective within the built environment sector.

Although this report briefly outlines my professional experience across the different organizations where I have worked, the primary focus of the report is on my professional duties, responsibilities, and project involvement during my time at University College Hospital, Ibadan. This period represents the most recent and comprehensive stage of my professional practice and provides a detailed illustration of my practical application of quantity surveying principles in a complex institutional environment.

The report, therefore, highlights the nature of the organization, my professional role within it, and the key quantity surveying functions I performed in the execution and management of construction projects.

1.2 SUMMARY OF PROJECTS EXECUTED

I was deployed to the Capital Project Unit, a unit of the University College Hospital, Ibadan, where I was exposed to more challenging Quantity Surveying responsibilities in my career. Over the

years, in the office, I was privileged to work on different projects under the supervision of QS Adebola Ajayi.

In total, I was involved in more than twenty projects ever since I joined the services of University College Hospital, either as a member of the project monitoring team (consultant) or executive team. Please find in Appendix 1 the list of projects that I was a participant in from 2020 to date.

2.0 MY PROFESSIONAL EXPERIENCE

2.1 TENDER ANALYSIS

Tender report/Analysis is a report that shows the breakdown of various rates into different work sections/elements among contractors bidding for a project, and that of the consultant Quantity Surveyor or In-house Estimate.

Tender Analysis is divided into two phases, which are:

i. Technical Evaluation
ii. Financial Evaluation

i. Technical evaluation: At this stage, the contractors are assessed based on the requirements stated as the conditions that qualify for the job on the advert or BPP website. As applicable in my organization, the following are requirements:

a. Evidence of Corporate Affairs Commission (CAC) registration, including CAC 2 & 7
b. Current tax clearance certificate for the last three (3) years
c. Certificate of Compliance with the Pension Commission (PENCOM)
d. Certificate of Compliance FROM Industrial Training Fund (ITF)
e. Certificate of Interim Registration Report by Bureau of Public Procurement (IRR)
f. Certificate of Compliance from Nigeria Social Insurance Trust Fund (NSITF), etc.

ii. Financial Analysis: Having prequalified contractors at the technical stage, the financial analysis of those contractors' bids will be carried out. This includes a comparison of rates of work items, elements, preliminaries, and the pricing level of contractors before negotiation to know whether a contractor is competent enough to execute the project. Through this analysis, a contractor is awarded the contract whose bid is most financially responsive. Over the years, I have prepared reports and evaluated various projects in my establishment.

2.2 PREPARATION OF BILL OF QUANTITIES (BOQ)

The bill of quantities (BOQ) is exclusively a contract document in most contract cases. It describes in detail the quantities and quality of resources that would be required for a project, the cost of execution of individual elements in the building, leading to the total cost estimate of the project.

The bill of quantities is composed of the preliminaries bill, the work section bill (the project elements), and the general summary. Provisional sums are inserted for works whose extent is not fully known. Prime cost sums are inserted for works that will most likely be carried out by a nominated subcontractor or items to be supplied by a nominated supplier. They may also be used in cases where, at the tender stage, parts of the project have not been fully detailed, and therefore the use of nominated sub-contractors allows the job to go to tender. In preparing BOQs at my office, the software adopted is Microsoft Excel and qCloud costing.

I have always been fully involved, either handling it personally or assisting in the preparation of the BOQs of projects listed in Appendix 1.

The Capital Project unit (CPU) produces unpriced Bills of Quantities, which are used by contractors to tender for a project. The Unit advises the management of the organization on the selection of a contractor using either the consultant or in-house priced bills of quantities.

2.3 FLUCTUATION

Construction projects are typically lengthy, often spanning several years to reach completion. In projects that extend over multiple years, the impact of fluctuating costs of materials, equipment, and manpower can be substantial and may adversely affect the profitability of the construction project for the contractor.

In construction contracts, fluctuation provisions establish a mechanism for addressing the effects of inflation. On some projects, contractors are expected to factor in cost fluctuation when pricing their tenders. On other contracts, typically in large projects where contractors cannot take the risk for price escalation over the contract term, the contractor may be asked to tender based on current prices, i.e., prices at the base date specified in the tender documents. In such cases, the contract includes fluctuation provisions outlining a mechanism for the contractor to be reimbursed for price fluctuations.

Over the years, I have had the privilege to be involved in some projects that have spanned several years due to situations beyond the control of the organization and contractors, hence, the need to review the item rates to cater for an increase in the cost of materials and labour in compliance with the provision of condition of contract. One way that a JCT contract can help to minimise the impact of economic volatility on a construction project is with the use of fluctuation provisions. In JCT contracts, generally, three options for incorporating fluctuations provisions are provided (Fluctuations Options A, B & C), depending on the requirements of the project and the contracting parties. In doing this, when contractors tender for a particular project in our organization, there is always a base date in respect of that particular project. Any time a need arises to review rates of items for that particular project, that base date will always serve as our reference date in reviewing those rates. At times, we adopt data released by the National Bureau of Statistics on inflation rate to review those rates of items, but if contractors claim was based of materials cost alone, we adopt a simple method of finding the disparity between old price and new price multiply by quantities required to arrive amount due to the contractor to cover for every extra cost incurred on the materials. Note that my job is to guide my establishment on the contractor's claim in order not to overpay him.

