

# Quantity Surveying Glossary - 100+ Essential Terms

**Bill of Materials (BoM):** A detailed document listing all items of work with quantities and units for tendering.

**Take-off:** The process of measuring quantities from drawings for preparing BoQ.

**Prime Cost (PC):** A budget allowance for specific items where details are yet to be decided.

**Provisional Sum:** Estimated amount set aside for undefined work at tender stage.

**Rate Analysis:** Breaking down a unit cost into materials, labour, plant, and overheads.

**Tender:** Formal offer from a contractor to carry out work for a price.

**Variation:** A change in the scope of work after contract signing.

**Interim Payment Certificate (IPC):** Document certifying payment due to the contractor for completed work.

**Retention Money:** A portion of payment withheld until project completion and defect clearance.

**Cost Plan:** A financial plan setting estimated costs for each project element.

**Final Account:** Agreed statement of total project cost after completion.

**Contingency Sum:** Budget allocation for unforeseen expenses.

**Daywork:** Payment for work outside contract scope, based on agreed rates.

**Lump Sum Contract:** Contract for a fixed total price regardless of actual quantities.

**Measurement Rules:** Standards used to measure and describe construction work items.

**Escalation Clause:** Allows price adjustments due to cost changes in materials/labour.

**Procurement:** Process of selecting suppliers/contractors for the project.

**Earned Value:** Metric comparing planned cost to actual progress.

**Preliminaries:** General project costs not tied to specific work items.

**Contract Administration:** Managing compliance with contract terms.

**Adjudication:** Quick dispute resolution process between parties.

**Defects Liability Period (DLP):** Period after completion when contractor must fix defects.

**Overheads:** Indirect costs not tied to a specific construction task.

**Tender Document:** Drawings, BoQ, specifications, and contract conditions for bidding.

**Value Engineering:** Reducing project cost without affecting quality or function.

**Unit Rate:** Cost per unit measurement of work.

**Progress Claim:** Request for payment based on completed work to date.

**Subcontractor:** Specialist hired by the main contractor for specific work.

**Bill of Quantities (BoQ):** A detailed document listing all items of work with quantities and units for tendering.

**Take-off:** The process of measuring quantities from drawings for preparing BoQ.

**Prime Cost (PC):** A budget allowance for specific items where details are yet to be decided.

**Provisional Sum:** Estimated amount set aside for undefined work at tender stage.

**Rate Analysis:** Breaking down a unit cost into materials, labour, plant, and overheads.

**Tender:** Formal offer from a contractor to carry out work for a price.

**Variation:** A change in the scope of work after contract signing.

**Interim Payment Certificate (IPC):** Document certifying payment due to the contractor for completed work.

**Retention Money:** A portion of payment withheld until project completion and defect clearance.

**Cost Plan:** A financial plan setting estimated costs for each project element.

**Final Account:** Agreed statement of total project cost after completion.

**Contingency Sum:** Budget allocation for unforeseen expenses.

**Daywork:** Payment for work outside contract scope, based on agreed rates.

**Lump Sum Contract:** Contract for a fixed total price regardless of actual quantities.

**Measurement Rules:** Standards used to measure and describe construction work items.

**Escalation Clause:** Allows price adjustments due to cost changes in materials/labour.

**Procurement:** Process of selecting suppliers/contractors for the project.

**Earned Value:** Metric comparing planned cost to actual progress.

**Preliminaries:** General project costs not tied to specific work items.

**Contract Administration:** Managing compliance with contract terms.

**Adjudication:** Quick dispute resolution process between parties.

**Defects Liability Period (DLP):** Period after completion when contractor must fix defects.

**Overheads:** Indirect costs not tied to a specific construction task.

**Tender Document:** Drawings, BoQ, specifications, and contract conditions for bidding.

**Value Engineering:** Reducing project cost without affecting quality or function.

**Unit Rate:** Cost per unit measurement of work.

**Progress Claim:** Request for payment based on completed work to date.

**Subcontractor:** Specialist hired by the main contractor for specific work.

