

**TENDER DOCUMENT PROCEDURE
FOR MAJOR WORKS CONTRACTS**

USING AS 2124 – 1992

GENERAL CONDITIONS OF CONTRACT

TENDER DOCUMENT PROCEDURE

REVISION REGISTER

Date	Clause Number	Description of Revision	Authorised By
9 Mar 2011	5.3.2	Remove reference to Appendix Q	CMPM
	5.5.6	Add references to new Conditions of Tendering and Tender Schedules	
	5.6.4	Add reference to new Special Conditions of Contracts	
	6 & TDP Checklist	Reference amended to Appendix M	
20 Mar 2008	Whole document	Complete revision of Issue	CMPM
	Included 5.12	Statutory Requirements	
		Included TDP Checklist	
9 Nov 07	Whole document	Complete revision of Issue, including new format	CMPM

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1. PURPOSE

The purpose of this procedure is to describe the process for compiling tender documents for Major Works Contracts based on the Australian Standard, General Conditions of Contract AS 2124-1992.

2. SCOPE

Major Works, Construct Only Contracts must use the AS2124-1992 contract form and tenderers must be pre-qualified in accordance with the Main Roads' Prequalification System to tender for these contracts.

This includes all road and structural works and any other works (e.g. major quarrying works and the installation of freeway/highway lighting) recognised as being sufficiently complex as to warrant the protection afforded by AS 2124-1992.

3. REFERENCES

The following documents relate to this procedure:

Document	Document No.
• Tendering & Contract Administration Manual	53/12/04
• Contract Administration System (CAS) User Guide	53/03/01
• Prequalification System for Works Contracts	67-41-0101
• General Conditions of Contract	AS 2124 – 1992
• Special Conditions of Contract	67/05/3042
• Road & Traffic Engineering Design and Drawing Presentation Guideline	67-08-88
• Standard Contract Drawings	67-08-52
• Structures Engineering Guideline on Presentation and Format of Drawings	6706/02/2228
• Structures Engineering Standard Drawings Manual (hard copy only)	3912/07
• Request for a Contract Number	53/12/01-02
• Request for a Contract File	53/12/01-06
• Standard Method of Measurement for Construction Works	05/2719-02

4. DEFINITIONS

Tender Document Procedure

This procedure describes the process for preparing major works tender documentation relating to the standard and technical specifications.

Contract Administration System

The Contract Administration System is a database managed by Supply and Transport Branch to maintain records of all Main Roads' contracts.

Project Manager

The appointed Manager is responsible for managing the preparation and approval of the tender documentation.

5. PROCEDURE

5.1 GENERAL

In accordance with Main Roads' Policy Statement for:

- the prequalification of contractors for works contracts; and
- the Prequalification System for Works Contracts – Terms and Conditions (Document № 67-41-0101);

all prequalification categories for Contracts are determined by considering the value, complexity and type of works involved.

Information about the works and prequalification category must be provided to Supply and Transport Branch for inclusion in the advertisement inviting tenders.

A contract file shall be set up in TRIM for each contract. Refer to Clause 7.2 'Creating Contract Files' of the Tendering & Contract Administration Manual (53/12/04) on File 03/6944.

Project Managers must ensure that the tender documents are independently reviewed and approved by either the Senior Project Manager or Superintendent (elect) prior to printing final tender documentation. A complete virtual copy of the approved tender documents must be placed on the TRIM tender file/s.

Project Managers must provide a complete virtual copy of the approved tender documents (i.e. hard copy and TRIM link to the electronic copy) to Supply and Transport Branch for forwarding to each tenderer in accordance with the Tendering & Contract Administration Manual (53/12/04).

The complete virtual copy of tender documents shall be in the following format:

- a) Tender submission documents in Word format for the tenderer to complete;
- b) Priced Schedule in Excel format with all cells locked except for those to be completed by the tenderer;
- c) Special Conditions of Contract in PDF format;
- d) Specifications in PDF format; and
- e) Drawings in PDF format.

5.2 CONTRACT NUMBER

Specific details about the Contract are required in order to generate a unique contract number from CAS. Refer to:

- Request for Contract Number - **Form №. 53/12/01-02** is located on Supply and Transport's web page under Forms and Templates\ Procurement (under Quick links).

The form is required to be completed and forwarded:

- to Supply and Transport Branch; or
- to the appropriate Regional Contracts Officer,

who will issue a unique contract number to the Project Manager. The Contract Number and Title as detailed in CAS must be used on all tender documentation.

5.3 TENDER DOCUMENT PREPARATION (TDP) WEB PAGE

The TDP is a web based application that contains Main Roads' current:

- technical specifications;
- conditions of tendering;
- special conditions of contract; and
- tender and contract related documents.

