## **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