Appendix F – Tender forms

Transport Infrastructure Project Delivery System

Volume 2 - Tendering for Infrastructure Works

August 2020

Appendix F – Tender forms

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| **Register of Tender Documents Issued** |  |
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| **C7501** | **Contract Number:** |  |

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| Tender Documents Copy Number | Date Issued | Name of Tendering Company | Tender Contact Name | Tender Contact Details |
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| **Register of Tenderer Correspondence** |  |
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| **C7502** | **Contract Number:** |  |

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| Document reference | Date | Tenderer | Number of sheets | Descriptions |
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| **Register of Notices to Tenderers** |  |
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| **C7503** | **Contract Number:** |  |

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| Notice to Tenderer Number | Date | Number of sheets | Descriptions |
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| **Adjustment for Discrepancy, Conditions and Assumptions** |  |
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| **C7504** | **Contract Number:** |  |

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| Tender No. | Adjustment for discrepancy | Adjustment for Condition/Assumption 1 | Adjustment for Condition/Assumption 2 | Adjustment for condition/Assumption 3 | Total Adjustment of Price |
| \*Example | -$10,000 | +$4,200 | - | - | -$5,800 |
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Endorsed by the Tender Evaluation Panel Chairperson

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| Name and position |  | Signature |  | Date |
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Probity Advisor (where applicable)

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Notes: Attach individual calculation sheets for each price adjustment.

\*To delete unnecessary wording, highlight row and use the delete button.

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| **Adjustment for Alternative Tenders** |  |
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| **C7505** | **Contract Number:** |  |

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| Tender No. | Adjustment for Design Factor 1 | Adjustment for Design Factor 2 | Adjustment for Design Factor 3 | Adjustment for Design Factor 4 | Total Adjustment of Price |
| \*Example | Steel culverts-$20,000 | Composite decking+$15,000 | - | - | -$5,000 |
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Probity Advisor (where applicable)

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Notes: Attach individual calculation sheets.

\*To delete unnecessary wording, highlight row and use the delete button.

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| **Working Tender List for Price Assessment** |  |
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| **C7506** | **Contract Number:** |  |

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| Tender No. | Tender Price Submitted | Adjustment for Discrepancies/ Conditions/ Assumptions | Adjustment for Alternative Tenders | #Adjusted Tender Price | Ranking of Tenders in Contention | Comments |
| \*Example | $1,000,000 | -$5,800 | -$5,000 | $989,200 |  | Sample Only |
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Endorsed by the TAP Chairperson

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Probity Advisor (where applicable)

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Notes: # For combined price/non-price assessment. This weighting adjusted price is used in Form C7507.

\*To delete unnecessary wording, highlight row and use the delete button.

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| **Working Tender List for price and non-price assessment** |  |
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| **C7507** | **Contract Number:** |  |

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| Tender No. | #Adjusted Tender Price | Price Index (PI) | Non-Price Index (NPI) | BVI (PI+NPI) | Ranking of Tenders in Contention | Comments |
| \*Example | $989,200 | 80 | 15 | 95 | 1 | Sample Only |
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Endorsed by the TAP Chairperson

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Probity Advisor (where applicable)

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Notes: # This adjusted Tender Price is taken from Form C7506.

\*To delete unnecessary wording, highlight row and use the delete button.

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| **Sensitivity analysis list** |  |
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| **C7508** | **Contract Number:** |  |

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| **Tender No.** |  |  |

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| Item number | Description | Type(e.g. Provisional Qty, Significant Qty) | Quantity | Rate | Amount | Variation |
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| **TOTAL Adjustment**  |  |

Endorsed by the TAP Chairperson

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| Name and position |  | Signature |  | Date |
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Probity Advisor (where applicable)

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| Name and position |  | Signature |  | Date |
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Notes: 1. Sensitivity analysis may be undertaken for the best four tenders.

 2. Attach individual calculation sheets.