

HIGHER TECHNICAL INSTITUTE
CIVIL ENGINEERING DEPARTMENT

DIPLOMA PROJECT

**PREPARATION OF BILL OF QUANTITIES
USING THE TRADITIONAL METHOD**

C/1063

PAPANASTASIOU ATHINA

JUNE 2009

HIGHER TECHNICAL INSTITUTE	PROJECT NO 3798
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**PREPARATION OF BILL OF QUANTITIES
USING THE TRADITIONAL METHOD**

BY

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**PROJECT REPORT
C/1063**

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INTRODUCTION:

The purpose of this project is to measure the different quantities that are required to construct a building and prepare a Bill of Quantities. The Bill of Quantities is a document, which with other documents provides a clear picture to the concerned people of what is about to be built.

After the preparation of Bill of Quantities, the contractor will fill only the price gaps and the documents will be ready for tendering.

There are two ways to prepare the Bill of Quantities, either by computer or with the traditional way "by hand".

The building measures a two storey house of approximately 250 m² at Lakatamia in Nicosia district.

SUMMARY:

The objective of this project was to prepare the Bill of Quantities of a two-storey house using the traditional method, according with the Standard Method of Measurement 7th edition. This was accomplished through three steps:

1. Taking-off
2. Abstracting and Squaring
3. Preparation of BOQ

For every new project there is the first step and the last step. For having the desirable result there must be cooperation and organization. It's very important for civil engineering and as a civil engineer or Quantity surveyor you have to think and act organized.

Bill of Quantities is a document usually prepared by a quantity surveyor which details the terms and conditions under which a contract is to be let, to enable a contractor to price the work of which he is building. The first main step in preparing a bill is the taking off or recording of dimensions from drawings or schedules of work.

Similar types of work are then brought together under one item, a process known as abstracting all of this information is then worked up into the BOQ.

BOQ is a very essential step since all contractors tender price is an exactly the same information. It provides a basis for the valuation of work as the project proceeds and an ideal basis for the feedback of information for future use in cost planning. Also gives a precise description and quantifies the components parts within a project and is of great assistance to the contractor when planning and controlling the work.

So it's very important for a civil engineer knowing following a BOQ as it helps the employer's interest and the contractor to know the exact rates of materials so as to keep in budget for every section that finished and any alterations during the construction.