

TENDER CHECKLIST

Guidance Document

The following Tender Submission Checklist is provided as a guide to assist the Contractor in preparing and submitting your tender documentation. However, please note that this list is not exhaustive. Every project has its unique characteristics and challenges, so it's essential to carry out your own due diligence and ensure all project-specific factors and risks are taken into consideration. While this checklist can serve as a starting point, ultimate responsibility for the completeness and accuracy of the tender submission remains with the Contractor.

TENDER CHECKLIST

Description	Checked (Y/N)	Contractors Comments (Add any key comments here that may be required)
Tender Documents Review		
Thoroughly read and understood the Invitation to Tender (ITT) or Request for Proposal (RFP) documents.		
Checked all appendices and attachments.		
Identified any missing documents or information.		
Understood the Form of Contract.		
Scope of Work		
Clearly understood the scope of works.		
Identified any exclusions or specific inclusions.		
Reviewed any provisional sums and contingencies.		
Preliminaries		
Detailed all site-specific requirements.		
Included all necessary site setup costs.		
Evaluated the proposed construction programme.		
Checked for any damages for late completion.		
Included costs for required safety measures.		
Checked for any site-specific safety requirements.		
Considered sustainability requirements and potential costs.		
Addressed any environmental constraints or considerations.		
Identified potential risks and their costs.		
Considered any required insurances or bonds.		
Pricing Document		
Completed and reviewed all measurements.		
Checked rates against market prices and previous tenders.		
Confirmed all quantities and rates.		
Obtained and compared multiple quotations from subcontractors.		
Confirmed availability and lead times.		
Checked references or past performance of unfamiliar subcontractors or suppliers.		
Ensured compliance with all stated quality standards and specifications.		
Included costs for any required testing or certifications.		
Overheads and Profit		
Confirmed the inclusion of appropriate overheads and profit margins.		
Review & Final Checks		
Conducted an internal review of the tender.		
Checked for arithmetic errors.		
Ensured all required documents are attached, including any certifications, references, or case studies.		
Reviewed terms and conditions, especially contract formation.		
Submission		
Confirmed the correct contact details for submission.		
Ensured submission is on time with recorded delivery.		
Kept a copy of the submitted tender for records.		
Other		
Add as necessary		