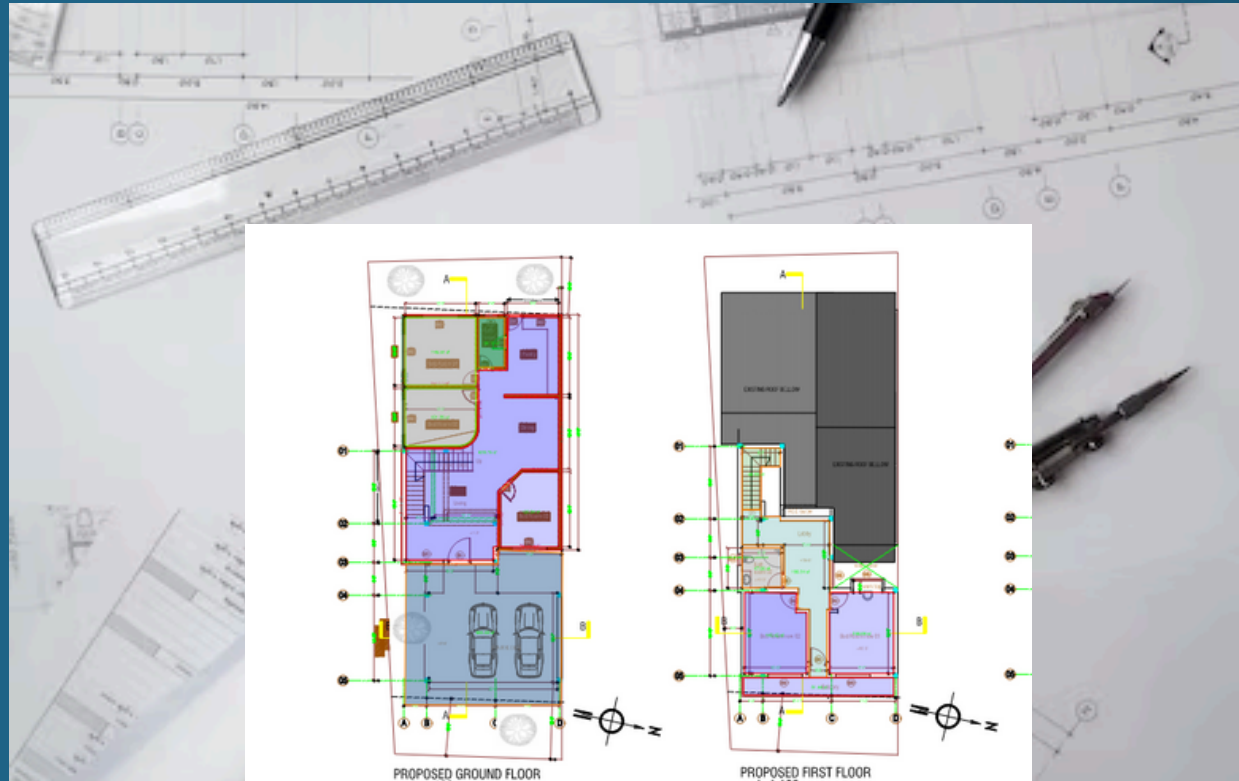


STEP-BY-STEP PROCESS FOR PREPARING A BILL OF QUANTITIES (BOQ)



01 UNDERSTAND PROJECT REQUIREMENTS

Review project drawings, specifications, and scope documents to fully grasp the client's requirements and deliverables.





02

BREAK DOWN THE PROJECT INTO WORK SECTIONS

Divide the project into logical work sections using standard classifications such as NRM or CSI MasterFormat.





03

TAKE-OFF QUANTITIES

Measure and quantify the materials required using digital takeoff tools like CostX or Bluebeam Revu.





04 **USE MEASUREMENT STANDARDS**

Use recognized measurement standards (e.g., NRM, CESMM, POMI) to ensure precise quantity breakdowns for each item.





05

DESCRIBE EACH ITEM WITH SPECIFICATIONS

Clearly define each BOQ item with detailed material specifications, workmanship standards, and construction methods.





06

ASSIGN UNIT OF MEASUREMENT

Assign the appropriate unit of measurement (e.g., m^3 , m^2 , kg) to every item for accurate costing.





07

ASSIGN RATES

Source cost data from historical records, supplier quotations, or market research and apply suitable unit rates





08

COMPILE AND STRUCTURE THE BOQ

Organize the BOQ in a clear, structured format, including preliminaries, measured works, and provisional sums items.

TRY THIS OUT





09

REVIEW AND VALIDATE

Cross-check all measurements and descriptions to ensure consistency, completeness, and alignment with the project scope and contract requirements.





10

FINALIZE AND ISSUE THE BOQ

Format the document professionally.
Review with a senior colleague to ensure completeness.



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