Preparation of Tender Documents

Note: This Circular describes the procedure for the preparation of tender documents and should be read by all officers concerned with the pre-preparation of tenders (Updating and reissue of D.T.Is. 4/69, 4A/69 & 2/72)

The following procedures will apply to the preparation of tender documents for all contracts for which the first notice appears in the Gazette on or after 18th July, 1969.

LUMP SUM CONTRACTS

2. All tender documents will be bound into booklets before issuing to tenderers. Each set of bound documents will have a front cover sheet showing the title and number of the contract and listing the documents contained herein. A specimen copy is attached at Appendix A.

3. All tender documents relating to the successful tender will be bound into a booklet and sealed in the manner described below, before the contract is signed; the significance of this procedure being

   (a) for convenient handling and to ensure that, once signed, all the tender documents are securely contained in the set of contract documents;

   (b) to avoid the necessity of more than one signature, which covers all the documents contained in the bundle.

4. Binding and sealing shall take the form of the documents being holed twice and threaded with tape which shall then be knotted and the free ends sealed to cover sheet with a wax seal.

5. Contract drawings, where not bound in with the tender documents, may be similarly bound for signature for which a specimen copy of the cover sheet is at Appendix B.
REMEASUREMENT CONTRACTS (based on provisional bills of quantities)

6. All tender documents shall be securely fastened together to form a booklet but in such a
manner as to permit easy unbinding. Each set of bound documents will have a front cover sheet
showing the title and number of the contract and listing the documents contained therein. A
specimen copy is attached at Appendix A. The provisional bills of quantities will have a coloured
cover sheet showing the title and number of the contract and indicating that this is the portion of the
tender documents which requires to be photo or carbon copied. Specimen covers for Architectural
and Civil Engineering Works are attached at Appendices C1 and C2 respectively. Binding and
sealing procedure for the documents relating to the successful tender prior to signing of the contract
shall be identical to that described for lump sum contracts - paragraphs 3, 4 and 5.

CONDITIONS OF TENDER

7. All sets of tender documents issued for tendering must contain the appropriate standard
Conditions of Tender. (See Appendices D, E, F, and G attached). It will be noted that the form
requiring photo or carbon copies is coloured and it is imperative that the correct form is used in this
instance, since failure to produce the required copy on receipt of tenders will invalidate the tender.
Conditions of Tender for maintenance contracts have not been standardised and the head of each
P.W.D. office should determine the form to be used within his Office.

MAINTENANCE CONTRACTS

Tender documents will be bound into booklets for issue to tenderers and each set of
bound documents will have a front cover sheet showing the title and contract number and listing the
documents contained therein. Binding and sealing procedure for the documents relating to the
successful tender prior to the signing of the contracts shall be as paras. 3, 4 and 5.

( D.W. McDonald )
Actg. Director of Public Works