
Agenda for Bid Review Meeting

Note:

The evaluation of the quotation of the pre-selected Bidder as well as the type of contract work will indicate which of the following items are subject to further discussion and/or clarification during the Precontract Award meeting.

1. Introduction

- Introduction and purpose of the meeting
- Confirm that the minutes of the meeting will form part of a possible future contract.

2. Technical Review

- Conformity to job specifications
- Review technical deviations and decide if acceptable

3. Organization/Working Hours/Manpower/Supervision

- Working hours per day/working days per week/overtime/shift
- Bidder to confirm that their prices are based on a specified number of working hours per day and working days per week
- Bidder's organization chart
- Availability of Bidder's replacement staff and labor during vacation periods and periods of sickness
- Compensation, if any, during standby time or waiting time
- Manpower planned, manpower peak and timing
- Bidder to confirm flexibility to move to other working areas if required without additional charge
- Bidder to confirm that their Superintendent or Construction Manager will have full authorization to act upon instructions from the General Contractor without referring back to his Home Office for authorization
- Bidder to confirm that their supervisory staff are fully conversant in the contractual language.

4. Planning and Scheduling

- Mechanical completion to be in accordance with commissioning requirements
- Bidder to familiarize and to agree with the schedule for certified drawings, delivery of equipment and materials including key deliveries which are centers of gravity of bulk materials
- Vacation periods and assurance of scheduled progress during vacation and Christmas period
 - Review Bidder's proposed planning.

5. Reporting

- Weekly and daily manpower reporting
- Reporting of expended manhours against Company stem account
- Progress reporting
- Methods of measurement
- Quality control and reporting
- Technical documents and drawings to be furnished by the Bidder

6. Prices/EWA/Invoice/Payment/Commercial Conditions

- Review unit prices
- Review labor rates
- Review plant hire rates
- Review cost plus percentage
- Unit prices to include for test equipment when applicable
- Unit price to include for scaffolding when applicable
- EWA procedure
- Invoicing procedure
- Payment conditions/retention money/bank guarantee
- Adjustment rates because of changes in the total contract value
- Breakdown of setup and running cost in sufficient detail to allow application of the proper figure in case of an extension of contract beyond the subcontractor's control
- Bidder to confirm that there are no exclusions in their quotation if any decide whether this is acceptable

- Bidder to confirm that all correspondence during bidding stage was noted and included in their price when applicable
- Bidder to confirm that their prices are fixed for the duration of the contract
- Escalation formula after expiration of the firm price period
- Bidder to confirm that prices include for bad weather conditions

7. **Materials**

- Materials free issue
- Materials supplied by subcontractor
- Protection of materials and/or equipment
- Material handling and warehousing

8. **General Rules and Regulations**

- Site cleaning and responsibilities
- Weather conditions
- Temporary facilities/utilities provided
- Parking restrictions
- Safety/security

9. **General Items**

- Suborders subject to approval
- Insurance and certificates
- Bidder to confirm to have no objection to work under vendor supervision when applicable
- Bidder to be advised that the Project Construction Manager will hold a kick-off meeting with the successful Subcontractor prior to the subcontractor moving onto the site