It must be used in the preparation of the request for Tender and subsequent Contract documents.

Project Managers must use a new down loaded template document for each new contract. Do not edit any document used on previous contract tender.

5.3.1 Page Footer Information

Main Roads' Specification templates are controlled in accordance with procedure Controlling Documented Processes (60/07/09)

An example of a typical footer based on applying the procedure is provided below:

MAIN ROADS Western Australia
Contract xxx/xx

Specification 301 Clearing
Document 04/10098 Issued 14/06/04

Page 7 of 24

For each new Contract, including any Specifications downloaded, the footer must be modified to be project or contract specific. An example of the modifications required is set out below:

MAIN ROADS Western Australia
Contract 0056/05

Specification 301 Clearing
Document D05#42649 Issued 27/10/05

Page 7 of 24

By making these changes, each Specification is uniquely identified for easier review and retrieval when required.

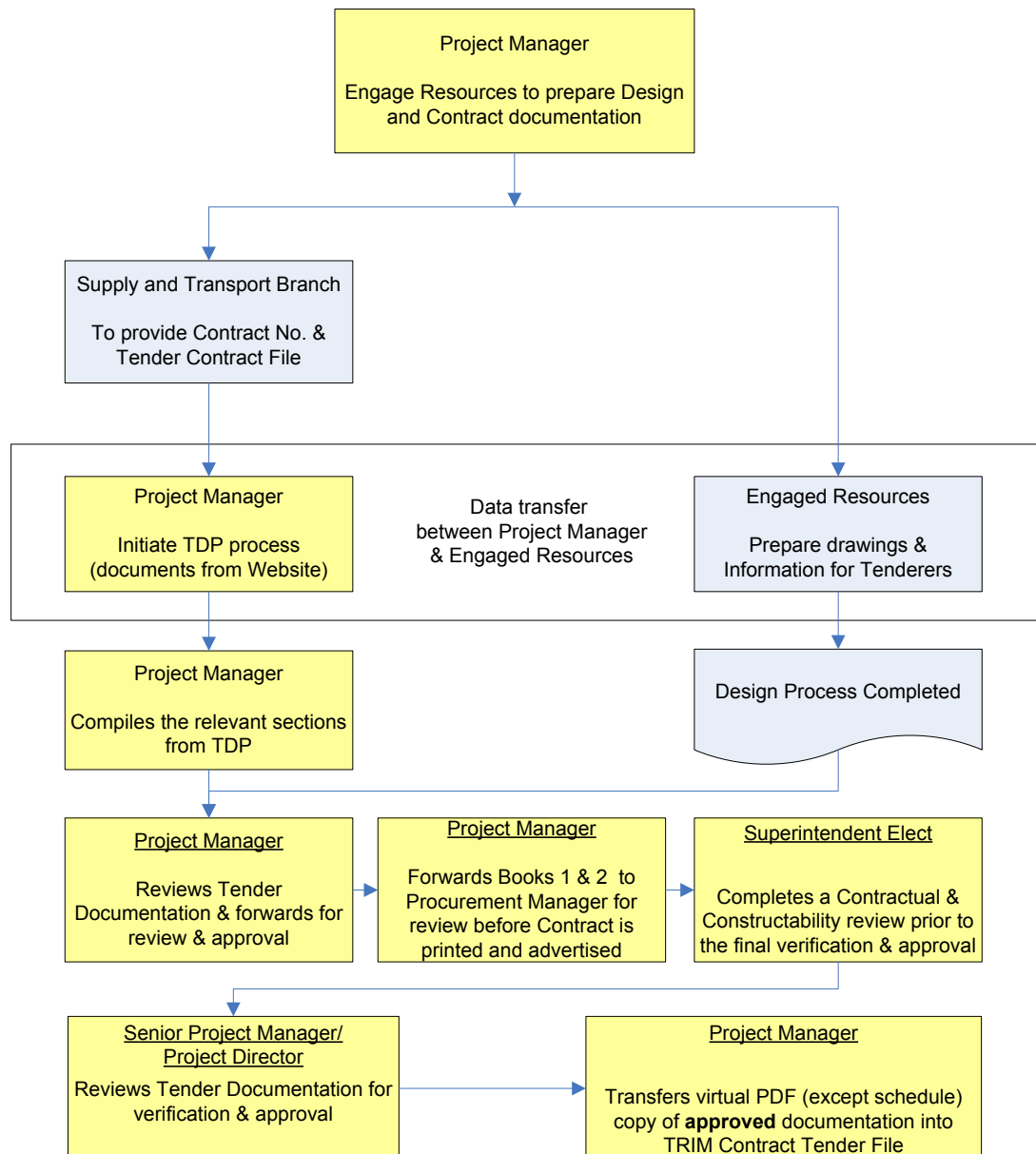
TRIM allows documents to be edited and traceable within TRIM, so to ensure no confusion occurs between the tender document (issued for tender) and the modified version because of an addenda (used at award), the following nomenclature for a saved file in TRIM shall be followed.

