

Tendering

Civil Engineering

Getting prices that can be compared.

Comparability is the whole point. Protect it at every step.

1

Define the scope

Drawings, specification and preliminaries that leave no gaps.

2

Prequalify the list

Capability, capacity, safety record and financial standing.

3

Issue the tender

Same documents, same deadline, same information to everyone.

4

Answer queries in writing

Every clarification goes to every tenderer at the same time.

5

Open and analyse

Check arithmetic, qualifications and any abnormally low bid.

6

Award and record

Record the basis of the decision, then debrief the unsuccessful.

Educational reference. Public procurement is governed by law and by the client's standing orders. Take advice.