

# **Checklist before tender**

**Before tender you have to check the following:**

**Checklist:** The man-hours and the client's time schedule.  
The material. Check up to date prices.  
How many workers?

**Subcontractors:** Their prices.  
Reservations/ Responsibility.  
Are the subcontractors bids filled out correctly?  
CM added to the price.

**Site costs:** Management cost (manager, foreman).  
Rigging/Unrigging costs.  
Transport intern/extern.  
Winter precautions  
Garbage/ waste

**Contribution margin:** What about the risk?  
CM in %  
Profit  
Interests  
Financial costs.

**Sales price:** Check the main numbers.

**The Bidding list:** Control the final bid  
Fill out on every line  
Write your signature on all pages  
Changes/ reservations must be mentioned on the front page.  
Enclosures must be in the envelope.

**The final must be in an envelope showing group number, time, place for the tender, name of the company etc.**