Contract №,	Contract Title,	(Road №),	Specification №	Addenda №
C0056-05,	Wiluna – Magellan	(H049),	Spec 301	Addenda 1

All edits of downloaded TDP documents need to be tracked using track changes to allow easy identification of what has been changed to aid review and approval. If all information relating to a clause is deleted then the clause number shall be retained and the words "NOT USED" must be inserted. Further guidance is included within every Specification process.

5.3.2 TDP Process Flowchart

The flowchart below outlines the editing and review/approval of the TDP process.



The PM must also ensure when compiling the tender documents that all tender requirements are met.

5.4 TENDER DOCUMENTS

The structure of a Major Works Tender Document is as follows:

Tender Submission Document (Book 1)	Conditions of Contract (Book 2)	Technical Specifications (Book 3)	Drawings (Book 5)	Information for Tenderers
<ul style="list-style-type: none"> • Pink Page • Locality Plan • Index • Invitation to Tender • Conditions of Tendering (standards) • Tendering Schedules as per Conditions of Tendering • Special Conditions of Tendering (project specific) • Form of Tender • Form of Agreement • Preambles • Schedule of Rates & Bill of Quantities 	<ul style="list-style-type: none"> • General Conditions of Contract AS 2124 Annexure A & B • Special Conditions of Contract • General Requirements (refer to 100 Series) • Management Requirements (refer to 200 Series) 	<ul style="list-style-type: none"> • Earthworks (refer to 300 Series) • Drainage (refer to 400 Series) • Pavements & Surfacing (refer to 500 Series) • Traffic facilities (refer to 600 Series) • Electrical & Lighting (refer to 700 Series) • Miscellaneous (refer to 900 Series) 	<ul style="list-style-type: none"> • Book 5A – Roadworks and Other Drawings • Book 5B – Cross Sections 	<ul style="list-style-type: none"> • Disclaimer • Ground Investigations • Principal supplied material • Consultants reports
		<ul style="list-style-type: none"> • Structures (refer to 800 Series) 	<ul style="list-style-type: none"> • Drawings (Book 6) • Structures 	
		<ul style="list-style-type: none"> • Technical Specifications (Book 4) 	<ul style="list-style-type: none"> • Standard Drawings Main Roads Website • Standard Contract Drawings (refer to Main Roads Website) 	

The above Tender Documents structure represents all requirements. The contract specific tender documentation may not necessarily include all of the above.

It is essential that the Tender Submission Document (Book 1) be bound separately from the working Specifications. From Books 2 to 6, it is recommended the above structure be followed however the final decision rests with the Project Manager. For larger contracts, it is recommended that separate Books for Roadworks and Structures are created. The Information for Tenderers book must always be separate with a copy to be maintained in the Regional Library for potential future claims and historical data.

5.4.1 Technical Specifications

The Technical Specifications can be found on the TDP website which consists of:

- Technical Specifications;
- Contract Specific Requirements;
- Annexures; and
- Guidance Notes (to aid the Project Manager)

The main body of the Technical Specification is designed **not** to be amended (except for deletions of whole clauses marked as 'NOT USED' or where guidance notes indicate otherwise). It is essential that any amendments to the specification be reviewed and endorsed by the Specification custodian before being included. A record of the review and endorsement by the specification custodian must be placed on the Trim file.

5.4.2 Contract Specific Requirements

The intent of this section of the Specification is to allow contract specific clauses to be added, either from drafted clauses provided in the guidance notes, or other clauses required to reflect the needs of the Project / Contract to assist the Tenderer / Contractor and the Superintendent. These clauses must to be reviewed by the specification custodian and the Senior Project Manager.

5.4.3 Annexures

The annexures follow the Contract Specific Requirements section and shall be prepared in accordance with the guidance notes for that specification. It is intended that the majority of the contract specific requirements are included in this section of the document.