2.4 MEASUREMENT OF BUILDING WORKS

One of the main or core duties of a Quantity Surveyor is to be able to measure accurately the quantities required for works. To do this, he must possess a good understanding of reading and interpretation of working drawings. In measuring quantities, some basic principles and procedures must be followed, which include

- **Taking off**: It involves the process of booking figures or scaling dimensions from the Architectural drawings or Structural and Mechanical Engineering plan drawings using the prescribed scale by the Architect or Engineer into a specially ruled sheet called the "taking-off sheet". This entails using the standard units, format, and descriptions for the various work items as detailed in the Building and Engineering Standard Method of Measurement (BESMM 4R).
- **Working-up**: This process involves two things, which are squaring and abstracting. This involves converting the booked dimensions on the taking-off sheet into a summary format that can be readily transferred to the bill. The various work items, which involve entering the resultant

lengths, areas, volumes, numbers, and weights in the squaring column, are summed up and transferred to an abstract sheet. This process is called “Abstracting “. After which they are written in the prescribed order, totaled, and reduced to the recognized units of billing. These are the principles we followed in measuring the quantities I was privileged to be part of.

I was actively involved and assisted in the taking off of most projects undertaken in my career, using the latest edition of the Building and Engineering Standard Method of Measurement (BESMM 4R) as the standard method of measurement. Some of the projects I was involved in are listed in Appendix I.

2.5 RENOVATION WORKS

I took part in the measurement of some renovation/extension works and a burnt building. This is unlike the normal taking off, it’s required visitation to the site of the project, carrying out physical condition surveys and measurements in order to determine the quantities. Although specifications are sometimes prepared in order for the Quantity Surveyor to be able to determine the extent of works, this does not rule out the importance of the site visit. Listed below are projects I measured for renovation and extension purposes:

i. Renovation and Rehabilitation of Southwest 4 & Southeast 4
ii. Renovation of NHIS Clinic
iii. Extension and Renovation of Blood Bank
iv. Rehabilitation and Reconstruction of Sewage Treatment Plant
v. Renovation of UCH, Ibadan Comprehensive Health Care Center, Okuku, Osun State, among others

2.6 SCALE OF FEES

The scale of fees approved and published by the Federal Ministry of Works and Housing in April 1996 serves as the primary guide for calculating 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 in October 2004 shall be incorporated as regards the methods and ways of remunerating the Consultants for their services:

2.6.1 Payment Stages

The proportion of the total fees payable to all categories of consultants for normal services at different stages of implementation 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

The above is the position of the Federal Ministry of Works and Housing as at April 1996, while the Nigerian Institute of Quantity Surveyors (2004) stipulates that the fees payable to the consultant QS shall be made as follows:

Stages	**Stage Description**	**Percentage 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 also been privileged to prepare consultant fees for many of the projects carried out in my establishment where the services of consultants were engaged; Among which is a sample for the Special Diagnostic Laboratories project and rehabilitation for Hall of Residence II.

2.7 MARKET SURVEY

Market survey is one of the methods adopted by the CPU to get the necessary information for the pricing of the bill of quantities. We carried out market surveys twice a month, and this helps us to get the current prevailing prices of materials, the current rate of hiring plants, and the current rate of labour wages.

Market survey is a process that must be constantly done by a quantity surveyor in a firm, to be familiar with the current prices of materials and the like, as this normally serves as a basis for comparing tender figures submitted by various Tenderers during tendering procedures.

2.8 PREPARATION OF MATERIAL SCHEDULE

The materials schedule shows the list of the various materials needed for the execution of a particular project in whole or part, inserting the current prices of each material to arrive at the total material cost of the work.

In preparing this, there is a need for current materials prices, which automatically requires a market survey, to know the current prevailing prices of construction materials. Materials schedule preparation also reveals the quantities of materials needed for each stage of the construction or the whole construction, including the amount to be spent on every stage of the work or for the whole construction. This helps the contractor to secure the material needed early enough so as to avoid delay in the delivery of the project and also to avoid over-purchasing or under-purchasing of materials.

In my establishment, a materials schedule is prepared when the works are not to be carried out in-house. We have executed numerous projects sponsored by philanthropists. Sometimes, the money donated to carry out a project might be insufficient, and as a result, the project is done in-house without the involvement of consultants, artisans, or labour from outside. In a situation like this, we carried out a materials and labour Schedule to guide in procuring materials and labour. I have had cause to carry out resource schedules for many of the private practice jobs using the CPU template.

