

What I need from you

Tender Pricing Review

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. The draft tender build-up **ESSENTIAL**

Why I need it. The thing being reviewed.

Where you'll find it. The estimating folder, or wherever the pricing spreadsheet lives.

Without it. There is nothing to review, so the coverage check cannot start

2. The ITT and every addendum **ESSENTIAL**

Why I need it. What the price has to answer.

Where you'll find it. The enquiry email or the portal download, unedited.

Without it. There is nothing to check the price against, so nothing can be reviewed

3. Drawings and specification **IMPORTANT**

Why I need it. What is actually being built.

Where you'll find it. Wherever your tender pack came from, the same enquiry email or portal download that carried the ITT, or the design team's issue if drawings were sent separately.

Without it. The heaviest items go unchecked, and material products cannot be checked against the specification

4. The programme assumed **IMPORTANT**

Why I need it. The periods the prelims are priced against.

Where you'll find it. The enquiry documents or the pre-tender correspondence.

What good looks like. start, finish and durations, clear enough to read the weeks off.

Without it. The preliminaries period cannot be tested against anything, and the period sensitivity check cannot run

5. Rate and resource assumptions **IMPORTANT**

Why I need it. What the rates are built from.

Where you'll find it. Your estimator's own workings, wherever gang sizes, outputs and all-in rates were noted down, even if that is only their notes on request.

Without it. The labour rate is rebuilt on Jack's own assumptions instead of the estimator's, so the finding is not tested against how the price was actually built

6. The prelims build-up IMPORTANT

Why I need it. The largest single risk in most tenders.

Where you'll find it. The estimating folder alongside the main build-up, or wherever whoever priced it kept the preliminaries workings.

Without it. The prelims cannot be tested item by item, and the largest single risk in most tenders goes unchecked

7. The submission deadline ESSENTIAL

Why I need it. How long there is to fix what is found.

Where you'll find it. The ITT itself, on the invitation letter or the covering instructions; the portal listing usually repeats it too.

Without it. There is no way to know how much of the review can still be acted on before the tender has to go in

8. The basis-of-tender note IMPORTANT

Why I need it. It states what the number already contains, so coverage is tested against what was intended rather than reconstructed.

Where you'll find it. Whoever assembled the submission. If the price was built under the relevant service the note is one of its two deliverables.

Without it. What the price was intended to include is reconstructed from the build-up, which is slower and can only infer intent

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.