

Contractors
checklist
for recieved tender material.

The checklist can be used for the first scrutiny of the recieved 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.

Checklist for recieved tender material

The list is gone through by: Héctor Huerta Angulo

Date: 15/12/2010

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

			Remarks/ references
1.1	Client:		
1.2	Tenderer:	T.E.A.M Architectural	
1.3	Building case:	Residential multi-storey housing Moldevej 29-39, Vejle	
1.4	Trade form:	Ind. Trade form.: Subcontractor.: Main contractor.: <input checked="" type="text"/>	
1.5	Tender form:	Public: Selected: <input checked="" type="text"/> Private bid:	
1.6	Tender time:	Date: 10.01.2011 Time: 12:00	
1.7	Place for tender /adress:	Room F106 A VIA University College Chr. M. Oestergaards Vej 4, 8700 Horsens, Denmark	
1.8	Are any documents, (drawings, pages in specification etc.) missing, and what:	No drawing list	
1.9	Closing time for questions regarding the tender material.	Date: 18.01.2011	
1.10	Closing time for revisions.	Date:	

1.11 Other specific conditions mentioned in the tender letter for the building case:

- Demolition of the existing facades, staircases and asbestos removal, as well as execution of the replacing it steel structure.
- Ground works, underpinning and pad foundations, as well as all the terrain works including concreting and surfacing.
- Heavy and light steel frame execution in all the building including loadbearing frame, penthouse frame, balconies frame.
- Provisions of new staircases, prefabricated slab at the penthouse floor as well as masonry works in the facades.
- All the carpentry works inside and outside the building including window and curtain wall installation
- Provision of new services installations including plumbing, heating, electricity and ventilation system.
- All the site works including scaffolding erection, provision of machinery and working tools as well as security system provision and clearance of the building site.

2. Overview of the building case:

		Remarks/reference Drawing no. Specification pos.
2.1	Short description of the building case:	The existing 5-storey building is being refurbished to extend it and convert some parts: -New 3 penthouse on the top -Convert 1st floor into offices
2.1.1	and volume	m² total floor area
2.2	Location of the building site:	Moldevej 29-39, Vejle

Who is responsible for:

2.3.	Administration of the building case:	T.E.A.M Architectural	
2.4	Site management:	T.E.A.M Architectural	
2.5	Trade supervision in the building case:	T.E.A.M Architectural	

Time schedule for the building case:

2.6	Expected start of the case:	Date:07/04/2011	
2.7	Expected handover of the case:	Date:06/09/2012	
2.8	Expected start of this trade :	Date: 07/04/2011	
2.9	Expected handover of this trade :	Date: 06/09/2012	
2.10	Building in wintertime:	Yes: ☒	No: ☐

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3. Common conditions and Special conditions:

Remarks/reference
Drawing no.
Specification pos..

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! AB 92 § 2 is in force) (work, which is not clearly drawn, specified or eventually ref. to in another trade)	Yes: ☒	No: ☐	
3.2	Are alternative bid desirable:	Yes: ☒	No: ☐	
3.3	Are the standard reservations recognized, e.g. BYG's as a part of the bid?	Yes: ☐	No: ☒	
3.4	Does the client reserve his position to have a free choice amongst the received bids:	Yes: ☐	No: ☒	
3.5	Binding time of bid:	No. of weeks: 8		40 days
3.6	Price and time (fixed):	Yes: ☒	No: ☐	
3.6.1	Are there deviations from price and time circular of 10 oct. 1991, Incl. a.o. fixed price (max in 12 mth.)	Yes: ☐	No: ☒	
3.6.2	Which deviations?			
3.7	Contractors security bond	15% Date for release:		
3.8	Is it released on demand?	Yes: ☐	No: ☒	
3.9	Does the client provide security?	Yes: ☐	No: ☒	
3.10	Form of payment:	Phaseplan:		
3.10.1		Interim certificate: ☒		

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3. Common conditions and Special conditions - continued:

			Remarks/reference Drawing no. Specification pos..
3.11	Payment; - are conditions for payment of the contract sum specified?	Yes: ☒	No: ☐
3.12	Payment; - are rules for payment of Extra work and omissions specified?	Yes: ☒	No: ☐
3.13	Are demarcations for project deviations set, acc. to AB 92 § 14	Yes: ☐	No: ☒
3.13.1	What demarcations?		
3.14	Hand over; - are there specific Conditions for handing over the trade?	Yes: ☒	No: ☐
3.15 A	Withhold; 15 % security, 0% withhold? GC 92 legislation.	Yes: ☒	No: ☐
3.15 B	Withhold; 10 % security, 5 % withhold - not part of GC 92	Yes: ☐	No: ☒
3.16	Release of security bond; - are there specific conditions for release of eventually security bond ?	Yes: ☐	No: ☒
3.17	Sanctions;		
3.17.1	Day fine (per. calendarday or workday (should be workday)): Min 500 Kr. per. day: GC 92		
3.18	Are there a description of the rules for calculation of and release of day fines?	Yes: ☒	No: ☐
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: ☒	No: ☐
3.20	Formal demands regarding respite acc. To AB 92 § 24	Yes: ☒	No: ☐
3.21	Time limits regarding compensation from contractor to client acc. to AB 92 § 27	Yes: ☒	No: ☐
3.22	Is AB 92 § 35 stk 2 deviated. Pay attention to compensation related to Operation And Maintenance expenses.	Yes: ☐	No: ☒

