
Construction procurement —

Part 2:

**Formatting and compilation of
procurement documentation**

Marchés de construction

Partie 2: Mise en forme et compilation de la documentation de marché

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Contents

	Page
Foreword	iv
Introduction	v
1 Scope	1
2 Normative reference	1
3 Terms and definitions	1
4 General requirements for procurement documents	3
5 Component documents	4
5.1 Division of component documents.....	4
5.2 Calls for expressions of interest.....	5
5.2.1 Notice and invitation to submit expressions of interest.....	5
5.2.2 Submission data.....	6
5.2.3 List of returnable documents.....	6
5.2.4 Returnable schedules.....	6
5.2.5 Indicative scope of work.....	6
5.3 Tender documents.....	7
5.3.1 Tender notice and invitation to tender.....	7
5.3.2 Tender data.....	7
5.3.3 List of returnable documents.....	8
5.3.4 Returnable schedules.....	8
5.4 Contract documents.....	8
5.4.1 Agreements and contract data.....	8
5.4.2 Pricing data.....	9
5.4.3 Scope of work.....	9
5.4.4 Site information.....	10
6 Compiling tender documents	11
6.1 General.....	11
6.2 Applying the standard format.....	11
6.3 Guiding principles in applying the format.....	12
Annex A (informative) Commentary	13
Annex B (informative) Example of the form of offer and acceptance	16
Annex C (informative) Check list of items to be addressed in the scope of work	19
Annex D (informative) Standardized procurement documents	39
Bibliography	41

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 59, *Buildings and civil engineering works*, Subcommittee SC 18, *Construction procurement*.

This second edition cancels and replaces the first edition (ISO 10845-2:2011), which has been technically revised.

The main changes compared to the previous edition are as follows:

- definitions and parts of the text have been updated and aligned with other parts of the ISO 10845 series to ensure consistency in concepts and terms;
- the three volume approach and colour separation of component documents has been removed;
- the scope of work requirements and guidance has been revised and expanded.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

Introduction

Procurement documents are required to

- a) communicate the employer's procedures and requirements in calls for expressions of interest to respondents who wish to qualify to be invited to submit tender offers or to be admitted to a database,
- b) communicate the employer's procedures and requirements relating to the process of offer and acceptance when tenders are invited, solicit information to enable the employer to evaluate submissions and enable potential contractors to communicate their credentials and make an offer to an employer, and
- c) establish, in the contract between an employer and a contractor, the agreed terms and conditions, the prices, and the nature and quality of the goods, services or construction works that are required.

Procurement documents also:

- d) incorporate the employer's selected procurement strategy and tactics,
- e) capture the allocation of risks, liabilities and obligations of the parties, the procedures for the administration of the contract and the manner in which disputes may be resolved in the contract data, and
- f) provide the basis for
 - 1) paying the contractor,
 - 2) specifying any measurable, tangible, verifiable outcome, result or item that is to be produced or completed (deliverable) and the constraints in doing so, and
 - 3) in the case of construction works, communicating the outcomes of surveys and site conditions to tenderers, e.g. soil and ground conditions, the location and state of buildings or facilities that contractors might be expected to use or that might be affected by the contractor's activities, environmental conditions, the number and location of people who might be affected by the works, availability of materials, etc.

The format and the manner in which procurement documents are compiled and structured can be standardized. Uniformity in procurement documentation allows documents to be standardized, simplified and digitised. It also improves transparency, minimizes ambiguity and errors in and between the documents which make up a contract, enables tenderers to more accurately price the risks which they are to assume. Furthermore, it facilitates the development of standardized procurement documents which improves the effectiveness and efficiency of an organization's procurement system. It also enables the reader to readily locate the specific data and requirements they require if they have a working knowledge of the framework for the compilation of procurement documents provided in this document.

A uniform format for the compilation of calls for expressions of interest and tender and contract documents provides the framework for:

- the standardization of the component documents and improved communications between those engaged in the procurement process; and
- the digitisation of procurement documents.

The purpose of this document is to provide a common framework within which procurement documents may be developed and to establish general principles around which component documents should be developed.

The uniform format for the compilation of procurement documents is based on the principle that there is a complete separation in the component documents that make up a procurement document, i.e. the conditions of tender, the conditions of contract, the specifications and methods of measurement and payment. The separation of component documents in this manner ensures that

- each subject within a tender and within the subsequent contract can only be addressed once and in only one component document,
- issues relating to the tender fall away once the contract is in place,
- changes in conditions of contract do not affect other aspects of the contract, such as specifications, measurement and payment, and
- changes in measurement and payment systems do not affect other aspects of the contract, such as the conditions of contract and specifications.

