

Checklist before tender

Before tender you have to check the following:

Checklist: The man-hours and the client's time schedule.
 The material. Check up to date prices.
 How many workers?

Subcontractors: Their prices.
 Reservations/ Responsibility.
 Are the subcontractors bids filled out correctly?
 CM added to the price.

Site costs: Management cost (manager, foreman).
 Rigging/Unrigging costs.
 Transport intern/extern.
 Winter precautions
 Garbage/ waste

Contribution margin:What about the risk?
 CM in %
 Profit
 Interests
 Financial costs.

Sales price: Check the main numbers.

The Bidding list: Control the final bid
 Fill out on every line
 Write your signature on all pages
 Changes/ reservations must be mentioned on the front page.
 Enclosures must be in the envelope.

The final must be in an envelope showing group number, time, place for the tender, name of the company etc.