

Tender Review Checklist

SF 11.1

Tender Details			
Tender:			
Contract Ref#	Close Date: 2020		
Client:	Phone:		
Contact:	Email:		
Scope Of Work			
Flowchart			
Procedure	Date	Staff	
Registration Of Interest For Tender			
Receive Tender			
HSEQ Risk Assessment			
Do We Have The Resources?	Yes	No	
Can We Meet The Quality, Safety And Environmental Requirements?	Yes	No	
Do We Have Concerns With Suppliers/Subcontractors/Lead Times?	Yes	No	
Have Tender Drawings & Specifications Been Received?	Yes	No	
Decision To Tender		Completed By Hcbc Director	
Is Hcbc Proceeding To Tender This Project? Y/N			
Approved By (Director)	Date		
Save To Hard Drive – Tenders In Progress – Create Folders – Budget, Correspondence, Final Tender Docs, Notes, Photos, Project Assurance, Purchase Orders, Quotations, Tender Docs			
Send Email To Team Members Re Tender And Write Tender Details On Whiteboard			
Create Tender Folder – Create Dividers – Specification, Drawings, Contract, Client Correspondence, Budget, Notes, Quotations, Final Tender Docs			
Print Specification, Brief, Drawings, Contract And All Relevant Documentation And Place In Tender Folder			
Call Tender Team Meeting (1)			
Is This A Project Bank Account Tender?			
Tender Team Meeting To Discuss Tender Specification, Allocation Of Roles, Target Dates			
Call Tender Team Meeting (2)			
Tender Team Meeting To Discuss Progress Of Tender			
Tender Team To Put Draft Tender Together And Check All Criteria Has Been Addressed			
Finishes To Be Done Immediately And Handed To Proof Reader			
Proof Reader To Check Tender			
Amendments To Be Done Immediately By Appropriate Team Member			
Proof Reader To Check Amendments			
Print Tender Documentation For Management To Review And Approve			
Submit Tender			