The format provided in this document requires that

- stand-alone systems of measurement, independent of specifications, be utilized,
- specifications be written independently from conditions of contract, and
- terms, words and documents that specify and describe the process of tendering not to be included in the contract.

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Construction procurement —

Part 2: Formatting and compilation of procurement documentation

1 Scope

This document establishes, in respect of supply, services and construction contracts, at both main and subcontract levels,

- a) a format for the compilation of
 - 1) calls for expressions of interest,
 - 2) tender and contract documents, and
- b) the general principles for compiling procurement documents.

NOTE 1 [Annex A](#) contains commentary on the clauses in this document.

NOTE 2 This document can also be used, with some adaptation, in the formatting and compilation of concession contracts, design, build and operate contracts and contracts involving disposals.

NOTE 3 ISO 10845-1:2020, Annex G provides guidance on the development of auction data.

2 Normative reference

There are no normative references in this document.

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <https://www.iso.org/obp>
- IEC Electropedia: available at <http://www.electropedia.org/>

3.1 acceptance

act of agreeing to a *contractor's* (3.7) offer or tender, thereby creating a binding *contract* (3.6)

[SOURCE: ISO 6707-2: 2017, 3.5.16]

3.2 activity schedule

document that breaks down the scope of work into a series of activities, which may be linked to a programme, to allow *contractors* (3.7) to be paid a lump sum upon the completion of each of the activities

3.3

bill of quantities

document for tendering, usually prepared in a standard form, comprising both a descriptive list of quantities of works and descriptions of the materials, workmanship and other matters required for construction works

[SOURCE: ISO 6707-2:2017, 3.5.11, modified — The preferred term "bill of materials, US" and the admitted term "quantity survey, US" have been removed.]

3.4

bond

sum of money or securities submitted to the *employer* (3.8) or placed in the hands of a third party to guarantee completion and recovery of the sums which the *contractor* (3.7) is recognized as owing under the terms of the *contract* (3.6)

[SOURCE: ISO 6707-2:2017, 3.5.40, modified — "client" has been replaced with "employer"]

3.5

conditions of contract

terms that collectively describe the rights and obligations of contracting parties and the agreed procedures for the administration of their *contract* (3.6)

3.6

contract

legally enforceable agreement to supply goods, carry out construction works and/or provide services

[SOURCE: ISO 6707-2:2017, 3.1.1]

3.7

contractor

person or organization that contracts to supply goods, carry out construction works and/or provide services

Note 1 to entry: The use of the generic term "contractor" eliminates the need to introduce the terms "service provider" and "supplier" as it has been defined to cover these terms

Note 2 to entry: The definitions for "employer" and "contractor" are such that relevant subclauses of this document can be applied at any point in the supply chain. For example, in a contract, a "contractor" can be an "employer" and a "contractor" can be a "subcontractor".

[SOURCE: ISO 10845-1:2020, 3.9]

3.8

employer

person or organization intending to or entering into the *contract* (3.6) with the *contractor* (3.7) to supply goods, carry out construction works and/or provide services

Note 1 to entry: The definitions for "employer" and "contractor" are such that relevant subclauses of this document can be applied at any point in the supply chain. For example, in a contract, a "contractor" can be an "employer" and a "contractor" can be a "subcontractor".

[SOURCE: ISO 10845-1:2020, 3.15]

3.9

expression of interest

request for *respondents* (3.12) to register their interest in undertaking a specific *contract* (3.6) or to participate in a project or programme and to submit their credentials so they can, in terms of the *employer's* (3.8) selection methods, be invited to submit a *tender offer* (3.14) should they qualify or be selected to do so

[SOURCE: ISO 10845-1:2020, 3.16]

3.10**procurement**

process which creates, manages and fulfils *contracts* (3.6) relating to the provision of goods, services and construction works or disposals, or any combination thereof

[SOURCE: ISO 6707-2:2017, 3.5.18]

3.11**procurement document**

documentation used to initiate or conclude (or both) a *contract* (3.6)

[SOURCE: ISO 10845-1:2020, 3.25]

3.12**respondent**

person or organization that submits an *expression of interest* (3.9) in response to an invitation to do so

[SOURCE: ISO 10845-1:2020, 3.28]

3.13**specification**

document that

- a) sets out detailed requirements to be satisfied by a product, material, process or system and the procedures for checking conformity to these requirements, or
- b) sets out the properties of a product

[SOURCE: ISO 6707-2:2017, 3.2.22, modified — The preferred term "technical specification" has been removed.]