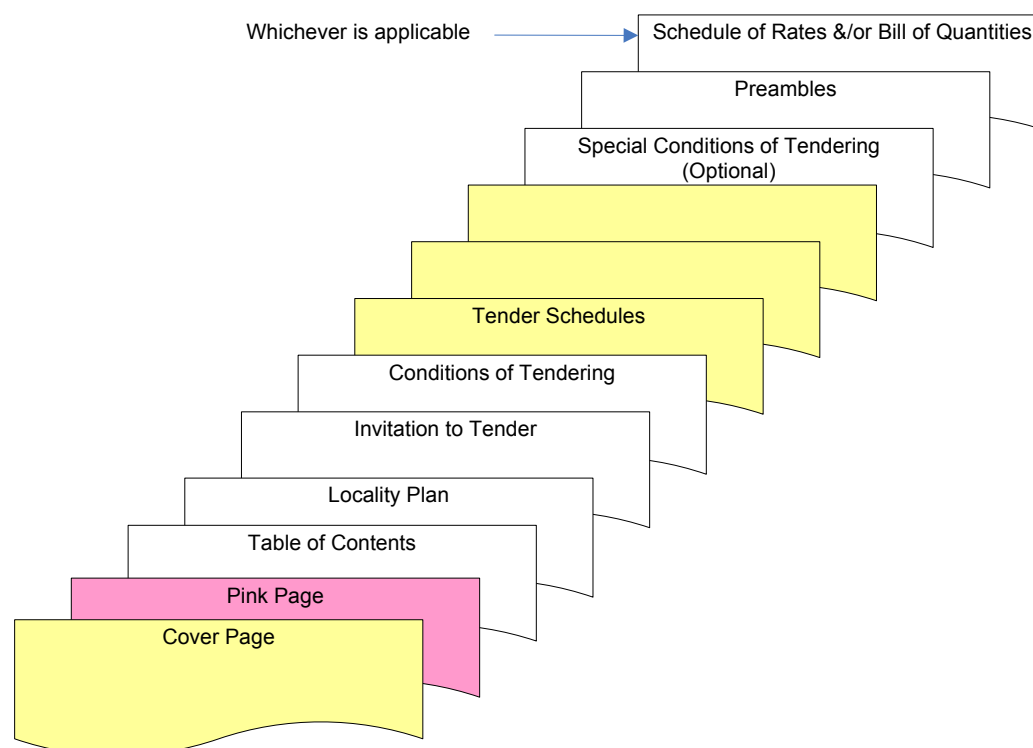
5.4.4 Guidance Notes

Most Specifications contain Guidance Notes providing advice on how to complete contract specific matters (such as Annexures to a Specification) or advise where additional advice may be obtained from.

All amendments must be reflected in the revision register located at the front of each Specification, and acts as a quick guide to the tenderer of any changes made to the Specification. However, this does not relieve the tenderer of their obligation to check the details of the offer in its entirety before submitting a tender.

5.5 PREPARATION OF 'TENDER SUBMISSION DOCUMENT' – (BOOK 1)

This section describes the contents of the Tender Submission Document (Book 1) and the standard format to use.



The Tender Submission Document must be a separate book.

5.5.1 Cover Page (Pintail Cream, Buff or Ivory)

The cover page template is for each contract. The cover page is to be printed on A4 Pintail Cream, Buff or Ivory coloured paper.

5.5.2 "Pink Page" (Reflex Pink or equivalent)

The "Pink Page" is an A4 pink coloured sheet inserted in the front of the document to highlight significant recent additions and/or changes to any part of the Tender Documents. The name of a contact person (usually the Project Manager) for reference for the technical content of the tender documents is appended at the foot of the page.

5.5.3 Locality Plan

A locality plan is to be inserted into the tender document for identification of the Site. The locality plan is usually A4-size 'Not to Scale' diagram showing the general location of the

Works in relation to key features in the vicinity of the Works. Alternatively where the locality plan is incorporated into the Tender Drawings a reference to the relevant Drawing number shall be provided instead.

As a minimum, the locality plan shall clearly show the Regional Centre in relation to the location of the site of the Works and major regional towns. The use of SLK to define the extent of the Works and location to major regional towns will be required.

5.5.4 Table of Contents

The table of contents must include all parts of the tender submission document and is inserted as a field on the appropriate page.

5.5.5 Invitation to Tender

This section describes the contract and identifies any requirements of the tender that require highlighting such as the prequalification category.

5.5.6 Conditions of Tendering

The conditions of tendering include the following as applicable:

- Standard Conditions (CT 1 - CT 22);
- Principal Supplied Items (Form 1);
- Conditions of Contract (Annexures A and B)
- Tender Schedules A to Q for completion by the tenderer; and
- Form of Agreement (Form 2)

5.5.7 Special Conditions of Tendering

This section is used when:

- there are additional conditions of tendering; and/ or
- the standard conditions of tendering require modification.

Any additional contract specific conditions or modification to standard conditions of tendering must be reviewed and approved by Supply & Transport Branch.

5.5.8 Preambles to the Schedule of Rates and/ or Bill of Quantities

The Preambles to the Schedule of Rates and/ or Bill of Quantities forms part of Main Roads' Standard Method of Measurement for Construction Works (SMM). The Preambles must be included in full without alteration. The use of contract specific preambles is described in SMM 'Principles for Preparing Schedule of Rates and Bill of Quantities' (refer to clause 1.5).

