

**PREPARATION OF BILL OF QUANTITIES  
USING COMPUTERS**

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## **BILLS OF QUANTITIES**

There are two types of Bills of Quantities:

1. Trade bills.
2. Elemental bills

### 1. **Trade bills**

A typical division of a trade bill for quantities would be:

1. Preliminaries
2. Excavation and earthwork
3. Concrete work
4. Brickwork and blockwork
5. Roofing
6. Woodwork
7. Plumping installations
8. Floor, wall and ceiling finishings
9. Glazing
10. Painting and decorating
11. Drainage
12. Prime cost and provisional sums.

The advantage of this method is that the pricing of the Bills of Quantities at tendering stage can be done very easily.

### 2. **ELEMENTAL BILLS**

Elemental bills are divided in sections in accordance with the various main sections of the building e.g.

Internal walls  
External walls  
Floors  
etc.

The disadvantages of the elemental bills is that the pricing of the Bills at tendering stage is complicated as the same item of work may appear in different sections of the bills. Thus there is unnecessary repetition of the same prices in different sections of the Bills, whilst the full extend of each item of work, which affects the prices considerably, can only be known by adding up the quantities for this item that appear in different sections of the Bills.

The advantage of this method is that the location of most items will be apparent by their position of the Bills of Quantities. This facilitates the administration of the contract on site (e.g. ordering materials, deciding the required number of operatives on site, preparing interim valuations etc.).

Trade Bills are generally more widely used than elemental bills.

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