3.14**tender offer**

written offer to supply goods, carry out construction works and/or provide services under given conditions, usually at a stated price, and which is capable of *acceptance* (3.1) and conversion into a binding *contract* (3.6)

[SOURCE: ISO 10845-1:2020, 3.38]

3.15**tenderer**

person or organization that submits a *tender offer* (3.14)

Note 1 to entry: The terms tender and tenderer have been used in preference to "bid" and "bidder". The terms "bid" and "bidder" are used in this document in the context of auctions.

[SOURCE: ISO 10845-1:2020, 3.39]

4 General requirements for procurement documents

Procurement documents shall

- a) present requirements in a clear, unambiguous, comprehensive and understandable manner;
- b) where necessary, require respondents to register their interest in undertaking a specific contract or to participate in a project or programme and to submit their credentials for the employer to admit them to an electronic database or invite them to submit tenders should they qualify or be selected to do so;
- c) require tenderers to submit particulars sufficient for the employer to evaluate their tenders, establish their credentials and assess their capabilities and capacities to perform the contract;

- d) set out in a clear, fair, transparent, accountable and unambiguous manner the criteria by which tenders and expressions of interest are to be evaluated;
- e) define the risks, liabilities and obligations of the parties to the contract and the procedures for the administration of the contract;
- f) define the nature, quality and quantity of goods, services or works to be provided in the performance of the contract; and
- g) establish the means by which the contractor is paid for the goods, services, construction works or disposals.

5 Component documents

5.1 Division of component documents

Procurement documents for goods, services and construction works shall comprise a number of component documents dealing with different topics grouped together in a logical sequence.

The groups of documents calling for expressions of interest, comprise those documents that relate to submission procedures, the documents that a respondent needs to return with his submission and, where relevant, the indicative scope of work (see [Table 1](#)).

The first group of documents where procurement documents are used to solicit tender offers contains only those documents that are relevant to the tender (see [Table 2](#)) and the second group contains only those documents that relate to the contract created at the acceptance of the tender (see [Table 3](#)). Where contracts are negotiated with a sole contractor, only those documents which relate to the contract apply (see [Table 3](#)).

Table 1 — Documents that relate to a call for expressions of interest

Contents		Function and broad outline of contents
Number	Heading	
E1: Submission procedures		
E1.1	Notice and invitation to submit an expression of interest	Alerts respondents to submit their credentials in order to be admitted to an electronic database or to be invited to submit tenders should they satisfy the stated criteria.
E1.2	Submission data	Establishes the rules from the time a call for an expression of interest is advertised to the time a submission is evaluated.
E2: Returnable documents		
E2.1	List of returnable documents	Ensures that everything the employer requires a respondent to include in his submission is included in, or returned with, such a submission.
E2.2	Submission schedules	Contains documents that the respondent is required to complete for the purpose of evaluating submissions.
E3: Indicative scope of work (where appropriate)		
E3	Indicative scope of work	Indicates to respondents what the contract is likely to entail so that they can make an informed decision as to whether or not they wish to respond and, if so, structure their submission around the likely demands of the project.

Table 2 — Documents that relate to the tender

Contents		Function and broad outline of contents
Number	Heading	
T1: Tendering procedures		
T1.1	Tender notice and invitation to tender	Alerts tenderers to the nature of the goods, services and construction works required by the employer and should contain sufficient information to enable them to respond appropriately.
T1.2	Tender data	Establishes the rules from the time a tender is invited to the time a tender is awarded.
T2: Returnable documents		
T2.1	List of returnable documents	Ensures that everything the employer requires a tenderer to submit with his tender is included in, or returned with, his tender submission.
T2.2	Returnable schedules	Contains documents that the tenderer is required to complete for the purpose of evaluating tenders and other schedules which, upon acceptance, become part of the subsequent contract.

Table 3 — Documents that relate to the contract

Contents		Broad outline of contents
Number	Heading	
C1: Agreements and contract data		
C1.1	Form of offer and acceptance	Formalizes the legal process of offer and acceptance.
C1.2	Contract data	Identifies the applicable conditions of contract and associated contract-specific data that collectively describe the risks, liabilities and obligations of the contracting parties and the procedures for the administration of the contract.
C2: Pricing data		
C2.1	Pricing assumptions	Provides the criteria and assumptions which it is assumed (in the contract) that the tenderer has taken into account when developing his prices and fee percentages in the case of cost-reimbursable contracts.
C2.2	Pricing schedules/ activity schedule/ bill of quantities	Records the contractor's prices for providing goods, services or construction works which are described in the scope of work section of the contract.
C3: Scope of work		
C3	Scope of work	Specifies and describes the goods, services or construction works which are to be provided and any other requirements and constraints relating to the manner in which the contract work shall be performed.
C4: Site information (construction contracts only)		
C4	Site information	Describes the site at the time of tender to enable the tenderer to price his tender and to decide upon his method of working and programming, and risks.

