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