

What I need from you

Estimating & Tender Pricing

This list explains what I need for this service, why I need it and where you can usually find it. Send the information together where practical. Tell me straight away about anything unavailable or urgent. I will confirm when the essential information is complete and the delivery date is fixed.

Essential items are needed before the relevant work can proceed. Important items affect what I can conclude; optional items add useful context. If an item is missing, incomplete, unreadable or a different version from one already sent, identify it by its number and explain what you hold. I will tell you what replacement is needed, why it matters and any effect on the agreed work or date.

1. Full tender pack **ESSENTIAL**

Why I need it. The terms are as much a part of the price as the drawings.

Where you'll find it. The tender portal or the invitation email.

Without it. The price is built without knowing the terms it has to carry, and a term found late can turn a competitive number into a loss

2. Quantities **IMPORTANT**

Why I need it. The frame the rates hang on; the relevant service if absent.

Where you'll find it. Your estimating file, or nowhere yet, which is also an answer.

Without it. The tender has to be measured first, which adds time and cost before a price can even start

3. Your real cost data: wages, employment on-cost percentage, quotes and plant rates, plus records of outputs achieved and waste lost on comparable work **IMPORTANT**

Why I need it. An estimate built on book rates is fiction with formatting, and output and waste move a net cost further than any single rate does.

Where you'll find it. Wage records, recent invoices, the quotes folder, your accountant's last summary. On-costs: the payroll summary or the accountant's figures for NI, holiday, pension and insurances against gross wages. Outputs and waste: the last comparable job's site records, day sheets or delivery and wastage records, or nowhere yet, which is also an answer.

Without it. Rates cannot be checked against what you actually pay. Missing employment on-costs leave labour rates incomplete; missing output and waste records leave those cost multipliers unsupported. Affected items must be identified as allowances instead of presented as established prices.

4. Margin instruction **ESSENTIAL**

Why I need it. Your decision; the build-up stops at net cost without it.

Where you'll find it. Yours alone: no book and no benchmark can supply it.

Without it. The build-up stops at net cost, with no final number to submit

5. The bid risk register, from the relevant service **IMPORTANT**

Why I need it. It lists what has to be allowed for and what the allowance is for, so the risks reach the price instead of being noticed and lost.

Where you'll find it. The relevant service report and its bid risk register, where the enquiry was reviewed before pricing. Where it was not, say so and the risks are read from the pack.

Without it. Risk allowances are derived here from the tender pack alone, so anything found in a review that is not repeated in the pack is priced at nothing

6. Your financing rate and expected cashflow profile **IMPORTANT**

Why I need it. The review prices the payment cycle at what carrying the work actually costs you to borrow, and only you know that rate.

Where you'll find it. Your bank facility or overdraft letter gives the borrowing rate. Send the cashflow profile you expect for this package. If you have none, I will build a proposed profile from net costs spread across the tender programme and ask you to confirm it.

Without it. The financing cost of the payment cycle cannot be computed, so a long payment term is either carried at nothing or qualified rather than priced

7. The return date and time, and the method the buyer requires the submission in

ESSENTIAL

Why I need it. Every date in the commission is set back from the return; the method decides what has to be assembled, in what format, and how long uploading it takes.

Where you'll find it. The invitation to tender, the covering letter or the portal listing. Asked for with the pack at item 1 of the email above.

Without it. I cannot confirm that the completed tender will reach you before the submission deadline. A price finished after tender closing cannot be used.

How to send it

Everything to contact@jackbutlerkettle.com. Original files rather than scans of printouts wherever you have them, and forwarded emails rather than text copied out of them, because the dates and the addressees travel with the original and they often turn out to matter.