5.2 Calls for expressions of interest

5.2.1 Notice and invitation to submit expressions of interest

5.2.1.1 Minimum requirements

The notice and invitation to submit an expression of interest shall, as a minimum, contain

- a) a reference number,
- b) the name of the employer,

- c) the title, and where applicable, the place of the proposed project,
- d) a brief description of the goods, services or construction works which are to be procured and, where relevant, the time period involved,
- e) the closing date and time for the submission of expressions of interest,
- f) the date, time and place of the compulsory clarification meeting, if any, and
- g) information relating to how and from when the procurement documents may be obtained.

5.2.1.2 Considerations

Consideration should be given to

- a) providing the name and contact particulars of a person to whom queries in relation to the call for expressions of interest may be directed, and
- b) briefly describing any
 - 1) eligibility criteria, and
 - 2) preferences, if any, that are offered

to enable prospective respondents to make informed decisions regarding the obtaining of documents relating to the call for an expression of interest.

NOTE In some circumstances, it can be appropriate to indicate the source of funding in the notice.

5.2.2 Submission data

The submission data informs respondents about the submission procedures that are to be observed and the documentation to be submitted, failing which, submissions may be rejected or not evaluated. The submission data also outlines how the employer receives and evaluates the submissions received and states any criteria that respondents should satisfy in order to have their submissions evaluated, and any evaluation criteria that is applied.

The submission data may identify standard conditions for the calling for expressions of interest, in which case the submission data shall provide the project-specific variables associated with such conditions.

NOTE The standard conditions for the calling for expressions of interest as contained in ISO 10845-4 and the associated variables, variations and additional conditions can be referenced in the submission data.

5.2.3 List of returnable documents

The list of returnable documents should list all of the documents that the respondent is required to provide or complete and submit as part of his submission in order to enable the employer to record his expression of interest or to evaluate his submission.

5.2.4 Returnable schedules

Returnable schedules comprise those schedules that are completed and submitted as part of the respondent's submission.

5.2.5 Indicative scope of work

Where necessary, a description of the indicative scope of work should be provided to enable respondents to understand the nature of the work and the likely demands placed on their resources so that they can respond accordingly.

5.3 Tender documents

5.3.1 Tender notice and invitation to tender

5.3.1.1 Minimum requirements

The tender notice and invitation to tender shall, as a minimum, contain

- a) a reference number,
- b) the name of the employer,
- c) the title of the proposed contract,
- d) a brief description of the goods, services or construction works required,
- e) the closing date and time for the submission of tenders,
- f) the date, time and place of the compulsory clarification meeting, if any, and
- g) information relating to how and from when the procurement documents may be obtained.

5.3.1.2 Considerations

Consideration should be given to

- a) providing the name and contact particulars of a person to whom queries in relation with the tender may be directed,
- b) briefly describing any
 - eligibility criteria,
 - refundable or non-refundable deposits payable for procurement documentation, and
 - preferences, if any, that are offered,
- c) the approximate starting time of the contract,
- d) the approximate contract award date, and
- e) pricing strategy

in order to enable prospective tenderers to make informed decisions regarding the attractiveness of the tender opportunity.

The tender notice and invitation shall not form part of any subsequent contract.

NOTE In some circumstances, it can be appropriate to indicate the source of funding in the tender notice and invitation to tender.

5.3.2 Tender data

The tender data establishes the rules which

- a) bind the employer and tenderer to behave in a particular manner,
- b) establish what a tenderer shall do to submit a compliant tender,
- c) make known to tenderers the evaluation criteria,
- d) establish the manner in which the employer conducts the process of offer and acceptance, and

- e) provide the necessary feedback to tenderers on the outcomes of the process.

The tender data furthermore establishes the precise means by which a preferred tenderer is identified in a competitive selection process and preferred tenderers are identified for each successive round of negotiations in the competitive negotiation procedure. The award criteria, weightings assigned to such criteria, the relevant ratios between and the formula for scoring financial offers, quality and preference, and any threshold scores for quality, shall be stated in the tender data.

The tender data may identify standard conditions of tender, in which case the tender data provides the project-specific variables associated with such conditions.

NOTE 1 The standard conditions of tender as contained in ISO 10845-3 and the associated variables, variations and additional conditions of tender can be referenced in the tender data.

NOTE 2 ISO 10845-1 and ISO 10845-3 describe the processes associated with the competitive selection and the competitive negotiation procedure.

5.3.3 List of returnable documents

The list of returnable documents should list all of the documents that the tenderer has to complete and submit as part of his tender submission. The list should indicate which of the returnable schedules are for evaluation purposes only and which form part of the contract.

Forms and certificates that are to be completed after the award of the contract should not be included in the returnable documents, e.g. site appointments for compliance with health and safety legislation.

