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| Procurement |

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| **Job no** |  |
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| **Job Title** |  |
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| **Team members** |  |
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**Instruction for use**

This checklist is an rtf (rich text format) form, optimised for editing in Microsoft Office Word. Parts of it have been temporarily locked to preserve the default wording found in the *RIBA Job Book* (Tenth Edition). The parts that are not locked are the check boxes, the ‘notes’ fields and the ‘completed on’ fields. In other words, it is possible to add your own text and subsequently edit these fields.

It is recognised that the default wording, which is currently locked, may need to be added to and edited. To unlock it, please follow the instructions below:

**Microsoft Office Word 2003**

* Select *View>Toolbars>Forms* from the main menu. The *Forms* toolbar will appear.
* Click the *Protect Form* button  to unlock the checklist. To lock it again, click it again.
* If needed, click the *Form Field Shading* button  to hide the grey shading that appears around the editable fields. To show it again, click it again.

**Microsoft Office Word 2007**

* Click the Office button  to bring up a menu. Select *Word Options* from the bottom of the menu.
* The *Word Options* dialog window will open. Select the *Show Developer Tab* option. At the bottom of the window, click *OK*.
* A new *Show Developer* tab appears at the top of your screen. Click on it.
* In the *Protect* group, select *Protect document*. A window will appear on the right-hand side of your screen.
* In this window, select *Stop protection* from the bottom of the list.

**Microsoft Office Word 2010**

* Click the *File* tab to bring up a menu. Select *Word Options* from the bottom of the menu.
* The *Word Options* dialog window will open. Select the *Customize Ribbon* option.
* Select *Developer* box in the right hand side menu and click OK on the bottom of the screen.
* A new *Show Developer* tab appears at the top of your screen. Click on it.
* In the *Protect* group, select *Restrict Editing*. A window will appear on the right-hand side of your screen.
* In this window, select *Stop protection* from the bottom of the list.

