Contractors

checklist

for received tender material.

The checklist can be used for the first scrutiny of the received material, but also for the more detailed scrutiny during the bidding phase.

The completed checklist can be a good help in the preparation to a pre-tender meeting, or by a later hand over to a colleague.

The checklist is elaborated
by BYG Cph.. and rev.
july 2002/nst

Checklist for received tender material

The list is gone through by: María García Lloris   Date: 11/11/2014

1.   Overview of the received material (letter of tender)

1.1   Client:

> BBH1 ApS, c/o Svanen Development A/S, Gødvad Bakke 4, 8600 Silkeborg

1.2   Tenderer:

> MGL building company

1.3   Building case:

> Offices building 2 floors + basement

1.4   Trade form:

Ind. Trade form.:	Subcontractor.:	Main contractor.:	
		x	

1.5   Tender form:

Public:	Selected:	confidential bid:	
		x	

1.6   Tender time: Date: 5   12   Time: 9:00

1.7   Place for tender /adress:

> Chr M Østergaards Vej 11, 8700, Horsens

1.8   Are any documents, (drawings, pages in specification etc.) missing, and what:

> no

1.9   Closing time for questions regarding the tender material.   Date: Not   mention

1.10   Closing time for revisions.   Date: Not   mention

1.11   Other specific conditions mentioned in the tender letter for the buildingcase:

> Not any specified conditions mentioned

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2.   Overview of the building case:

2.1	Short description of the building case:	Offices building 2 floors + basement	
2.1.1	and volume	511.259 m² total floor area	
2.2	Location of the building site:	Vejlevej 19, 8700 Horsens	

Who is responsible for:

2.3.	Administration of the building case:	Project manager	
2.4	Site management:	Construction manager	
2.5	Trade supervision in the building case:	Foreman	

Time schedule for the building case:

2.6	Expected start of the case:	Date: 6/04/2015	
2.7	Expected handover of the case:	Date: 23/10/2015	
2.8	Expected start of **this trade**:	Date: not exact time indicated	
2.9	Expected handover of **this trade**:	Date: not exact time indicated	
2.10	**Building in wintertime:**	Yes: x No:	

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3.   Common conditions and Special conditions:

<div align="right">
Remarks/reference
Drawing no.
Specification pos..
</div>

Pay specific attention to additions and deviations to GC 92 and "normal practice"!

3.1	**The project material;** -is it stated, that the contractor have to read through the complete material **(NB! GC 92 § 2 is in force)** (work, which is not clearly drawn, specified or eventually ref. to in another trade)	Yes:	X	No:		Page 4 § 2
3.2	Are alternative bid desirable:	Yes:		No:	X	
3.3	Are the standardreservations rekognized, e.g. BYG's as a part of the bid?	Yes:		No:	X	
3.4	Does the client reserve his position to have a free choice amongst the received bids:	Yes:		No:	X	
3.5	Binding time of bid:			No. of weeks:	8/ 40 days	§ 3 subsection 5
3.6	**Price and time (fixed):**	Yes:	X	No:		Page 5 § 2
3.6.1	Are there deviations from price and time cirkular of 10 oct. 1991, Incl. a.o. fixed price (max in 12 mth.)	Yes:	X	No:		Page 5 § 2
3.6.2	**Which deviations?**	Adjustments of the contract value for the prices changes after 12 months nust be made on the basis of Danmark Statistik's Adjudment Index for residential building.				
3.7	**Contractors security bond**		Date for release:_____			Page 6 § 8
3.8	**Is it released on demand?**	Yes:		No:	X	
3.9	**Does the client provide security?**	Yes:		No:	X	Page 6 § 7

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3.10	**Form of payment:**		Phaseplan:			No phase plan
3.10.1			Interim certificate:	X		

3.   Common conditions and Special conditions - continued:

<div align="right">Remarks/reference
Drawing no.
Specification pos..</div>

3.11	**Payment; -** are conditions for payment of the contractsum specified?	Yes:	X	No:		Page 9 § 22
3.12	**Payment; -** are rules for payment of extra work and omissions specified?	Yes:	X	No:		Page 9 § 22
3.13	Are demarcations for project deviations set, acc. to GC 92 § 14	Yes:	X	No:		
3.13.1	What demarcations?					
3.14	**Hand over; -** are there specific conditions for handing over the trade?	Yes:	X	No:		Page 11 § 28
3.15 A	**Withhold;** 15 % security, 0% withhold? GC 92 legislation.	Yes:	X	No:		
3.15 B	**Withhold;** 10 % security, 5 % withhold - not part of GC 92	Yes:		No:	X	
3.16	**Release of security bond; -** are there specific conditions for release of eventually **security bond?**	Yes:		No:	X	
3.17	**Sanctions;**					
3.17.1	Day fine (per. calendarday or workday **(should be workday)**:	500 first 5 days/1000 after 5 days	Kr. per. day:			Page 10 § 25
3.18	Are there a description of the rules for calculation of and release of day fines?	Yes:	X	No:		Page 10 § 27
3.19	**Waste days estimation; -** are there description of how kind of and volume of waste days are estimated? (including definition of bad weather)	Yes:	X	No:		
3.20	**Formal demands regarding respite acc. To AB 92 § 24**	Yes:	X	No:		

3.21   **Time limits regarding compensation from**

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	contractor to client acc. to GC 92 § 27	Yes: X	No:	
3.22	**Is GC 92 § 35 stk 2 deviated. Pay attention to compensation related to Operation And Maintenance expenses.**	Yes:	No: X	

3.   Common conditions and Special conditions - continued:

<div align="right">Remarks/reference
Drawing no.
Specification pos..</div>

3.23	**Is the 5 years guarantee acc. to GC 92 deviated? (not recommended.)**	Yes:	No: X	
3.24	**Is demand regarding 5 years suppliers Guarantee deviated? (should follow contractors guarantee)**	Yes:	No: X	
3.25	Are there demand for specific Insurances.	Yes:	No: X	
3.25.1	Which?			
3.26.1	**Do the client have all-risk insurance?**	Yes:	No: X	
3.26.2	**Own risk?, if yes, how much?**	Yes:	No:	
3.27	Has the client taken a policy for storm and fire?	Yes: X	No:	
3,27.1	are the contractor included?	Yes: X	No:	
3.28	**Meetings:** -are there a demand for participation in meetings beyond the usual site meetings?	Yes: X	No:	
3.29.1	Time limits for objections to minutes acc. to GC 92 § 19	Yes: X	No:	
3.29.2	Which other meetings?			

Is it marked clearly, who is responsible for:

3.30	-the common buildingsitearrangement maintenance/cleaning of common areas.	Yes: X	No:	

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3.31	-Who will pay for usage of electricity, Telephone and water?	Yes:	X	No:		
3.32	-weatherprovisions in common areas	Yes:	X	No:		
3.33	- securityprovisions in common areas	Yes:	X	No:		

4.   Are there particular specifications on the tenderform:

<div align="right">remarks/reference
drawing no.
Specification pos..</div>

4.1	Unitprices:	Yes:		No:	X	
4.2	Alternative unitprices:	Yes:		No:	X	
4.3	Special prices for weatherprovisions (winterpricelist)	Yes:		No:	X	It has to be under agreement
4.4	Special prices for safetyprovisions	Yes:		No:	X	
4.5	Information regarding cabin needs:	Yes:	X	No:		
4.6	Information regarding man-days:	Yes:		No:	X	
4.7	Information regarding storage needs:	Yes:	X	No:		
4.8	Are samples of material or other particular samples requested?	Yes:	X	No:		

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4.8.1   Which?

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5.   Overview of the trade:

<div align="right">
Remarks/reference
drawing no.
Specification pos..
</div>

5.1	**Extent of the trade: -** do the drawinglist contain a clear indication of the drawings, attached to the trade?	Yes:		No:	x		
5.2	Is it evident which constructionworks is included in the trade?	Yes:	x	No:			
5.3	**Worksiteplanning;** - are there a clear specification of the demands for the contractors workplanning, including detailing and demands for updating?	Yes:		No:	x		
5.4	**Supervision:** - are particular conditions for supervision stated from:						
5.4.1	Authorities?	Yes:		No:	x		
5.4.2	Client?	Yes:		No:	x		
5.4.3	Contractor?	Yes:	x	No:			
5.5	Specific remarks:						

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6.   Quality Assurance:

6.1	Quality Assurance: **-** are there demand for Quality assurance cf. departmental order no. 202 of 23.03.2000?	Yes:	No:	
6.2	Are participation in projectscrutinity-meeting(s) requested?	Yes: X	No:	
6.3	Are a controlplan included in the projectmaterial?	Yes:	No: X	
6.4	Are there special demands for delivery control?	Yes: X	No:	
6.4.1	What special demands?	Every delivery and work has to be controlled and documented. (Case Specifications enclousure 0.6).		
6.5	Are there special demands for process control?	Yes: X	No:	
6.5.1	What special demands?	Building case specifications part 0.6.1		
6.6	Are special tests needed?	Yes: X	No:	
6.6.1	What special tests?	Soil tests, concrete test.		
6.7	Are there demand for Q.A.-documentation?	Yes: X	No:	
6.7.1	What special demands?	Contractor must document delivery control, function control, proccess control, and that has to be logged into the quality assurance handbook (Case specifications enclousure 0.6).		
6.8	Are information regarding individual materials and building components certificates, guaranties and Operation and Maintenance requested?	Yes:	No: X	

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6.8.1	What materials and building components?	1	

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7.   Overview of the work of the individual profession:

7.1   Extent:

The best way to determine the extent is done by measuring and pricing of the individual building components
(partworks /activities)

Other works in the form of: e.g.   - test of materials
- design
- arrangement of building site
- operation of building site
- weatherprecautions
- safetyprecautions
- quality-management

Are determined during the bidding phase as well.

7.2   Directions:

<div align="right">
Remarks/reference
Drawing no.
Specification pos..
</div>

7.2.1	**-are there references to norms and technical provisions, which have to be followed?**	Yes: X	No:	
7.2.2	Which norms and technical provisions?	The Building Regulations , BR 08, existing laws, departamental orders, statutes, regulations, rules, decrees, including the Labour Inspectorate and the Utility Work's provisions.		
7.2.3	**-is it stated which certificates, declarations etc. are requested?**	Yes:	No: X	
7.2.4	Which certificates and declarations?			
7.2.5	**-are preconditions for execution of the work stated, like tolerances at previous work/trade**	Yes:	No: X	
7.2.6	Which tolerances?			

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8. **Considerations: -should bid be given respecting Conditions in tender material?**

8.1 -are there conditions and requirements stated in: **"1. Overview of recieved material (letter of tender) "** which cannot be accepted?

Yes: ☐   No: ☒   ☐

8.1.1 Which conditions or requirements cannot be accepted **(state pos. and remarks)**

8.2 -are there conditions and requirements stated in **"2. Overview of the building case:"** which cannot be accepted?

Yes: ☐   No: ☒   ☐

8.2.1 Which conditions or requirements cannot be accepted **(state pos. and remarks)**

8.3 - are there conditions and requirements stated in **"3. Common conditions and specific conditions:"** which cannot be accepted?

Yes: ☐   No: ☒   ☐

8.3.1 Which conditions or requirements cannot be accepted **(state pos. and remarks)**

8.4 - are there conditions and requirements stated in **"4. Are there particular specifications on the tenderform:"** which cannot be accepted?

Yes: ☐   No: ☐   ☐

8.4.1 Which conditions or requirements cannot be accepted **(state pos. and remarks)**

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**8.   Considerations: -should bid be given respecting
            Conditions in tender material? - continued**

<div align="right">Remarks/reference
Drawing no.
Specification pos..</div>

8.5   - are there conditions and requirements
            stated in "**5. Overview of the trade:**"
            which cannot be accepted?   Yes: [　]   No: [　]   [　]

8.5.1   Which conditions or requirements
            cannot be accepted **(state pos. and
            remarks)**
            [　　　　　　　　　　　]   [　]

8.6   - are there conditions and requirements
            stated in "**6. Quality-assurance; "**
            which cannot be accepted?   Yes: [　]   No: [　]   [　]

8.6.1   Which conditions or requirements
            cannot be accepted **(state pos. and
            remarks)**
            [　　　　　　　　　　　]   [　]

8.7   - are there conditions and requirements
            stated in "**7. Overview of work for the
            individual trade:**"
            which cannot be accepted?   Yes: [　]   No: [x]   [　]

8.7.1   Which conditions or requirements
            cannot be accepted **(state pos. and
            remarks)**
            [　　　　　　　　　　　]   [　]

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9. Should bid be given ?

9.1 Are reservations beyond the standard reservations needed against some of the conditions, stated in the tender material?   Yes: [ ]   No: [x]   [ ]

9.2 Which reservations are needed beyond standardreservations **(refer to which pos. no the reservation is taken)**   [ ]   [ ]

9.3 -are there other conditions and works where special attention is needed?   Yes: [ ]   No: [x]   [ ]

9.4 Which reservations are needed beyond the standardreservations **(refer to which pos. no the reservation is taken)**   [ ]   [ ]

9.5 Are we giving a bid on above mentioned requirements, incl. the stated reservations?   Yes: [x]   No: [ ]   [ ]

9.6 Are we deviating from above mentioned reservations, if we are invited to negotiate after the tender?   Yes: [ ]   No: [x]   [ ]

9.7 Which reservations are completely unchangeable?   [ ]   [ ]

Tender conditions have been looked through and assessed by:

Date: 20/02/2015

_____   _____**María García Lloris**_____

Employee: Manager:

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