

Contents

| | |
|---------|---|
| | Foreword |
| | Introduction |
| 1 | Scope |
| 2 | Normative references |
| 3 | Terms and definitions |
| 4 | General requirements |
| 4.1 | Actions |
| 4.2 | Tender documents |
| 4.3 | Interpretation |
| 4.4 | Communication and employer's agent |
| 4.5 | Employer's right to accept or reject any tender offer |
| 4.6 | Procurement procedures |
| 4.6.1 | General |
| 4.6.2 | Competitive negotiation procedure |
| 4.6.3 | Proposal procedure using the two-stage tendering system |
| 4.6.3.1 | Option 1 |
| 4.6.3.2 | Option 2 |
| 5 | Tenderer's obligations |
| 5.1 | Eligibility |
| 5.1.1 | Submit a tender offer |
| 5.1.2 | Notify the employer |
| 5.2 | Cost of tendering |
| 5.3 | Checking documents |
| 5.4 | Confidentiality and copyright of documents |
| 5.5 | Reference documents |
| 5.6 | Acknowledging addenda |
| 5.7 | Clarification meeting |
| 5.8 | Seeking clarification |
| 5.9 | Insurance |
| 5.10 | Pricing the tender offer |
| 5.11 | Alterations to documents |
| 5.12 | Alternative tender offers |
| 5.13 | Tender submissions |
| 5.13.1 | General submission requirements |
| 5.13.2 | Signatures |
| 5.13.3 | Tender securities |
| 5.13.4 | Inclusion of certificates |
| 5.13.5 | Sealing of documents |
| 5.13.6 | Employer's acceptance of tender submissions |
| 5.14 | Information and data to be completed in all respects |
| 5.15 | Closing time |
| 5.16 | Tender offer validity |
| 5.16.1 | Period of validity |
| 5.16.2 | Withdrawal of tenders |
| 5.17 | Clarification of tender offer after submission |
| 5.18 | Other material |
| 5.19 | Inspections, tests and analysis |
| 5.20 | Submitting securities, bonds, policies, etc. |
| 5.21 | Checking final draft |

- 5.22 Returning other tender documents
- 6 Employer's undertakings
 - 6.1 Responding to requests from the tenderer
 - 6.1.1 Requests for clarifications
 - 6.1.2 Requests to change qualifying requirements
 - 6.2 Issuing addenda
 - 6.3 Returning late tender offers
 - 6.4 Opening of tender submissions
 - 6.5 Two-envelope system
 - 6.6 Non-disclosure
 - 6.7 Grounds for rejection and disqualification
 - 6.8 Test for responsiveness
 - 6.9 Arithmetical errors, omission and discrepancies
 - 6.10 Clarification of a tender offer
 - 6.11 Evaluation of tender offers
 - 6.11.1 General
 - 6.11.2 Method 1: financial offer
 - 6.11.3 Method 2: financial offer and quality
 - 6.11.4 Method 3: financial offer and preferences
 - 6.11.5 Method 4: financial offer, quality and preferences
 - 6.11.6 Decimal places
 - 6.11.7 Scoring financial offers
 - 6.11.8 Scoring preferences
 - 6.11.9 Scoring quality
 - 6.12 Insurance provided by the employer
 - 6.13 Acceptance of a tender offer
 - 6.14 Preparing contract documents
 - 6.15 Completing adjudicator's contract
 - 6.16 Notice to successful and unsuccessful tenderers
 - 6.17 Providing copies of the contracts
 - 6.18 Returning of tender securities
 - 6.19 Providing written reasons for actions taken

Annex A (informative) Commentary

- A.1 General
- A.2 Commentary on general requirements (Clause 4)
 - A.2.1 Actions
 - A.2.2 Tender documents
 - A.2.3 Interpretation
 - A.2.4 Communication and employer's agent
 - A.2.5 Employer's right to accept or reject any tender offer
 - A.2.6 Procurement procedures
 - A.3 Commentary on tenderer's obligations (Clause 5)
 - A.3.1 Eligibility
 - A.3.2 Cost of tendering
 - A.3.3 Checking documents
 - A.3.4 Confidentiality and copyright of documents
 - A.3.5 Reference documents
 - A.3.6 Acknowledging addenda
 - A.3.7 Clarification meeting
 - A.3.8 Seeking clarification
 - A.3.9 Insurance
 - A.3.10 Pricing the tender offer
 - A.3.11 Alterations to documents
 - A.3.12 Alternative tender offers
 - A.3.13 Tender submissions
 - A.3.14 Information and data to be completed in all respects
 - A.3.15 Closing time
 - A.3.16 Tender offer validity
 - A.3.17 Clarification of tender offer after submission
 - A.3.18 Other material
 - A.3.19 Inspections, tests and analysis
 - A.3.20 Submitting securities, bonds, policies, etc.

- A.3.21 Checking final draft
- A.3.22 Returning of other tender documents
- A.4 Commentary on employer's undertakings (Clause 6)
- A.4.1 Responding to requests from the tenderer
- A.4.2 Issuing addenda
- A.4.3 Returning late tender offers
- A.4.4 Opening of tender submissions
- A.4.5 Two-envelope system
- A.4.6 Non-disclosure
- A.4.7 Grounds for rejection and disqualification
- A.4.8 Test for responsiveness
- A.4.9 Arithmetical errors, omission and discrepancies
- A.4.10 Clarification of a tender offer
- A.4.11 Evaluation of tender offers
 - A.4.11.1 Overview
 - A.4.11.2 General
 - A.4.11.3 Scoring financial offers
 - A.4.11.4 Scoring quality
- A.4.12 Insurance provided by the employer
- A.4.13 Acceptance of a tender offer
- A.4.14 Preparing contract documents
- A.4.15 Completing adjudicator's contract
- A.4.16 Notice to unsuccessful tenderers
- A.4.17 Providing copies of the contracts
- A.4.18 Returning of tender securities
- A.4.19 Providing written reasons for actions taken

Annex B (informative) Tender data

Annex C (informative) Evaluating tender offers

Annex D (informative) Example of a tender security

Annex E (informative) Evaluation reports

Annex F (informative) Impact of different formulae and weightings in the scoring of methods 2, 3 and 4

Page count: 71