

**REPORT ON PROFESSIONAL
EXPERIENCE AS A QUANTITY
SURVEYOR
PREPARED BY
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SUBMITTED
TO
THE NIGERIAN INSTITUTE OF QUANTITY
SURVEYORS
IN PARTIAL FULFILMENT OF THE
REQUIREMENT FOR MEMBERSHIP INTO
THE INSTITUTE
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GENERAL INTRODUCTION

The Nigerian Institute of Quantity Surveyors (NIQS) over the years have been committed “To train and produce world-class Quantity Surveyors, regulate and continuously enhance quantity surveying ethical standards and technical competence aimed at providing quality services at all times. Promotion of Quantity Surveying principles of construction economics, costs, procurement and management as sine qua non for effective delivery of all types of capital projects and developments from conception to commissioning and maintenance in all sectors of the economy”.

The mandatory professional experience report was introduced by the Nigerian Institute of Quantity Surveyors to help reaffirm among quantity surveyors the desired level of competence required to render appropriate, standard, expected and acceptable professional services.

As a Quantity Surveyor with over Eighteen (20) years of professional practice and experience, being engaged by several establishments ranging from private construction companies, Quantity Surveying Consultancy firms to Government organization, I have developed the requisite and fundamental knowledge of world-class construction cost services and procurement management skills that meets client needs and expectation. In practice, I’ve been involved in numerous projects that cannot all be captured in this report. I have mastered the fundamental skills of Quantity

Surveying which includes: Budget Estimating, Cost Control and Reporting; Contract Documentation; Tendering and Contractual Arrangements; Post Contract Services and many more.

EDUCATION AND WORK EXPERIENCE BACKGROUND

EDUCATIONAL QUALIFICATION OBTAINED WITH DATES;

SCHOOLS ATTENDED AND DURATION

Joseph Ayo Babalola university 2022- 2025

Osun State College of technology Esa - Oke.....2019 - 2021

The Federal Polytechnic Ado Ekiti, Ekiti1999 - 2003

CERTIFICATES/QUALIFICATIONS OBTAINED WITH DATES;

West African Examination Council (WAEC).....1996

National Examinations Board Council (NECO).....2018

National Diploma (ND in Quantity Surveying)2003

Higher National Diploma (HND in Quantity Surveying)2021

Bachelor of Science (BSC in Quantity Surveying)2025

SKILLS AND ABILITY

- Proficient in the use of Microsoft office (Word, Excel, and Power Point)
- Interpersonal and good communication skill;
- Administration & Management Skills;
- Exposure to construction management;
- Exposure to project management;
- Ability to work alone and achieve the desired result;
- Physical and Mental Alertness;
- Ability to Work Effectively without Supervision;
- Hazard Identification;
- Initiative and Earnestness in Seeking Increased Responsibility; and
- Co-operation, Ability and Willingness to Work with others.

WORK EXPERIENCE

PLACE OF WORK: Ekiti State Civil Service Commission Ado Ekiti Ekiti

State 2007 – Till Date

TABLE: CAREER PROGRESSION

S/NO	PLACE OF WORK	POSITION	PERIOD
1	State Universal Basic Education Board, Ado Ekiti	Assistance Technical Officer II	2007-2009
2	Ekiti State Civil Service Commission Ado Ekiti	Technical Officer	2009-2012
3	Ekiti State Civil Service Commission Ado Ekiti	Higher Technical Officer	2012-2015
4	Ekiti State Civil Service Commission Ado Ekiti	Senior Technical Officer	2015-2018
5	Ekiti State Civil Service Commission Ado Ekiti	Principal Technical Officer II	2018- 2021
6	Ekiti State Civil Service Commission Ado Ekiti	Principal Technical Officer I	2021- 2024
6	Ekiti State Civil Service Commission Ado Ekiti	Assistant Chief Technical Officer	2024- Till Day

POSITION: High Technical officer (HTO QS)

DURATION: 2012-2015

PROJECTS EXECUTED AS HIGHER TECHNICAL OFFICER

- 1). Construction of 6 Classrooms with offices for Ekiti Parapo College
Ido Ekiti Dec. 2012- Oct 2013
- 2). Construction of Awolowo Civic Centre Ado Ekiti. August 2011- may
2022.
- 3). Construction of Construction and Renovation of School Building in
16 local government in the state.

Duties Carried Out Under the Reviewed Period

- (i) Preparation of Bill of Quantities
- (ii) Preparation of materials and Labor schedule
- (iii) Preparation of Interim Valuation for the ongoing projects
- (iv) Project Monitoring on Construction and Renovation of School in 16
local government in the state.
- (v) Material analysis,

PROJECTS EXECUTED AND DUTIES AS SENIOR TECHNICAL OFFICER FOR THE PERIOD OF 2015 -2018

- Supervision and preparation of valuation for the construction of construction of local government service commission Complex.
- Preparation of Bill of Quantities for the proposed construction of 6 classroom building at L A West primary school Ikole Ekiti
- Preparation of Bills of Quantities for the proposed 6 classroom building at Irepodun Primary School Ikole Ekiti.