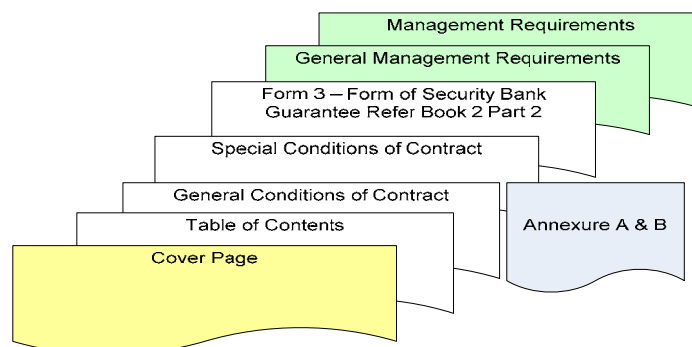
The SMM contains Main Roads' standard for the measurement and payment of items on a Contract and is not to be included in the tender document. A PDF extract of the Preambles to the Schedules of Rates and Bill of Quantities can be accessed from the Website under Major Works Tender Document Preparation for the inclusion into the contract documentation.

5.5.9 Schedule of Rates and/or Bill of Quantities

The Schedule of Rates and / or Bill of Quantities must be prepared by a qualified Quantity Surveyor in accordance with the SMM. An example of a Schedule of Rates listing typical items to be valued is available from the Website under Major Works Tender Document Preparation.

5.6 PREPARATION OF 'CONDITIONS OF CONTRACT' – (BOOK 2)

This section describes the contents of the Conditions of Contract (Book 2) and the standard format to use.



5.6.1 Cover Page (Pintail Cream, Buff or Ivory)

As for Book 1 (refer to Clause 5.5.1)

5.6.2 Table of Contents

The table of contents includes:

- Annexures A & B of the General Conditions of Contract;
- the Special Conditions of Contract;
- General Management Requirements; and
- Management Requirements.

5.6.3 General Conditions of Contract (Annexures A & B only)

Main Roads does not issue AS 2124-1992 General Conditions of Contract as part of the tender document and the Tenderer is responsible for obtaining their own copy. However Annexures A and B to the General Conditions of Contract must be completed and included in Book 2 and shall be printed on Reflex blue (or equivalent) paper.

5.6.4 Main Roads Special Conditions of Contract

The use of Main Roads' Special Conditions of Contract is mandatory in the tender documents and can be categorised as follows:

- SCC1 – SCC30 – amendments to AS2124 General Conditions of Contract
- SCC31 – SCC46, SCC51 – SCC52 – Main Roads specific additional Conditions of Contract
- SCC47 – SCC50 – optional contract specific conditions that can be included where necessary such as:
 - SCC47 – 'Adjustment for Rise and Fall in Costs'(for works over 6 month duration)
 - SCC48 – Liabilities to Gas and Oil Services and Westrail (for works over rail or where third party liability exists)

- SCC49 – National Code of Practice for Construction Industry (if Federally funded – refer to the Author’s Notes for SCC49)
- SCC50 – Industry Participation Plan (for contracts over \$20M)

Any additional specific conditions of contract may be added by the Project Manager but only after review by a Procurement Manager and endorsed by the Senior Project Manager/ Project Director.

5.6.5 Management Specifications

The management specifications are mandatory for every AS2124 Contract and consist of the 100 and 200 series of specifications.

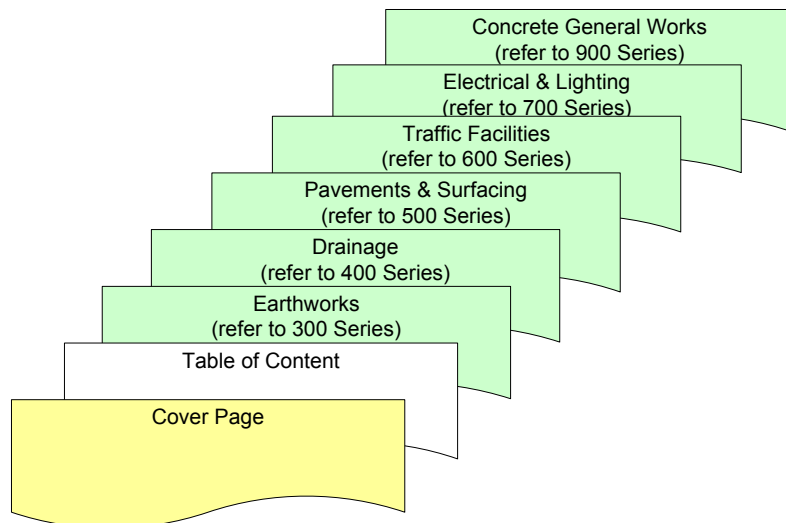
The 100 series of specifications, (General Requirements), describes the scope and associated preliminaries of the works.