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|  | Activities |  | |  |
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| 1. | Collate the final technical design information and prepare, coordinate, collate and check the tender documents. These should include:  • Technical design information.  • Form of contract with completed particulars.  • Pre-construction health and safety information.  • The form of tender (see ‘Pro-forma letter of invitation to tender’ and ‘Pro-forma form of tender’ below).  • Address to which tenders should be returned.  • Accompanying letter noting for example when the site can be inspected, confirming the tendering procedure (e.g. single-stage) and any other matters that need highlighting.  *Enter notes here* | Completed on | |  |
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| 2. | Check that all necessary statutory and other consents have been obtained and that party wall awards are in place. If any permissions, consents or awards are still under negotiation during the tendering process this could mean that alterations will be required to the tender negotiations or that start on site will be delayed.  *Enter notes here* | Completed on | |  |
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| 3. | Discuss the list of potential contractors with the client and the design team.  Enter notes here | Completed on | |  |
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| 4. | If appropriate, arrange for interviews for selection of contractors by negotiation.  *Enter notes here* |  |
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| 5. | Confirm with the client:  • The details of any phasing, restrictions and implications.  This activity might be carried out earlier in the process if it is fundamental to the  design that construction is phased for financial or health and safety reasons – i.e. fire  risk management on a refurbishment site.  • The details of any proposal for work not forming part of the building contract to be  carried out by other persons.  • That arrangements for insurance for works, etc are being made.  • That he/she is aware of the requirements of insurance provisions in the building  contract and that they appreciate the advisability of seeking specialist advice from  their insurers or brokers.  *It is very important that the client should be fully aware of the insurance requirements*  *well in advance of the tender process.*  • That the site will be available to the contractor on the date stated in the documents,  and that there is nothing likely to prevent possession or commencement.  • Any intention to impose restrictions on the contractor’s working methods (e.g.  sequence, access, limitation on hours, noise). This could have an effect on the technical  design and would be essential information for tenderers.  • The form of contract to be used.  • The tendering period and procedures to be followed in opening tenders and notifying  results.  *Allow adequate time for tendering, and for the assessment of tenders. The most*  *acceptable tender must be thoroughly checked for errors, and this takes time. Allow*  *time for checking by the principal designer.*  • The appropriate choice for any optional provisions in the building contract. Advise  on the particulars which need to be entered in the appendix to the building contract  and referred to in the tender documents (e.g. dates, insurances, liquidated damages,  option clauses).  • Any arrangements to employ persons direct to carry out work not forming part of the  building contract during the contractor’s occupation.  • The final tender list.  • That he/she has finalised all insurance arrangements.  • That the instruction to proceed has been given and confirmed in writing.  *Enter notes here* | Completed on | |  |
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| 6. | Provide final information for pre-construction health and safety information and pass to the principal designer if applicable.  *This should cover significant issues that a competent contractor would not normally be expected to be aware of through the design information.*  Enter notes here | Completed on | |  |
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| 7. | Check design team members’ input to main contract tender documents for any inconsistencies or omissions.  Enter notes here | Completed on | |  |
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| 8. | If specialist subcontractors or suppliers are to be involved:  • Check that you have written confirmation from the client for inclusion of the firms  proposed. Check willingness and availability of these firms and, if necessary, decide  on additional names.  • Initiate tender action for quotations from specialist subcontractors and suppliers.  When inviting tenders for specialist subcontract work that includes a design element,  make certain that the client consents in writing, and that their interests are properly protected by warranty.  • Refer all tenders to the cost consultant for cost checking. Approve specialist tenders and notify all tenderers of this decision. Refer all tenders to the cost consultant for cost checking. Approve specialist tenders and notify all tenderers of this decision.  • Ensure any CDP work is in the construction contract.  *Follow the procedures stated in the main contract to be used for the appointment of*  *specialist subcontractors. Only place advance orders with specialist subcontractors or*  *suppliers as provided for in the subcontract documentation, and only if authorised in*  *writing by the client.*  *Review the position with respect to advance orders for design, materials and fabrication*  *by specialist subcontractors and suppliers, including named subcontractors. If authorised, take further necessary action. Always obtain authorisation before taking action on advance orders.*  Enter notes here | Completed on | |  |
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| 9. | Invite tenders for main contract works from contractors on the final tender list.  • Follow the relevant codes of procedure for tendering to ensure fairness and reliable pricing.  • Supply all tenderers with identical information.  • If queries are raised during the tendering period, deal with them promptly, and notify  all other tenderers in identical terms.  • Do not accept late tenders.  Enter notes here | Completed on | |  |
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| 10. | Arrange for tenderers to have the opportunity to inspect the site and/or existing buildings during the tender period.  Enter notes here | Completed on | |  |
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| 11. | Appraise the tenders received with the cost consultant and prepare a report (or assist in preparing a report) with recommendations for the client:  • Check with the cost consultant for arithmetical errors in the most acceptable tender; if any are found, use the appropriate stated procedures.  • Inspect draft programmes submitted by tenderers, if required.  • If applicable arrange for the principal designer to inspect material submitted by tenderers relating to health and safety requirements, and to appraise the construction phase plan submitted in the most acceptable tender.  • Check that the tender includes information regarding the contractor’s competency. Deal with tender errors, or the need for a reduction, strictly in accordance with recommended procedures.  Enter notes here | Completed on | |  |
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| 12. | Prepare the tender report, review it with the client and discuss recommendations about  acceptance.  Be wary of a very low tender and explain to the client the possible risks in accepting it.  Enter notes here | Completed on | |  |
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| 13. | If the lowest figure is greater than the amount allowed for in the cost plan, discuss the  most appropriate measures for reducing it with the cost consultant and/or the client  (such as making alterations to the design), agree the action to be taken with the client  and initiate it through negotiation or re-tendering.  *If the design needs to be amended negotiate additional fees to cover that, unless the fee*  *has already included for such situations.*  Enter notes here | Completed on | |  |
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| 14. | Assist as necessary with any negotiations following consideration by the client of the most acceptable tender.  Enter notes here | Completed on | |  |
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| 15. | Check with the client that a construction phase plan has been produced by the principal  contractor and that it is relevant and meets the requirements of the job. The plan should  be project-specific, take into account the pre-construction information provided and its contents should be proportionate to the site risks.  Enter notes here | Completed on | |  |
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| 16. | Notify the successful tenderer and arrange for signing of the contract documents.  Enter notes here | Completed on | |  |

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| 17. | Notify unsuccessful tenderers of the result when the building contract is signed, and provide figures when appropriate.  Enter notes here | Completed on |  |