- Preparation of materials schedule and Schedule of Dilapidation for service commission building.
- Other assignment given to me by my head of unit and Department

PROJECTS EXECUTED AND DUTIES AS PRINCIPAL TECHNICAL OFFICER II FOR THE PERIOD OF 2018 -2021
PROJECT: PRINCIPAL TECH.OFFICER II (QS): Schedule of Duties

- Preparation of materials and labour Schedule for Renovation of primary health's.
- Active participation in the pre-contract and planning stage for building and other related construction projects, this covers tender documentation.
- Management of building project which involve supervision, monitoring and evaluation of project performance in ensuring successful implementation of project within time and cost limit.
- Full participation in tender opening of all SUBEB projects both intervention and CAPITAL projects.
- Active participation in all Project Evaluation and Technical committee of all projects.
- Other assignment given to me by my head of unit and Department.

PROJECT: PRINCIPAL TECHNICAL OFFICER I. 2021-2024

TITLE: Construction of Traditional Chamber Fajuyi Ado Ekiti

PRINCIPAL TECHNICAL OFFICER I SCHEDULE OF DUTIES

Active participation in the pre contract and planning stage for the project. Involves in Tender opening and Technical and Evaluation Committee for the project, Supervision of the project.

Other assignment giving to me by the Director of Works

COMBINED RESPONSIBILITIES

- a) Forecasting the Cost of different materials needed for projects
- b) Monitor progress and maintain up to date project measurement
- c) Preparation of contract cost report, valuation reports, cost planning and physical measurement of sub-contractors' work/variation.
- d) Tracking changes to the design / preparation of monthly variation & project Claims
- e) Vet all construction request against material & Labor schedule before approval
- f) Ensure cost – related wastages are eliminated
- g) Follow up to ensure compliance with approved project construction budget
- h) Tender / Quotation analysis
- i) Interpretation of Construction drawing, preparation of Bill of Quantities/building estimate and Site supervision.

POSITION: ASSISTANT CHIEF TECHNICAL OFFICER

DURATION: 2024-Till date

Duties Carried Out Under the Reviewed Period

Management of building project which involve supervision, monitoring and evaluation of project performance in ensuring successful implementation of project within time and cost limit.

Full participation in tender opening of all Local government projects both intervention and CAPITAL projects.

Preparation of Schedule of materials and labour for Renovation works

Preparation of Bill of Quantities

Supervision of Road project.

Supervision of construction projects.

Condition Survey and Preparation of Schedule of Dilapidation works.

Preparation of programmed of work

Attendance of site meetings

Materials procurements

Life cycle cost control.

Supervision and preparation of valuation for the construction of
Awolowo Civic Centre Fajuyi Ado Ekiti.

Condition Survey and Preparation of schedule of dilapidation for 173
health center facilities across the 16 local government.

Other assignment given to me by my Head of Local Government
Administration.

Preparation of programmed of work

Checking and ensuring work is adhered to specification in the contract
documents.

RECENT PROJECTS (PERIOD 2017 TILL DATE)

Over the years I have been involved in a lot of projects, carried out as I served with the Local Government Service Commission, Ekiti State. Some of the projects carried out recently in these years of professional experience are presented for review in this section.

PROJECT A

TITLE OF PROJECT: Proposed Construction of office complex for Civil Department

LOCATION: Ministry of Works Ado Ekiti. Ekiti State

CONTRACT SUM: N873,194,821.72

PERIOD: 2022-2023

POSITION: Project Quantity Surveyor

STATUS: Completed

ACTIVITIES CARRIED OUT IN THE ABOVE PROJECT

- Harmonizing and interpreting drawings for the project.
- Regular Technical Meeting with Contractor
- Valuing of Sub Contractor and Contractor work done
- Technical and Contractual correspondence
- Scheduling and Planning of Job activities
- Ordering of various Materials for job.
- Obtaining/negotiating Sub contract jobs.

- Monitoring actual cost against budgeted and putting mitigation plan were necessary.
- Measured work done against payments Made.
- Take-Off measurement of Architectural, Structural, Electrical and Mechanical Drawings to prepare bill of quantities.
- Preparation of Project Financial Statement; a monthly project financial analysis
- Preparation of Final Account

PROJECT B

TITLE OF PROJECT: Construction and Renovation of Primary Health Center (LOT 3)

LOCATION: Ekiti South West L.G, Moba L.G.and Ilejemeje L.G in Ekiti State

CONTRACT SUM: N2,632,773,672.18

PERIOD: 2024-2025

POSITION: Project Quantity Surveyor

STATUS: ON-GOING

ACTIVITIES CARRIED OUT IN THE ABOVE PROJECT

- Harmonizing and interpreting drawings for the project.
- Regular Technical Meeting with Contractor
- Valuing of Sub Contractor and Contractor work done
- Technical and Contractual correspondence
- Scheduling and Planning of Job activities
- Recommending Equipment and man power requirement for specific job task and the duration

