

Analysing a Tender Document

- Identifying Key Aspects in a Tender Document
 - Client Name
 - Funding Agency, if any
 - Bidding System
 - Name of the Work
 - Project Location
 - Completion Period
 - Estimated Cost
 - Cost of Tender Document
 - Earnest Money Deposit (EMD)
 - Important Dates
- Pre-bid meeting?
- Joint Venture?
- Power of Attorney
- Site Visit?
- Geotechnical Investigation Reports
- Land Availability
- Other land availability
- Technical bid submittals
- Financial/Cost bid submittals
- Bid Validity
- Grounds for bid rejection
- Eligibility Criteria
- Documents to be submitted