The 200 series of specifications, (Management Requirements), specifies the management system requirements be compliant with the following:

- Quality (ISO AS/NZS 9001),
- Traffic (Main Roads Code of Practice for Works on Roads),
- Occupational Safety and Health (AS/NZS 4801) and
- Environment (ISO AS/NZS 14001).

Tenderers are required to have the above management systems. Refer to Main Roads’ Website for all Prequalification information.

5.7 PREPARATION OF THE CONTRACT ‘TECHNICAL SPECIFICATIONS’ – (Book 3 & Book 4)



Book 3 - contains the 300 to 700 Series, plus the 900 Series Technical Specification; and

Book 4 - contains the 800 Series (structural) Technical Specification;

5.7.1 Cover Page (Pintail Cream, Buff or Ivory)

As for Book 1 (refer to Clause 5.5.1)

5.7.2 Table of Contents

The contents shall include all the Specifications required for the tender document. It is recommended that the index for Books 3 and 4 are created manually by listing the Specifications by number and title e.g. 'Specification 302 – Earthworks'. The page numbering for each Specification should be retained, rather than attempting to individually re-number the Specification pages sequentially for these Books.

5.7.3 Technical Specification Series (Green Cover Page)

Technical Specifications are categorised into series, with each series having a unique hundred number, e.g. 300 Series – Earthworks.

A copy of all Technical Specifications (300 to 900 Series) for a particular contract must be included in Books 3 and / or 4 (refer to Clause 5.4). This should also include all specifications cross-referenced within an included specification that would otherwise not be required. Copies of all specifications (Management & Technical) are available from Main Roads' Website.

5.8 Preparation of Project Drawing 'Books'

This section describes the standard format to use when compiling contents for the various project drawing books required:

- Book 5 – Roadworks and Other Drawings;
- Book 6 – Structures.

5.8.1 Book Cover Page (Pintail Cream, Buff or Ivory)

As for Book 1 (refer to Clause 5.5.1)

5.8.2 Project Drawing Book Index

An index of all Drawings contained within the book can be on a separate page or may be incorporated on one of the Drawings as the first page of the book.

5.8.3 Project Drawing Books

Drawings are prepared in A1 size and reproduced to A2 size for the Tender Document.

The following project drawing books must include the following requirements:

- ROADWORKS (BOOK 5)

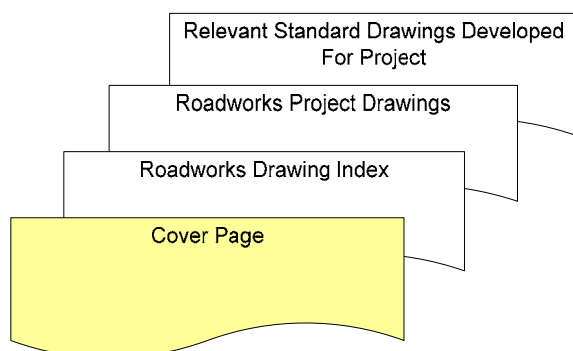
The project drawings for Roadworks must be produced in accordance with the [Road & Traffic Engineering Design & Drawing Presentation Guideline, Document No 67-08-88](#) and can be obtainable from the Main Roads' web site at: >Standards > Roads and Traffic Engineering > Design Drawings > Design and Drawing Presentation.

For larger contracts it is suggested that separate books are produced, for example:

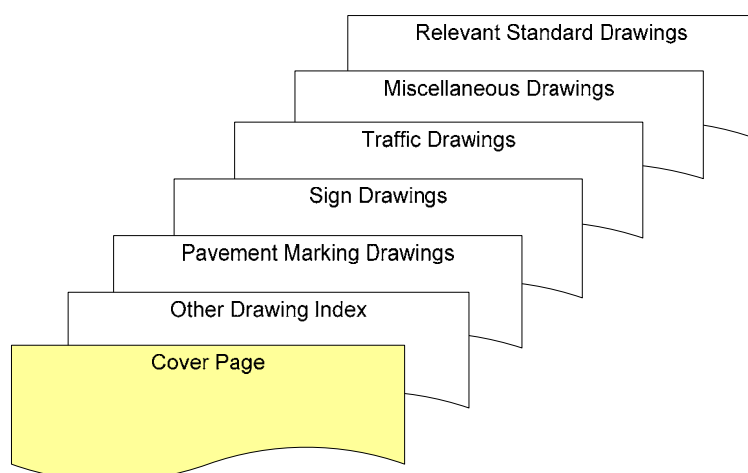
- Book 5A could include Roadworks and Other drawings; and
- Book 5B could include Cross Section drawings.