- Monitoring actual cost against budgeted and putting mitigation plan were necessary.
- Measured work done against payments Made.
- Take-Off measurement of Architectural, Structural, Electrical and Mechanical Drawings to prepare bill of quantities.
- Preparation of Project Financial Statement; a monthly project financial

PROJECT C

PROJECT TITLE: Construction and Renovation of Primary Health Center (LOT 4)

LOCATION: Ikere Ekiti L.G, Ayekire L.G. Ekiti State

DURATION: 2024-2025

POSITION: Project Quantity Surveyor

PROJECT CONTRACT SUM: N2,444,018,743.41

STATUS: ON- GOING

ACTIVITIES CARRIED OUT IN THE ABOVE PROJECT

The following roles were thus carried out in the execution of the project:

- i. Preparation of in-house estimates based on assessment carried out.
- ii. Take-Off measurement of Architectural, Structural, Electrical and Mechanical Drawings to prepare bill of quantities.
- iii. Measurement (Take-off) of drawings and preparation of the contract Bill of Quantities
- iv. Attendance to site meetings
- v. Attendance to meetings of consultants and client
- vi. Preparation of valuations
- vii. Revision of Bill of Quantities
- viii. Supervision and ensuring adherence to specifications
- ix. Technical advice to client on variation items
- x. Preparation of Variation Bill of Quantities

xi. Comparative analysis and technical advice to the client on the choice of materials in terms of cost

PROJECT D

PROJECT TITLE: Construction of State secretarial Phase 6 complex

LOCATION: State secretarial, Ado Ekiti. Ekiti State

DURATION: 2015 - 2023

POSITION: Project Quantity Surveyor

CONTRACT SUM: N1,004,726,329.66

STATUS: COMPLETED

ACTIVITIES CARRIED OUT IN THE ABOVE PROJECT

The following roles were thus carried out in the execution of the project:

- i. Take-Off measurement of Architectural, Structural, Electrical and Mechanical Drawings to prepare bill of quantities.
- ii. Measurement (Take-off) of drawings and preparation of the contract Bill of Quantities
- iii. Attendance to site meetings
- iv. Attendance to meetings of consultants and client
- v. Preparation of valuations
- vi. Revision of Bill of Quantities
- vii. Supervision and ensuring adherence to specifications
- viii. Technical advice to client on variation items
- ix. Preparation of Variation Bill of Quantities
- x. Comparative analysis and technical advice to the client on the choice of materials in terms of cost

PROJECT E

PROJECT TITLE: Construction of Ikere Model College

LOCATION: Ikere Ekiti. Ekiti State

PROJECT DURATION: 2021-2025

POSITION: Project Quantity Surveyor

CONTRACT SUM: N408,699,922.63

STATUS: COMPLETED

ACTIVITIES CARRIED OUT IN THE ABOVE PROJECT

The following roles were thus carried out in the execution of the project:

- i. Preparation of in-house estimates based on assessment carried out.
- ii. Take-Off measurement of Architectural, Structural, Electrical and Mechanical Drawings to prepare bill of quantities.
- iii. Measurement (Take-off) of drawings and preparation of the contract Bill of Quantities
- iv. Attendance to site meetings
- v. Attendance to meetings of consultants and client
- vi. Preparation of valuations
- vii. Revision of Bill of Quantities
- viii. Supervision and ensuring adherence to specifications
- ix. Technical advice to client on variation items
- x. Preparation of Variation Bill of Quantities
- xi. Comparative analysis and technical advice to the client on the choice of materials in terms of cost
- xii. Preparation of Final Accounts

PROJECT F

PROJECT TITLE: Construction of Office complex for Bureau of Special Project

LOCATION: Ministry of Works Ado Ekiti. Ekiti State

PROJECT DURATION: 2024-2025

POSITION: Project Quantity Surveyor

CONTRACT SUM: N6,921,700,063.72

STATUS: ON-GOING

ACTIVITIES CARRIED OUT IN THE ABOVE PROJECT

The following roles were thus carried out in the execution of the project:

- i. Preparation of in-house estimates based on assessment carried out.
- ii. Measurement (Take-off) of drawings and preparation of the contract Bill of Quantities
- iii. Attendance to site meetings
- iv. Attendance to meetings of consultants and client
- v. Preparation of valuations
- vii. Revision of Bill of Quantities
- viii. Supervision and ensuring adherence to specifications
- ix. Technical advice to client on variation items
- x. Preparation of Variation Bill of Quantities

PICTURES FOR THE ABOVE-MENTIONED







SUMMARY OF EXPERIENCE GAINED

Over the given years of practice as a Quantity Surveyor, I have gained experience in the following skills:

1. Budget Estimating, Cost Control and Reporting:

The role of the Quantity Surveyor starts from the very beginning of the construction project. 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; and preparations of cost statistics. I can perform site inspection; advice clients appropriately on level of dilapidations; and proffer solutions.

2. Contract Documentation:

Bill of Quantities is one of the essential contract documents. I have gained a vast experience in preparation of Bills of Quantities, which includes measurement and description of works, and drafting of preambles etc.

3. Post Contract Services:

I have gained experience in Post Contract Services such as: 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.