2.9 PREPARATION OF VALUATION

Clause 30 of the JCT form of contract provides for interim certificates so that payment can be made on account. Without such a clause, the contractor would not receive any payment until he had completed the contract. This would be an ‘entire contract’, in which one party must fulfil all their part of the contract before they can ask the other to carry out any of their part.

This clause also makes provision for the parties to agree on the period of interim certificates by completing the necessary space in the appendix. At UCH CPU, an interim valuation is prepared

based on agreement on the appendix and in relation to clause 30.2 and 30.3 of JCT, which lay down how the amount due shall be calculated. CPU valuation always includes the total value of work properly executed, variation if any, materials and goods supplied by nominated suppliers and fixed by the contractor; work executed by nominated sub-contractors; the value of materials delivered to the site for use in the works, less the agreed retention, plus any fluctuations claim due. From this sum, the amount due under any previous certificates is deducted.

The surveyor usually prepares a valuation and recommends to the architect the sum which should be certified, but in the case of University College Hospital, Ibadan, the recommendation is always made to the Head of Building Department, who is also the Head of Project Monitoring Team, who will approve on behalf of the Chief Medical Director. It is the duty of the architect to issue the certificate. It may be true that he has no real discretion as to the amount of a certificate once the quantity surveyor has determined the value. However, he has the right to determine whether any part of the value of work should be excluded, if it has not been properly executed, or whether any part of the value of materials on the site should be excluded because they have been brought on to site unreasonably, improperly, or prematurely.

Some of the duties I carried out at my establishment in the course of preparing a valuation include site visitation to sites for spot measurement, which is usually carried out together with the contractor's QS, taking note and valuing the materials and goods stored on site, and inserting the work done by the contractor against the bill quantity. To determine ‘the gross valuation’, the value of each of the constituent parts has to be ascertained. Those parts may be any or all of the following:

1. Preliminaries.
2. Main contractor’s work/measured works/Builder’s work.
3. Variation.
4. Nominated suppliers.
5. Nominated sub-contractors.
6. Retention
7. Fluctuations in costs of labour and materials, when allowed in the contract.
8. Advance payment reconciliation

2.9.1 PRELIMINARIES

I was made to know that items priced in the preliminaries section of the bill of quantities can often form a major part of the work done in the early stages of the contract, and it is only right that they should therefore be included in a certificate valuation. To do this, three methods can be used.

1. Proportion the preliminaries total against the contract period: For instance, in a project where the preliminaries total is Two Million Naira (₦ 2,000,000.00) for a contract period of Sixteen Weeks, the amount included would be One Hundred and Twenty-Five Thousand Naira (₦125,000.00) per week.
2. Proportion the preliminaries against the percentage of work done by the contractor: To use this method, the executed/measured work must have been ascertained. It is the percentage of the work done in relation to the total work expected to be carried out. The preliminaries will be calculated.
3. Individual assessment: This method can be used where the preliminaries are not priced as a lump sum; that is, each item can be considered and assessed individually. In accordance with Clause 13 of JCT, that established the sacrosanctity of the Contract sum and Contract rates and prices, and since each item of preliminaries has its own rate, the quantity surveyor will only need to visit the site to know items of the preliminaries that have been done on site, for him to know the amount to be included in the valuation.

2.9.2 WORK EXECUTED/MEASURED WORKS.

The quantities set out in the Bill of Quantities are the estimated quantities for the Works, and they are not to be taken as the actual and correct quantities of the Works to be executed by the Contractor in fulfillment of his obligations under the Contract.

The Quantity Surveyor shall, except as otherwise stated, ascertain and determine by measurement the value of the Works in accordance with the Contract, and the Contractor shall be paid that value in accordance with Clause 30. The Quantity Surveyor shall, when he requires any part of the Works to be measured, give reasonable notice to the Contractor's authorized agent, who shall:

a) Forthwith attend or send a qualified representative to assist the Quantity Surveyor in making such measurement, and

b) Supply all particulars required by the Quantity Surveyor. Should the Contractor not attend, or neglect or omit to send such representative, then the measurement made by the Quantity Surveyor or approved by him shall be taken to be the correct measurement of such part of the Works.

In the case of variations defined according to section 5.1.1 of the JCT conditions of contract. Therefore, in preparing the variation account, valuation is done in accordance with the valuation rules laid out in section 5.6.1 of the JCT. Over the years, I have used the following two methods in taking care of variations in some projects;

1. Measurement and valuing on-site
2. Day works

CONCLUSION

Quantity Surveying have essential part to play in increasing the efficiency of construction work, providing effective cost control procedure & ensuring value for money at all times. They can secure success of the projects by their effective technical & financial advice and thus make a vital contribution to the economy. This report, which serves as a summary of my activities in the last thirteen years, has afforded me the opportunity to critically look back and assess, on a daily basis, my performance and output in my career.

It has also allowed me to recognize the high level of versatility required in Quantity Surveying practice, to be familiar with all aspects of construction, and to be current with innovations and construction methods.