Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Tender Process and Evaluation (M5)**	YES	YES BUT	NO
1. List of contractors to be selected to tender are authorised and approved by the Project Director? 2. Project Director together with the Project Manager decide on the list of contractors to be included to tender for the project? 3. A confidential list of acceptable M&E contractors is kept by the Project Directors? 4. Selection of contractors for particular project is agreed with the Client? 5. Pre-qualification forms are sent to the contractors selected to obtain latest information and their interest in the project? 6. Are list of contractors sent to the Client for approval being verified for information submitted? 7. All external parties requiring tender packages are identified in the PQP? 8. Project not requiring tender deposit is recorded in the relevant PQP.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Tender Process and Evaluation (M5)**	YES	YES BUT	NO
9. Revisions before Tender closing date shall be notified simultaneously to all tenderers in writing 10. Clarification to tenderers on the telephone are restricted to essential minimum and conveyed in writing. 11. Revision after Tender closing date but before Contract is awarded are in the form of Addendum and are either incorporated into the Contract or issued subsequently as Variation Orders as agreed with the successful tenderers. 12. Request for extension of closing date is authorized by the Client and notice of extension are in writing at least 5 days prior to the original closing date. 13. Tender price(s) are recorded on standard form complete with name and signature of witness. 14. Decisions from Client with regard to late tenders shall be in writing.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Tender Process and Evaluation (M5)**	YES	YES BUT	NO
15. All items in Clause 4.1 have been reviewed for shortlisting tenderers for evaluation. 16. Client's agreement has been obtained for next course of action for tenders with substantial error. 17. Standard form used for Analysis of Tenders is included in the report to the Client? 18. Tender clarifications are authorised by Client and recorded. 19. Tender clarifications are in form of written questions and answer. 20. Letter of clarifications is copied to the Client and Architect. 21. No price change is allowed after tender has been received except specifically instructed by the Client. 22. All items stipulated in clause 4.5 are included in the report. 23. Tenders are still valid on report date and validity end dates are highlighted to the Client.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Tender Process and Evaluation (M5)**	YES	YES BUT	NO
24. Evaluation report are approved and signed by Project Director? 25. Letters to unsuccessful tenderers are sent and tender deposit refunded where applicable. 26. A copy of tender evaluation report and all letters containing clarifications of queries are retained in the project 'CF' file.			
Comments: Auditor Signature: Date:			