NOTE This section refers to documents that are returned with, or constitute, a tender. Whilst many of the returnables are required for the purpose of evaluating tenders, some form part of the subsequent contract, as they form the basis of the tender offer.

5.3.4 Returnable schedules

Returnable schedules comprise those schedules that are

- a) used for evaluation purposes only, such as declarations and evaluation schedules,
- b) included in the subsequent contract, such as profiles of key personnel, quality plans and management plans, and
- c) in some instances, used as the basis for the development of the scope of work of a contract that is entered into, e.g. where the contractor is responsible for design.

Returnable schedules that are used for evaluation purposes only shall not form part of the subsequent contract. Returnable schedules that form part of the subsequent contract should be attached to the scope of work.

5.4 Contract documents

5.4.1 Agreements and contract data

5.4.1.1 Form of offer and acceptance

The form of offer and acceptance contains

- a) the offer to provide the goods, services or construction works for a price, or in accordance with the terms of the financial proposal made,
- b) confirmation from the employer that tender offer has been accepted following his tender evaluation and that a contract therefore exists, and

- c) a schedule of deviations which records any agreed changes to the documentation that occur between receipt of the tender offer and award of contract.

The extent of deviations from the tender documents issued by the employer before the tender closing date is limited to those permitted in terms of the conditions of tender.

A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded in the schedule of deviations.

Any other matter arising from the process of offer and acceptance, as a confirmation, clarification or change to the tender documents, and which parties agree shall become an obligation of the contract, should also be recorded in the schedule of deviations (see 5.2).

NOTE 1 [Annex B](#) provides an example of a form of offer and acceptance.

NOTE 2 The schedule of deviations documents the agreed departures from the tender documents. This schedule is important as it serves as a record of the outcomes of any negotiations between offer and acceptance.

5.4.1.2 Contract data

The contract data establishes the conditions of contract that describe the responsibilities, liabilities and obligations of the contracting parties and the agreed procedures for the administration of the contract. Where these terms have been standardized and published as a standard form of contract, the contract data identifies the applicable standard form of contract and sets out all of the contract-specific variables, data schedules, appendices, etc. that the parties are required to provide during the tender process.

The contract data associated with standard forms of contract should be divided into two parts: the data provided by the employer and the data provided by the contractor.

NOTE The forms of agreement, such as the forms of security [e.g. parent company guarantee, performance security (demand guarantee), advanced payment guarantee, etc.], and the form of agreement for the appointment of an adjudicator, and the requirements to complete these, are normally obligations of the contract between the parties. The form of these agreements is usually prescribed by the contract between the parties.

5.4.2 Pricing data

The pricing data comprises the pricing assumptions and the pricing schedules, which can be in the form of activity schedules, bills of quantities or price lists.

The pricing assumptions, where provided, shall describe the criteria and assumptions, that the tenderer has taken into account when developing contract prices, or target in the case of target contracts.

The activity schedules, the bills of quantities or price lists shall record the contractor's prices for providing goods, services or construction works in accordance with the requirements of the scope of work.

The terms of payment and the provisions for price adjustment for inflation, if applicable, are established in the contract data. These items should not be described in the pricing data.

5.4.3 Scope of work

The scope of work specifies and describes the goods, services or construction works which are to be provided during the contract and establishes constraints relating to the manner in which the work associated with the contract is to be performed. It may be prepared in whole or part by either the employer or the contractor.

The scope of work should provide sufficient information to enable tenderers to price and plan the requirements for the contract to comply with the employer's requirements and expectations in the performance of the contract.

NOTE 1 The term "scope of work" is a generic term used to describe that which is commonly referred to in forms of contract and publications as

- a) supply contract: goods information, scope, supplier requirements and specifications,
- b) service contract: scope, services information, specifications, scope of services, terms of reference and technical specifications, and
- c) construction contracts: works information, scope, production information, specifications, project specifications, specifications and performance requirements, specification of work.

NOTE 2 The scope of work describes the state of the delivered goods or completed services or works (i.e. what is to be left behind after the contract) and any constraints on how the contract is to be performed after the award of the contract.

NOTE 3 The content of the scope of work differs between categories of contract, i.e. between goods, services and construction works, and varies significantly from contract to contract. Topics which should be considered in the development of the scope of work of supply, service, professional service and construction contracts are included in the checklists contained in [Annex C](#).

NOTE 4 Where the contractor is required to prepare the scope of work or a portion thereof e.g. the contractor is required to design the goods or construction works, the scope of work provided by the contractor is typically included in the contract at the formation of the contract or when the scope of work prepared by the contractor in performing the contract is accepted by the employer.