For smaller contracts it may be appropriate to have all drawings in a single book.

Example of Roadworks Book 5



Example of Other Drawings Book 5A



- STRUCTURES (BOOK 6)

The project drawings for Structures must be produced in accordance with the [Structures Engineering Guideline on Presentation and Format of Drawings, Document No 6706/02/2228](#) obtainable from the Main Roads' web site at: >Standards > Structural Engineering > Design and by then selecting, "Guideline on Presentation and Format of Drawings (PDF 1.6MB)" under the "Technical Guidelines" heading.

The Main Roads Standard Contract Drawings are reproduced from the [Structures Engineering Standard Drawings Manual, Document No.3912/07](#) (hard copy only), or from electronic versions of Standard Drawings obtainable from the Main Roads' web site at: >Standards > Main Roads Drawings > Standard Contract Drawings

The above Drawing Book example should also be adopted for Structures and other like groups (e.g. Electrical).

- **RELEVANT STANDARD CONTRACT DRAWINGS**

Main Roads standard contract drawings are obtainable from the [Standard Contract Drawings Document No 67-08-52](#) from the Main Roads' web site.

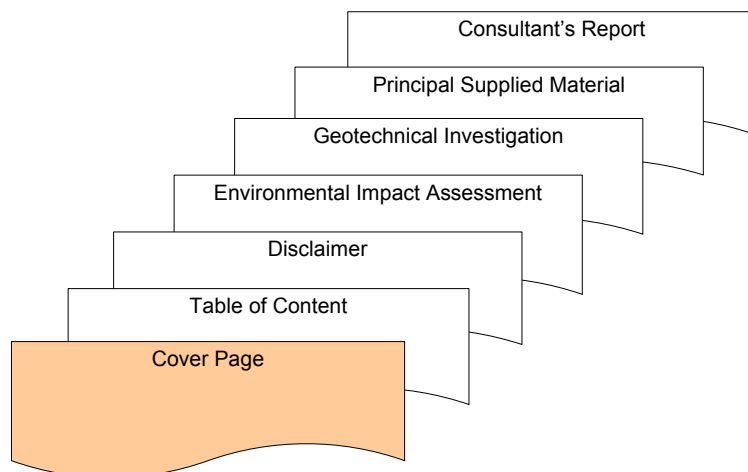
Road Design and Structures Branch should be consulted on the best method of including the standard drawings in the tender document. It is preferable for the standard drawings to be obtained from the Main Roads' website. The Project Manager **must** ensure that any Consultant does not download, amend or re-badge Main Roads' standard drawings. If a Main Roads' standard drawing does not cover the circumstance required for the contract, then the drawing must be, re-designed, verified and approved by the Consultant. In such circumstances the custodian whose standard drawing has been altered must also be consulted.

- **OTHER DRAWINGS – Pavement Markings, Signs, Traffic, Miscellaneous**

Non-Main Roads standard drawings are produced in accordance with the [Road & Traffic Engineering Design & Drawing Presentation Guideline, Document No 67-08-88](#) obtainable from the Main Roads' web site at: >Standards > Roads and Traffic Engineering > Design Drawings > Design and Drawing Presentation.

5.9 Preparation of 'Information for Tenderers'

This section describes the contents of the Information for Tenderers book, and the standard format to use.



5.9.1 Cover Page (Lapwing - Light Brown)

5.9.2 Table of Contents

The table of contents must include all parts of the Information for Tenderers document.

5.9.3 Disclaimer

A disclaimer document is mandatory, and is obtainable from the TDP web site (Document № 67-05-3071) under Tender Document Preparation.

5.9.4 Environmental and Heritage

An Environmental Impact Assessment and Heritage report must be included in the Information for Tenderers book. The Project Manager must seek advice from Environment Branch to ensure appropriate reports are included in this book

5.9.5 Ground Investigations

All ground investigation reports and test results that are relevant to the project must be included. These reports can be manually inserted.

5.9.6 Principal Supplied Material

This should include descriptions and reports related to all material supplied by the Principal.

5.9.7 Consultants' Reports

All relevant consultant reports that may assist the contractor during the period of the contract should be included. Hardcopy reports should be scanned into TRIM and inserted electronically into the document.

5.10 MAIN ROADS PUBLICATIONS

Where the tender document makes reference to or includes quotations from Main Roads' publications, Project Managers must ensure the following:

- The tender document clearly states a point of contact and telephone number for the purchase of the publication, or the web address where the publications can be down loaded from the Main Roads web site;
- The Don Aitken Centre Librarian or Regional Office Business Services Manager is notified so that a copy of the publication(s) is available if required by a Tenderer.

5.11 ISSUE OF ADDENDA

The issue of addenda is covered in the Tendering & Contract Administration Manual (see part 7.4.12, Issuing Amendments to Tender Documents – Addenda).

