

What I need from you

Tender Levelling & Award Recommendation

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. All returned tenders in full **ESSENTIAL**

Why I need it. The prices being compared.

Where you'll find it. The tender inbox and wherever the returns were collected on the closing date.

Without it. There is nothing to compare, so the analysis cannot begin

2. The ITT as issued, with every addendum **ESSENTIAL**

Why I need it. What each was asked to price.

Where you'll find it. The buying folder or the enquiry email sent to the tender list.

Without it. There is no way to know what each tenderer was actually asked to price

3. The scope **IMPORTANT**

Why I need it. The boundary each priced to.

Where you'll find it. The buying folder or the enquiry email sent to the tender list.

Without it. A scope gap common to every return may go unseen, because coverage is tested against the pricing schedule alone

4. Every qualification and exclusion submitted, including anything sent since the return **ESSENTIAL**

Why I need it. What makes returns incomparable until adjusted. A rate corrected or a qualification added after the return changes the tender, and the work reads the post-return correspondence as well as the return itself.

Where you'll find it. The tender inbox and wherever the returns were collected on the closing date, together with any correspondence with a tenderer since.

Without it. The returns cannot be made comparable, so the levelling and the recommendation cannot be produced, and a price that has since been corrected may be levelled as though it still stood

5. The budget or allowance **IMPORTANT**

Why I need it. What the result is measured against.

Where you'll find it. Your own cost plan, or the budget held by whoever authorised the package. Send its date and build-up if you have them; a round number with no build-up is still worth sending.

Without it. The result has nothing to be measured against, so you are told what the tenders cost each other rather than what the package should cost

6. The drawing register, with the revision each tenderer was issued IMPORTANT

Why I need it. The review tests each return for anything priced against a superseded drawing, and that test needs to know which revision each tenderer held.

Where you'll find it. The buying folder, or the register kept under the relevant service if this practice assembled the pack.

Without it. The superseded-revision test cannot run, so a return priced on old information is adjusted only if the tenderer happens to have said so

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.