5.4.4 Site information

Site information is only to be included, where relevant, in construction contracts.

Documentation included in this section shall describe the site at the time of tender to enable the tenderer to price his tender and to decide upon his method of working and programming. Normally, only actual information about physical conditions of the site and its surroundings should be included in the site information and interpretation, left to the tenderer. However, some employers may wish to include interpretative information, such as inferred geological sections or site class designations.

In the case of refurbishment projects, site information should include the record drawings (as-built drawings) of the existing structure.

Site information may include

- a) geotechnical investigation, borehole records and test results,
- b) reports obtained by the employer concerning the physical conditions within the site or its surroundings, including mapping, hydrographic data, and hydrological information,
- c) references to publicly available information about the site and its surroundings, such as published papers and interpretations of the geotechnical investigation,
- d) information about piped and other services below the surface of the site for contracts involving ground works, and information about hook-up and boundary details for contracts with plant interfaces, in addition to anything about the physical site which might impact upon the contract,
- e) information about adjacent buildings and structures, and about existing buildings and structures on the site (restrictions for heavy loads, etc.),
- f) access for inspection of the site and buildings, and
- g) atmospheric and environmental criteria.

NOTE 1 If the actual conditions on site turn out to be different from those described, then, under most conditions of contract, the contractor can have a claim for compensation or extension of time.

NOTE 2 Matters relating to site facilities, access, places for delivery, etc. are not site information and are included in the scope of work, as they are constraints on how the contractor performs the contract.

6 Compiling tender documents

6.1 General

Contracts should, in the first instance, be categorized in terms of [Table 4](#) in order to identify the nature of the procurement and the standard forms of contract that are best suited to the procurement.

All component documents should, for ease of reference, be labelled in the header or the footer with the headings and associated document number appearing in [Tables 2](#) and [3](#).

NOTE [Annex D](#) outlines the manner in which procurement documents can be standardized using the format presented in this document.

Table 4 — The scope and nature of different types of standard contracts

Type of contract	Scope and nature of the project
Construction contract	Construct, alter, refurbish or rehabilitate construction works on a site including any level of design responsibility The contractor is generally responsible for loss of or damage to the works from the time that access is granted to provide the works until the works are completed and taken over by the employer
Professional service contract	Provide construction works related services with the skill and care normally used by professionals providing services similar to the required services
Service contract	Manage and provide a construction works related service other than a professional service or maintain construction works and plant in an existing state, typically over a term, which may involve a modest amount of improvement through renewal and replacement
Supply contract	Supply local and international construction works related goods and provide any associated services, if any, including design

6.2 Applying the standard format

Procurement document shall be compiled in two parts, where the first part comprises “The Tender” and contains the component documents listed in the order set out in [Table 2](#), and the second part comprises “The Contract” and contains the component documents listed in the order set out in [Table 3](#).

The list of returnable documents identifies which of the documents, or parts thereof, a tenderer is required to complete when submitting a tender offer. This should enable tenderers to review the list of returnable documents and to:

- a) complete the identified documents and parts thereof,
- b) sign the “offer” section of the form of offer and acceptance, and
- c) submit the completed documents identified in the list of returnable documents in accordance with the requirements of the tender data.

If the tender offer is accepted, the employer may prior to the signing of the acceptance portion of the form of offer and acceptance:

- retain the same draft contract that was issued to tenderers and insert in the schedule of deviations all the agreed changes during the process of offer and acceptance; or

- incorporate the changes in a revised contract and record the essence of the changes in the schedule of deviations for audit purposes.

6.3 Guiding principles in applying the format

A guiding principle when using the compilation format is that “the contract is the contract” and anything relating to the process of tendering (as distinct from the content of the tender) is not included in the contract since it is no longer relevant after the submission of the tenders. To include matters relating to the contract during the tender process in the contract inevitably leads to ambiguities and adversarial relationships during the performance of the contract as each party can argue about which statement applies, what the contractor allowed for in his tender and, indeed, what the parties actually contracted to do.

The content of each component document should be such that, as far as possible, each subject matter is addressed only once in the procurement document and in its logical location.

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Annex A (informative)

Commentary

Note This annex includes background information on this document, guidance on its use and suggestions on good practice.

A.1 Commentary on component documents ([Clause 5](#))

A.1.1 Division of component documents ([5.1](#))

This document establishes procedures for the compilation of procurement documentation for goods, services and construction works in a standard format. As such, it provides an outline of headings within which procurement documents may be compiled in a uniform manner and is based on the notion that there should be a complete separation in procurement documentation between conditions of tender, conditions of contract, specifications and methods of measurement and payment.

