

RM User Checklist

This is a checklist of the key information that will help the issuer to complete the Invitation to Tender and Tender (Contract Price options).

Issuer's details

- Agent's name and address (if applicable)
- Employer's name and address

Work

- location, nature, Reference No

Tenderer's details

- contractor's name and address

Documents to be enclosed with the Invitation

- Drawings
- Specification
- any other descriptive document

Documents required the contractor

- Schedule of Rates
- Schedule of Hourly Charges
- any other document

Return of Tender

- name and address for the return of the Tender
- closing date and time

Period for acceptance

- number of days for the Tender to remain open from the closing date

Description of the Works (Contract Particulars Item 1)

- Drawings
- Specification
- any other descriptive document

Basis of pricing (Contract Particulars Item 2; Tender – Contract Price)

- fixed price
 - basis for valuing variations
- fixed price for part of the Works and daywork or other rates for the remainder
 - pricing documents
- daywork or other rates for the Works as a whole
 - pricing documents

Time of payment(s) (Contract Particulars Item 3)

- single payment or instalments?

Supplemental Provisions (Contract Particulars Item 4)

Collaborative working (Schedule, paragraph 1)

- applicable?

Health and safety (Schedule, paragraph 2)

- applicable?

Cost savings and value improvements (Schedule, paragraph 3)

- applicable?

Sustainable development and environmental considerations (Schedule, paragraph 4)

- applicable?

Performance Indicators and monitoring (Schedule, paragraph 5)

- applicable?

Notification and negotiation of disputes (Schedule, paragraph 6)

- applicable?
 name of the Employer's nominee
 name of the Contractor's nominee

Framework Agreement (Contract Particulars Item 4)

- Is the Contract supplemented by a Framework Agreement?
 details (date, title, parties)

Commencement and completion (Contract Particulars Item 5)

- commencement date
 completion date

Access, facilities and site regulations (Contract Particulars Item 6)

- period, dates and hours of access to site
 Will the premises be occupied during the work?
 facilities to be provided free of charge by the Employer
 applicable site regulations

Rectification Period (Contract Particulars Item 7)

- period

Employer's representative (Contract Particulars Item 8)

- name

Contractor's insurance – injury to persons or property (Contract Particulars Item 9)

- amount