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3. Common conditions and Special conditions - continued:

			Remarks/reference Drawing no. Specification pos..
3.23	Is the 5 years guarantee acc. to GC 92 deviated? (not recommended.)	Yes: ☐ No: ☒	
3.24	Is demand regarding 5 years suppliers Guarantee deviated? (should follow contractors guarantee)	Yes: ☐ No: ☒	
3.25	Are there demand for specific Insurances.	Yes: ☐ No: ☒	
3.25.1	Which?		
3.26.1	Do the client have all-risk insurance?	Yes: ☐ No: ☒	
3.26.2	Own risk?, if yes, how much?	Yes: ☐	
3.27	Has the client taken a policy for storm and fire?	Yes: ☒ No: ☐	
3.27.1	are the contractor included?	Yes: ☐ No: ☒	
3.28	Meetings: -are there a demand for participation in meetings beyond the usual site meetings?	Yes: ☐ No: ☒	
3.29.1	Time limits for objections to minutes acc. to AB 92 § 19	Yes: ☒ 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: ☒ No: ☐	
3.31	-Who will pay for usage of electricity, Telephone and water?	Yes: ☐ No: ☒	
3.32	-weatherprovisions in common areas	Yes: ☐ No: ☒	
3.33	- securityprovisions in common areas	Yes: ☒ No: ☐	

4. Are there particular specifications on the tenderform:

remarks/reference

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				drawing no. Specification pos..
4.1	Unitprices:	Yes: ☒	No: ☐	
4.2	Alternative unitprices:	Yes: ☐	No: ☒	
4.3	Special prices for weatherprovisions (winterpricelist)	Yes: ☒	No: ☐	
4.4	Special prices for safetyprovisions	Yes: ☐	No: ☒	
4.5	Information regarding cabin needs:	Yes: ☒	No: ☐	
4.6	Information regarding man-days:	Yes: ☒	No: ☐	
4.7	Information regarding storage needs:	Yes: ☒	No: ☐	
4.8	Are samples of material or other particular samples requested?	Yes: ☐	No: ☒	
4.8.1	Which?			

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5. Overview of the trade:

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

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6. Quality Assurance:

			Remarks/reference Drawing no. Specification pos..
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: ☒ No: ☐	
6.3	Are a controlplan included in the projectmaterial?	Yes: ☒ No: ☐	
6.4	Are there special demands for delivery control?	Yes: ☒ No: ☐	
6.4.1	What special demands?	The following materials and products must not be delivered onto the building site before the project management's documentation for them are available: • Bolts and Nuts, 20mm.M20 quality 8.8 • HEB220 beams with welded plates corrosion class C2, steel quality S355 • HEB220 columns corrosion class C2, steel quality S355 • Carbon steel bearing plates • Washers, 0 22mm x 2mm • Black steel bolts and nuts and washers • IPE Corrosion protected with paint Handrail corrosion protected	
6.5	Are there special demands for process control?	Yes: ☒ No: ☐	
6.5.1	What special demands?	Visual control- by worker, foreman or engineer • Measuring- by worker, foreman or engineer • Testing- by manufacturer or other • Control of documentation- on site	
6.6	Are special tests needed?	Yes: ☐ No: ☒	
6.6.1	What special tests?		
6.7	Are there demand for Q.A.-documentation?	Yes: ☒ No: ☐	

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6.7.1 What special demands?

6.8 Are information regarding individual materials and building components certificates, guaranties and Operation and Maintenance requested?

Yes:

No:

X

6.8.1 What materials and building components?

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:

			Remarks/reference Drawing no. Specification pos..
7.2.1	-are there references to norms and technical provisions, which have to be followed?	Yes: ☒ No: ☐	
7.2.2	Which norms and technical provisions?	See Work Specification, point 3.1	
7.2.3	-is it stated which certificates, declarations etc. are requested?	Yes: ☐ No: ☒	
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: ☐	
7.2.6	Which tolerances?	See Work Specification	

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

		Remarks/reference	
		Drawing no.	Specification pos..
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)	Reservation has to be made	
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

			Remarks/reference Drawing no. Specification pos..	
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: ☒	
8.7.1	Which conditions or requirements cannot be accepted (state pos. and remarks)			

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9. Should bid be given ?

Remarks/reference
Drawing no.
Specification pos..

9.1 Are reservations beyond the standardreservations needed against some of the conditions, stated in the tender material

Yes:

No:

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:

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:

No:

9.6 Are we deviating from above mentioned reservations, if we are invited to negotiate after the tender?

Yes:

No:

9.7 Which reservations are completely unchangeable?

Tender conditions have been looked through and assessed by:

Date: 15/12/2010

Héctor Huerta Angulo

Employee:

Manager: