

Service Phase 6 Tender-Ready Checklist

Use this checklist to review whether your tender documents, bill of quantities, cost basis, and project scope are ready before the bidding process begins.



1. Planning Basis

- Execution plans are complete and coordinated.
- Drawings, specifications, and schedules are aligned.
- Scope boundaries are clearly defined.
- Interfaces between trades are identified.
- Open design decisions have been resolved.



2. Bills of Quantities

- Quantities are traceable back to drawings or models.
- Measurement rules are applied consistently.
- BOQ items are clear, measurable, and structured logically.
- Units, descriptions, and item breakdowns are consistent.
- Assumptions and exclusions are documented.



3. Tender Documents

- Tender documents are consistent with drawings and specifications.
- Bid packages are clearly structured.
- Package scopes avoid overlaps and gaps.
- Contractor deliverables are described clearly.
- Clarification needs have been minimized before issue.



4. Cost and Risk Review

- The cost basis has been checked against previous estimates.
- Major price risks are identified.
- Allowances, contingencies, and exclusions are documented.
- Market assumptions are realistic.
- Budget impact of unclear items is understood.



5. Roles and Handover

- Responsibilities are clear between project owner, design team, cost consultant, and project manager.
- Approval status of tender documents is clear.
- Handover to Service Phase 7 is prepared.
- Bid evaluation criteria are aligned.
- Bidding contractors can price the same scope.