Procurement documents are required primarily to solicit tender offers and to form thereafter the basis for a contract. [Figure A.1](#) illustrates the concept of offer and acceptance that results in a contract being entered into. Procurement documents provide tenderers with the necessary inputs to allow them to compile their tender submissions. Their tender submissions are, in turn, inputs into the contract that may be concluded following the acceptance of their tender offer.

The division of documents is based on a logical flow of documents in the process of offer and acceptance.

This document requires that the headings contained in [Tables 2](#) and [3](#) be used within procurement documents relating to the provision of construction works, services (including professional services) and goods. The headings should not be changed to suit personal preferences, e.g. scope of work being changed to “terms of reference” or “specification”. Likewise the documents or parts should not be renumbered. This defeats the objective of having a uniform set of headings.

It may be necessary to identify in a procurement document where a document referenced and defined in a standard form of contract may be found. For example, “The Contract Agreement is in the document C1.1: Form of offer and acceptance” and “the Particular Conditions Part A - Contract Data and the Particular Conditions Part B - Special Provisions is in the document C1.2: Contract data” and “The Works Information is in the document C3: Scope of Work”.

[Tables 1](#) to [3](#) provide a useful summary of the purpose and function of each component document. These tables should be referred to when determining where a clause should be located in a procurement document.

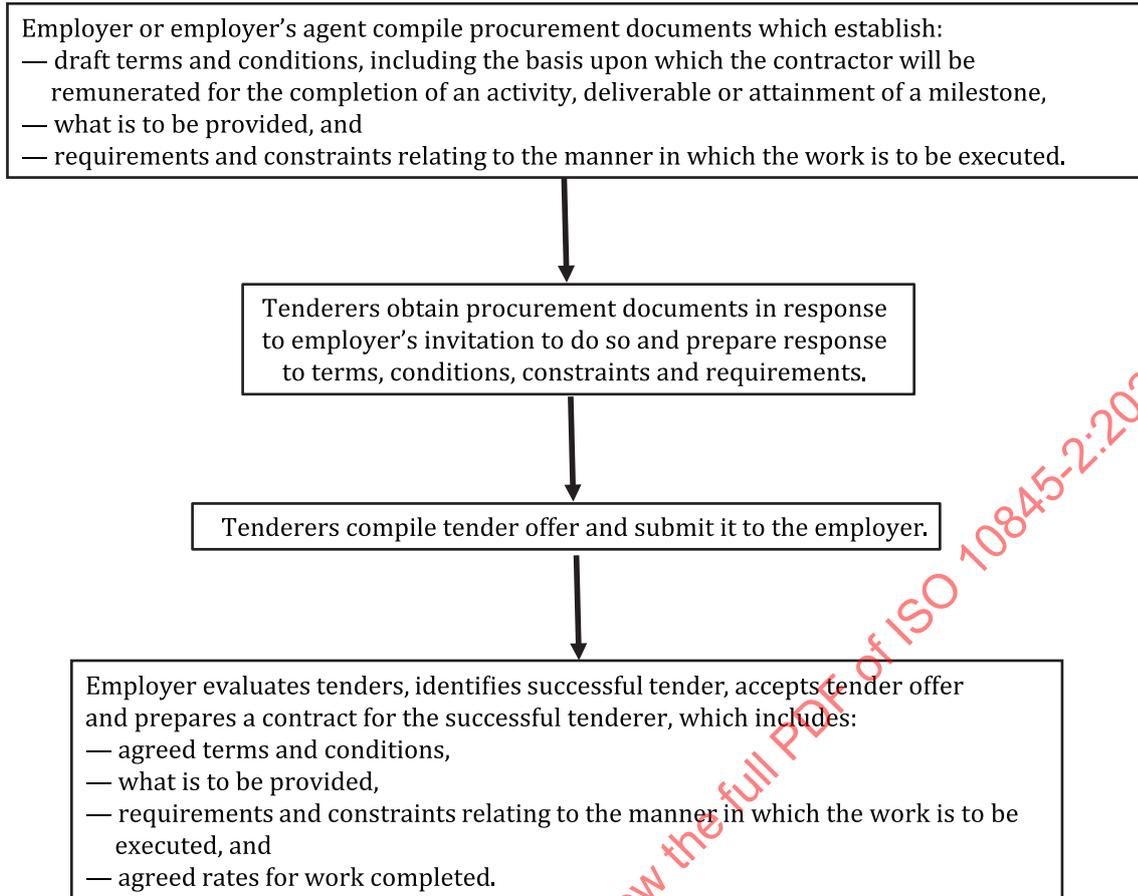


Figure A.1 — The concept of offer and acceptance

A.1.2 Calls for expressions of interest (5.2)

Calls for expressions of interest comprise those documents required to admit respondents to an electronic database, to pre-qualify respondents so that they may be invited to tender or to reduce the number of tenderers submitting tenders.