5.12 STATUTORY REQUIREMENTS

5.12.1 The PM must ensure that all key Main Roads environmental obligations (ie clearing) have been addressed as identified in the Environmental Obligations Register (67/07/027).

5.12.2 The PM must ensure that all designers forward a written OSH report with their designs (refer to Occupational Health and Safety Regulations 1996, Division 12 Part Construction Industry – consultation on hazards and safety management etc).

The PM must then determine how the hazards detailed in Designer's report are communicated to the Contractor:

- in contract specific requirements, and / or
- in the Principal's identified Hazards in Annexure 203A; or
- to include Designer's report in the Information for Tenderers.

5.12.3 An Occupational Health and Safety Report, as required by regulation 3.140 will be provided to the Contractor prior to the Contractor commencing work on Site. This report sets out:

- The hazards that the Designer has identified as part of the design process that arise from the design of the end product of the construction work and to which a person at the construction site is likely to be exposed; and
- The Designer's assessment of the risk of injury or harm to a person at the construction site that may result from those identified hazards; and
- The means by which the identified risk may be eliminated, reduced or better controlled; and
- Which of those hazards the Designer has identified but not resolved.

6. TENDER DOCUMENT REVIEW

Tender Document review is a mandatory requirement and is to be carried out by the Senior Project Manager or Project Director in accordance with the Tendering & Contract Administration Manual. The review consists of an editorial and technical assessment of the draft tender documents (refer to Appendix M of the Tendering & Contract Administration Manual).

The tender document review must be followed by a contractual and constructability review of the draft tender documents. This is carried out by the Superintendent (elect) or other officer experienced and/or qualified in the type of contract concerned.

Supply and Transport Branch **will not proceed** to advertise the tender without evidence that the review process has been performed and signed off as having been completed by the Senior Project Manager/ Project Director.

Attached to this procedure is the TDP Checklist to be completed. It is the responsibility of the Project Manager to ensure all requirements of the checklist are completed and signed off. The TDP Checklist shall be placed on top of the contract Tender file on completion.

The Project Manager must complete the specification amendment checklist located at the back of each specification to be used for the tender.

TDP CHECKLIST

PROJECT: _____

PROJECT №: _____

Project Manager: _____

Proposed Tender Date: _____

Anticipated Award Date: _____

Anticipated PC Date: _____

Preliminaries Requirements

- Request for a Contract Number Contract №: _____
- Request for a Contract File Contract File №: _____
- Probity Checklist
- Works – Contract Checklist
- Met – Appendix M requirements of the Tendering and Contract Administration Manual

Statutory Requirements

- Design – written OSH Report from Designer
- OSH – Division 12 of Part 3 of the OSH regulations
- Environment – refer to Environment Obligations Register (Environment website)

Mandatory Requirements for Tender Documents

- Tender Submission Document
- Conditions of Tender
- Schedule of Rates / Bill of Quantities
- Conditions of Contract
- Special Conditions of Contract

Management Requirements:

100 Series

- 101 Description of Works
- 102 Survey Information
- 103 Site Facilities
- 104 Entry to Land
- 105 Water Supplies
- 106 Utilities & Services
- 107 As Built & Handover Requirements
- 108 Contract Specific Requirements

200 Series

- 201 Quality Systems
- 202 Traffic
- 203 OSH
- 204 Environment

- Information for Tenderers

Project Specific Requirements

Technical Specifications:

- 300 Series – Earthworks
- 400 Series – Drainage
- 500 Series – Pavement & Surfacing
- 600 Series – Traffic Facilities
- 700 Series – Electrical & Lighting
- 800 Series – Bridges/ Major Structures
- 900 Series - Miscellaneous

Drawings

- Roadworks & Cross Section
- Structures
- Relevant Standard Drawings (Website)
- Signs & Lines
- Electrical
- Miscellaneous

TDP CHECKLIST Review and Tender Approval

< **PM** to review all documentation in whole and sign off each specification checklist when completed >

All tender documents completed and reviewed by:

(PM) Name

Signature

Date

< **Superintendent** (elect) to review documentation for contractual & constructability completeness >

Reviewed By:

(S) Name

Signature

Date

< **PM** to forward Books 1 & 2 to **Procurement Manager** for review >

Reviewed By:

(S) Name

Signature

Date

< **Senior Project Manager / Project Director** to verify and approve Project / Contract documentation for tender >

Approval to Tender by:

(SPM / PD) Name

Signature

Date

Important: For probity reasons, an independent review must be completed. One person can not sign off this form in two positions.

Place all documents (in PDF format, except schedule) on the contract Tender file.

Note: This checklist to be placed on top of the contract Tender file when completed.