



Tendering

Check
Box *

No.		Check Box *
01	Confirm method of tendering (public advertisement, private invitation or by registration of interest).	
02	Confirm all alternatives and monetary allowances.	
03	Review proposed conditions of contract, amendments to the standard form of contract and special conditions.	
04	Verify that preliminaries/general requirements of specifications correlate with contract conditions.	
05	Confirm authority to tender on behalf of client, unless already provided under architect-client agreement.	
06	Obtain client's nominations of tenderers (if any).	
07	Determine basis of pricing (rise and fall, firm price, either, or both).	
08	Determine limitations to conforming tender and procedures for non-conforming tenders.	
09	Confirm insurance requirements with client.	
10	Final check tender documents against PN 56 and Guide letters 24 to 31.	
11	Review all tender procedures with client.	
12	Prepare tenderer list; confirm with client (invited tenders only).	
13	Prepare tender advertisements for registration of interest (publicly tendered contracts only).	
14	Complete final specification and plan revisions resulting from final checking.	
15	Print plans and specifications.	
16	Assess qualifications of tenderers registering interest, as appropriate (where necessary).	
17	Issue tender documents.	
18	Review all tender inquiries; issue clarifications and addenda as necessary.	
19	Open tenders with client or client's representatives.	
20	Review tenders, prepare tender report and recommendation.	
21	Meet with preferred tenderer(s), resolve any nonconformities including tender exclusions. Recommend award.	
22	Resolve all alternatives. Confirm with client.	
23	Advise QS on project costs at conclusion of tender stage, and of any exclusions to contract from that specified.	
24	Issue revisions to drawings and specifications required by tendering and award procedures.	
25	Confirm that all insurances, bonds and other requirements of the winning tenderer are submitted and in compliance with the tender documents.	
26	Notify winning tenderer and other tenderers; return tender security to unsuccessful tenderers.	
27	Obtain and check builder's outline work program. Confirm with client (X 10).	
28	Prepare contracts on instruction from client.	