



KURSUS PENGURUSAN TENDER & SEBUTHARGA

kursus penyediaan dokumen tender & sebutharga kerja bangunan

CIDB

www.zohlgroupp.com

KOD KURSUS: NT-PR-01

LEVEL: Asas

BAHASA PENGANTARA: Bahasa & English

PENGENALAN

Menyediakan tender dan sebut harga yang sistematik adalah penting bagi setiap kontraktor. Ia merupakan asas untuk mendapatkan tender, merancang dan seterusnya mengawal projek. Mendapat pengetahuan tentang penyediaan tender dan sebutharga kerja bangunan mampu menguruskan kewangan projek pembinaan dengan baik.

OBJEKTIF KURSUS

- Tatacara Pengurusan Perolehan Secara Sebutharga Dan Tender Yang Betul Mengikut Dasar Dan Garis Panduan Yang Ditetapkan.
- Tanggungjawab Semua Pihak Terlibat
- Isu/masalah Yang Timbul Semasa Perolehan Secara Sebutharga Dan Tender Dilakukan.

TEMPOH KURSUS

2 hari (9am - 5pm)

Rehat: 10:30am & 3:30pm

Makan Tengahari: 1:00pm-2:00pm

Nota: Hubungi pejabat kami untuk tarikh kursus atau layari laman web kami untuk maklumat lanjut (www.zohlgroupp.com)

METODOLOGI

- Ceramah
- Persembahan MS Powerpoint
- Kajian Kes
- Latihan Dalam Kumpulan
- Simulasi perolehan kerajaan dan swasta

KUMPULAN SASARAN

- ⇒ JURUTEKNIK (AWAM)
- ⇒ PELUKIS PELAN
- ⇒ PENOLONG JURUTERA (AWAM)
- ⇒ JURUTERA (AWAM)
- ⇒ PENOLONG PENGURUS PROJEK
- ⇒ PENGURUS PROJEK
- ⇒ PENOLONG PENGURUS PEROLEHAN
- ⇒ PENGURUS PEROLEHAN
- ⇒ EKSEKUTIF JUALAN & PEMASARAN
- ⇒ EKSEKUTIF PEMBANGUNAN BISNES

LOKASI LATIHAN

Mindset Discovery Center™@ZOHL, Bandar Sri Damansara, Kuala Lumpur or Client's Preferred Location or selected venue in the Region(s)

KANDUNGAN KURSUS

- Pengenalan - Tanggungjawab Pegawai Perolehan/Ketua Unit/Ketua Jabatan
- Skop & Had Nilai Sebut Harga
- Perolehan Bekalan / Perkhidmatan / Kerja Pelawaan Sebut Harga
- Senarai Semakan & Syarat Am
- Tatacara Mengurus & Penilaian Sebut Harga
- Perancangan Perolehan
- Peruntukkan Pembiayaan
- Dasar Perolehan Tender
- Tatacara & Dokumen Tender
- Penyediaan Spesifikasi
- Pengiklanan - Kaedah Pencarian
- Penyediaan Harga Jabatan
- Pengenalan serta peluang-peluang perniagaan dalam industri binaan.
- Asas teknologi binaan bangunan serta elemen-elemen kerja bangunan.
- Memahami pelan dan kepentingannya dalam kerja perancangan.
- Asas mengeluarkan bahan binaan dari lukisan dan mengira kuantiti bahan.
- Panduan perancangan kos projek dan mengira harga projek bangunan.
- Penyediaan Tender dan Sebut Harga.
- Strategi menender.

Note: Course Content subject to further review



Customized In-House Training Program is available in the following areas:

Administrative Skills | Career Development | Human Resources | Personal Development | Sales & Marketing | Leadership & Management | Workplace Essentials | Entrepreneurship | Soft Skills | Safety | HSE | Engineering | Telecoms | IT

CALL US FOR DETAILS or VISIT OUR WEBSITE AT WWW.ZOHLGROUP.COM



Sebarang pertanyaan sila hubungi Cik Niesa

ZOHL Consultancy Sdn Bhd (332967-D) (SST ID: W10-1810-32000429)

M2-15-02, Level 15, 8trium Tower 2, Jalan Cempaka SD 12/5

Bandar Sri Damansara, 52200 Kuala Lumpur

T: 03.6279.9276 F: 03.6279.0663 HP: 013.398.1038 E: plbk@zohlgroupp.com



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COURSE FEE

Peninsular Malaysia

- **With Green Card: RM530.00** per person incl. 6% SST
- **Without Green Card: RM636.00** per person incl. 6% SST

Sabah & Sarawak

- **With Green Card: RM636.00** per person incl. 6% SST
- **Without Green Card: RM742.00** per person incl. 6% SST

(Fee inclusive of Course Material, Attendance Certificate, and Meals)

CERTIFICATE

Participants will be issued a Certificate of Attendance/ Accomplishment upon successful completion of this training program. Full attendance is a pre-requisite.

CIDB CCD Points

20 (for CIDB-Registered Companies)

REGISTRATION METHOD

1. **Online:** http://zohlgroup.com/cidb_registration/ **OR**
2. Download this brochure at: <http://zohlgroup.com/cidb-brochures/> and fill up the required information. Then please fax to: 03.6279.0663
3. Or contact our office at: 03.6279 9276 / 013.398.1038

FACILITATOR

Mohamad Hashim Mohamad Taib, the owner and key person of HTP Management, a company formed dedicated to and in pursuit of project management excellence. He is also Associate Consultant and Trainer with ZOHL Consulting Group. Had his primary and secondary education in Pahang. Furthered his study at California State University, Chico, USA and obtained a B.Sc. degree in Construction Management. He also holds a MBA from University Selangor in 2015 with minor in Islamic Finance.



One of the project that he was involved was the transformation of technical and vocational education initiative led by the Ministry of Education (MoE). His participation includes the survey of industry needs, select and propose specific curriculums, mapping against existing syllabus within the MoE and the National Occupational Skills Standard (NOSS). This includes the preparation of teaching and learning pedagogy, approval and certification. He was also involved in the setting up of proposed colleges and infrastructures to suit the technical teaching requirement.

He has a keen interest in the field of project management and became a member of Project Management Institute (PMI), an international organization that promotes the project management field. He obtained his Project Manager Professional (PMP) certification in 2005. He is also a member of Environment Research and Development (ENSEARCH), a local non-profit association on environment.

*Note: Trainer availability is subject to change

REGISTRATION FORM

Participant : _____

Position : _____

IC No: _____

Note: please duplicate this page for multiple participants' registrations

Green Card No: _____ (only if it is applicable)

CIDB Grade G : _____ (only if it is applicable)

Training Date: _____

Training Venue: _____

Organization: _____

Address: _____

Contact Person: _____

Position: _____

Tel: _____

Fax: _____

Email: _____

Company Website: _____

PAYMENT

CASH: RM _____ **OR**

CHEQUE No: _____

Please fax your bank-in slip to 03.6279.0663 or scan your bank-in slip and email to plbk@zohlgroup.com

*Please make your cheque payable to:

ZOHL Consultancy Sdn Bhd



Account No:
514392303373

Signature & Company Stamp

Note:

- Date & venue of seminar subject to changes
- Payment must be made 7 days before the training date
- Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant
- No refunds for notice received less than 7 days prior to the event. A substitution may be made at any time at no extra charge.
- Program content may change subject to revision by our consultants from time to time.
- Full fee is required with your registration. 5% Group discount is available - min 3 pax.

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