PROJECT ENQUIRY DOCUMENT

CONFIDENTIAL

ENQUIRY NO.: P _____ **DATE:** _____

TO: _____ **FROM:** _____

Please note that the Company has received the following Enquiry:-

1. CLIENT/ARCHITECT

Name of Company:			
Contact Person(s):		Tel No.:	
		H/P No.:	
		Email:	

2. DESCRIPTION OF PROJECT

D&B		Area/GFA	
A&A		Est. TPCC	
MAA		Timeline	

3. SCOPE OF WORK

4. SUBMISSION DATE OF BID: _____

5. DIRECTOR IN CHARGE OF ENQUIRY: _____

6. STAFF ASSOCIATED WITH ENQUIRY: _____

7. After the review based on the deadline, the Company has decided to proceed to bid for the project.

8. OTHER COMMENTS:

_____

DISTRIBUTION

All Directors

PROJECT ENQUIRY DOCUMENT

1. Potential Client

	Item reviewed	**(Y/N)**	**Remarks** (if any)
a)	Repeated client		
b)	Adverse feedback from market		
c)	Poor previous payment record		
d)	Previous dispute discouraging continuing business relationship		
e)	Others		

2. Internal Resources

	Item reviewed	**(Y/N)**	**Remarks** (if any)
a)	Sufficient internal manpower based on projected workload		
b)	Specialised skill or knowledge not available internally		
c)	Specialised hardware or software not available internally		
d)	Difficulty in increasing existing internal manpower to cope		
e)	Others		

3. Other Consideration

	Item reviewed	**(Y/N)**	**Remarks** (if any)
a)	Type of project most desirable to enhance track record		
b)	Project likely resulting in more substantial future work opportunity with Client/ Architect/Interior Designer/Project Manager		
c)	Involvement may affect the ability to work with other Clients or projects due to conflicting interest/reasons		
d)	Project needed to replenish dwindling workload		
e)	Others		