QUALITY RISK ASSESSMENT FORM

Section: M5 – Tender Process and Evaluation	Conducted By: CLM	Review Date: ***30 October 2023***
Dept. Engineering	Approved By: CCG	Next Review Date: ***30 October 2026***

Score	**1**	**2**	**3**	**4**	**5**
Severity (S)	Negligible	Marginal	Moderate	Critical	Catastrophic
Likelihood (L)	Rare	Unlikely	Possible	Likely	Almost Certain

Total Score	**1 - 2**	**3 - 4**	**5 - 15**	**16 - 25**
Risk Level (RL)	Minimal Risk	Low Risk	Medium Risk	High Risk
Action	Maintain Existing Risk Control Measure		Monitor Risk Control Measure	Need Additional Risk Control Measure

Risk Identification				Risk Evaluation				Risk Re-Evaluation				Responsibility
No.	Activity	Potential Failure	Effect	Existing Risk Control	S	L	RL = S x L	Additional Risk Control Measures (RL > 15)	S	L	RL = S x L	Designation
1	Selection of tenderers	Tenderers selected do not meet the basic criteria	Contractor unable to deliver project due to incapability. Company's reputation at stake	List of tenderers to be approved by PD and/or Client	5	3	15	-	-	-	-	Project Manager
2	Issuance of Enquiry document	Document issued to the wrong company Tender deposit cheque payable to the wrong company and/or indicate wrong amount	Implication to the tender submission. Company's reputation at stake	To check the Letter of Invitation carefully before issuance of the enquiry document	4	3	12	-	-	-	-	Project Manager/ Admin Leader

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3	Extension of tender closing date	Tender closing date extended without prior agreement from Client	Impact the whole tender schedule and may lead to late award of tender	To seek agreement from the Client	5	3	15	-	-	-	-	Project Manager
4	Receipt and opening of tenders	Tenders are opened inadvertently. Enter the incorrect tender sums against each tenderer.	Confidentiality exposed. Mislead Client on the tenderer's position.	The process to be witnessed by minimum 2 parties. To create tender box to receive the tender submission	5	3	15	-	-	-	-	Project Manager
5	Tender evaluation	Failure to detect arithmetical error. Failure to detect deviations. Issue questionnaire to the wrong company.	Wrong evaluation of the tender and mislead the position of the tenderers.	Sums shall be entered on an excel worksheet for auto-summation. Tender submissions to be thoroughly checked.	5	3	15	-	-	-	-	Project Manager

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6	Tender validity	Failure to extend the tender validity.	Tender offer will be made invalid and may require re-tender	To monitor the tender validity by inputting the information on the calendar. To add task to alert the extension of tender validity min. 2 weeks before expiry	5	3	15	-	-	-	-	Project Manager
7	Tender report	Incorrect information/ content in the report.	Influence the decision on awarding the contact.	Report to be thoroughly reviewed before submission to Client	4	3	12	-	-	-	-	Project Manager
8	Compilation of contract document	Left out important correspondences.	May lead to cost implications to the project	To list out the tender correspondences progressively in advance	4	3	12	-	-	-	-	Project Manager