**Bill of Quantities (BoQ):** A detailed document listing all items of work with quantities and units for tendering.

**Take-off:** The process of measuring quantities from drawings for preparing BoQ.

**Prime Cost (PC):** A budget allowance for specific items where details are yet to be decided.

**Provisional Sum:** Estimated amount set aside for undefined work at tender stage.

**Rate Analysis:** Breaking down a unit cost into materials, labour, plant, and overheads.

**Tender:** Formal offer from a contractor to carry out work for a price.

**Variation:** A change in the scope of work after contract signing.

**Interim Payment Certificate (IPC):** Document certifying payment due to the contractor for completed work.

**Retention Money:** A portion of payment withheld until project completion and defect clearance.

**Cost Plan:** A financial plan setting estimated costs for each project element.

**Final Account:** Agreed statement of total project cost after completion.

**Contingency Sum:** Budget allocation for unforeseen expenses.

**Daywork:** Payment for work outside contract scope, based on agreed rates.

**Lump Sum Contract:** Contract for a fixed total price regardless of actual quantities.

**Measurement Rules:** Standards used to measure and describe construction work items.

**Escalation Clause:** Allows price adjustments due to cost changes in materials/labour.

**Procurement:** Process of selecting suppliers/contractors for the project.

**Earned Value:** Metric comparing planned cost to actual progress.

**Preliminaries:** General project costs not tied to specific work items.

**Contract Administration:** Managing compliance with contract terms.

**Adjudication:** Quick dispute resolution process between parties.

**Defects Liability Period (DLP):** Period after completion when contractor must fix defects.

**Overheads:** Indirect costs not tied to a specific construction task.

**Tender Document:** Drawings, BoQ, specifications, and contract conditions for bidding.

**Value Engineering:** Reducing project cost without affecting quality or function.

**Unit Rate:** Cost per unit measurement of work.

**Progress Claim:** Request for payment based on completed work to date.

**Subcontractor:** Specialist hired by the main contractor for specific work.

**Bill of Quantities (BoQ):** A detailed document listing all items of work with quantities and units for tendering.

**Take-off:** The process of measuring quantities from drawings for preparing BoQ.

**Prime Cost (PC):** A budget allowance for specific items where details are yet to be decided.

**Provisional Sum:** Estimated amount set aside for undefined work at tender stage.

**Rate Analysis:** Breaking down a unit cost into materials, labour, plant, and overheads.

**Tender:** Formal offer from a contractor to carry out work for a price.

**Variation:** A change in the scope of work after contract signing.

**Interim Payment Certificate (IPC):** Document certifying payment due to the contractor for completed work.

**Retention Money:** A portion of payment withheld until project completion and defect clearance.

**Cost Plan:** A financial plan setting estimated costs for each project element.

**Final Account:** Agreed statement of total project cost after completion.

**Contingency Sum:** Budget allocation for unforeseen expenses.

**Daywork:** Payment for work outside contract scope, based on agreed rates.

**Lump Sum Contract:** Contract for a fixed total price regardless of actual quantities.

**Measurement Rules:** Standards used to measure and describe construction work items.

**Escalation Clause:** Allows price adjustments due to cost changes in materials/labour.

**Procurement:** Process of selecting suppliers/contractors for the project.

**Earned Value:** Metric comparing planned cost to actual progress.

**Preliminaries:** General project costs not tied to specific work items.

**Contract Administration:** Managing compliance with contract terms.

**Adjudication:** Quick dispute resolution process between parties.

**Defects Liability Period (DLP):** Period after completion when contractor must fix defects.

**Overheads:** Indirect costs not tied to a specific construction task.

**Tender Document:** Drawings, BoQ, specifications, and contract conditions for bidding.

**Value Engineering:** Reducing project cost without affecting quality or function.

**Unit Rate:** Cost per unit measurement of work.

**Progress Claim:** Request for payment based on completed work to date.

**Subcontractor:** Specialist hired by the main contractor for specific work.