

National Tendering Guidelines and Procedures

Purpose

The Purpose of this document is to provide the information on tendering guidelines and procedures that must be adopted by both M R Building Designs and Subcontractors. This ensure there is compliance with the legal and ethical requirements and policies and no miscommunication between parties.

General Obligations

All parties participating in the tender process should oblige by the following standards at all times without excuse:

- Honesty and fairness
- Accountability and Transparency
- No conflict of interest
- No Improper advantage

Applicability of the National Tendering Guidelines and Procedures

All must oblige by and procure in accordance with the National Tendering Guidelines and Procedures.

Responsibility

It is required that all parties involved must be procured in accordance with the national tendering guidelines and procedures

Tender Process

A minimum of two quotes must be obtained in written form

In rare occasions, a single quote may be accepted, however, we aim to provide all parties fairness and honesty. There is a number of reasons we choose to accept a quote, including but not limited to; financial stability, industrial relations record, capacity to complete, past performance, quality of work, HSE record, Work load of other projects.

All documentation are to be sent via the appropriate email.

The Contracts Admin to evaluate the price quoted/tendered that it covers the relevant scope of works and that it is fair and reasonable.

The Subcontractor Interview Checklist must be completed and sent with the tender documents, otherwise the submission may not be acceptance and cause of this.

Acceptance

A letter of intent will be sent out to notify the agreement between M R Building Design and the Subcontractor to whom the tender is awarded.

The scope of works is to be provided must be sufficiently disclosed in the letter of intent.

The agreement must be completed and checked by the Contracts admin, accepted by the subcontractor and executed prior to work commencing.

