Pre-bid release checklist

Confirm the scope, cost assumptions and selling-price authority.

Project: _____

Proposal / drawing revision: _____

Submission date: _____ Reviewed by: _____

- [ ] **Scope matches the proposal**

  The priced scope matches the current documents and proposal revision.

- [ ] **Quotes are current and comparable**

  Confirm expiry dates. Resolve or disclose inclusions, exclusions and allowances.

- [ ] **Production accepts the delivery plan**

  Validate labor hours, site access, sequencing and schedule assumptions.

- [ ] **Cost recovery and return are explicit**

  Check overhead, risk and double counting. Define the profit measure and selling price.

- [ ] **Commercial exceptions are authorized**

  Record the authorized approver and any accepted pricing exceptions.

Authorized price: $_____ Approver: _____

Exceptions / unresolved items: _____

_____

Input changed? Return the affected decision to its reviewer.

Keep the approved revision identifiable. Release only after the required reviews and authorizations are recorded.