The notice and invitation to submit an expression of interest is a brief document, usually not more than one page. The press advertisement or the letter of invitation to entities to submit expressions of interest is frequently reproduced as the notice and invitation to submit an expression of interest.

A.1.3 Tender documents (5.3)

The tender notice and invitation is a brief document, usually not more than one page. The press advertisement or the letter of invitation to entities to submit tenders is frequently reproduced as the tender notice and invitation to tender.

The list of returnable documents comprising the tender is a useful tool which, if prepared and used correctly, ensures that everything the employer requires a tenderer to submit with his tender offer is listed. This list obliges the employer to identify exactly what he wants and provides a useful basis for determining, at the outset, whether a tender offer is responsive to the requirements of the conditions of tender.

The list of returnable documents should indicate where the schedules that should be completed may be found, if they are not included in the returnable schedules.

A.1.4 Contract documents (5.4)

The schedule of deviations attached to the form of offer and acceptance should contain the detail of every change made in terms of addenda issued before the close of tenders and all other changes to the wording of the contract arising from the process of offer and acceptance. Where such changes are incorporated in the text of the final contract, a brief summary of the changes should be provided in the schedule of deviations in sufficient detail so as to allow the reader to understand the nature and extent of the changes.

Standard forms of contract need not be issued with a tender or included in the final contract document, but should be referred to as being part of the contract. Information should also be made available as to where copies of these documents can be obtained.

Forms of agreement, such as the forms of security [e.g. parent company guarantees, performance security (demand security), advance payment guarantees], the form of agreement for the appointment of an adjudicator, and the requirements to complete these, are normally obligations of, and prescribed by, the contract between the parties. Proformas of these documents may be included at the end of Part C1, Agreements and contract data, should this be necessary.

Pricing assumptions should, where appropriate, reference standard systems of measurement.

A.2 Commentary on compiling tender documents (Clause 5)

The draft contract included in procurement documents that are issued to tenderers becomes the contract documents.

At the tender stage, all documents listed in [Table 3](#) constitute the draft contract. The draft contract becomes the contract when the form of offer and acceptance is signed by both parties and certain of the returnable schedules are inserted into the scope of work. In this manner, the final contract contains all of the provisions agreed to by the parties during the tender process and excludes all redundant information relating to the process that led to the conclusion of the contract.

In supply contracts where tenderers are required to submit specifications, in service contracts where tenderers are required to submit proposals in order to satisfy the employer's briefs, and in construction contracts where tenderers offer to design and build facilities, the process between the receipt of a tender offer and the acceptance of the tender offer and conclusion of a contract may necessitate numerous changes to some of the documentation to accommodate various proposals. In such circumstances it is preferable to revise the draft contract to capture the changes.

Annex B (informative)

Example of the form of offer and acceptance

B.1 Offer

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the tender returnables and, by submitting this offer, has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract, including compliance with all its terms and conditions according to their true intent and meaning, for an amount to be determined in accordance with the conditions of contract identified in the contract data.

The offered total of the prices, inclusive of any value added tax or sales tax which the law requires the employer to pay, is

US Dollar (in words); USD (in figures)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, or other period as agreed, whereupon the tenderer becomes the party named as the contractor in terms of the conditions of contract identified in the contract data.

Signature(s)	_____	_____
Name(s)	_____	_____
Capacity	_____	_____

for the tenderer

(Name and address of organization)

Name and signature of witness	_____	Date _____
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B.2 Acceptance

By signing this part of this form of offer and acceptance, the employer accepts the tenderer's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offer shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract are contained in:

- C1: Agreements and contract data (which include this agreement),
- C2: Pricing data,
- C3: Scope of work,
- C4: Site information (construction contracts only),

and drawings and documents, or parts thereof, which may be incorporated by reference into the parts listed above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto, as listed in the returnable schedules, as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall, within two weeks of receiving a completed copy of this agreement (including the schedule of deviations, if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor), within five working days of the date of such receipt, notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature(s)

Name(s)

Capacity

for the employer

(Name and address of organization)

Name and signature
of witness

Date

B.3 Schedule of deviations

1	Subject	_____
	Details	_____
2	Subject	_____
	Details	_____
3	Subject	_____
	Details	_____
4	Subject	_____
	Details	_____

By the duly authorized representatives signing this agreement, the employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter, whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this agreement, shall have any meaning or effect in the contract between the parties arising from this agreement.

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Annex C (informative)

Check list of items to be addressed in the scope of work

C.1 Construction contracts

A construction contract involves the construction, alteration, refurbishment or rehabilitation of construction works on a site including any level of design responsibility. The contractor is generally responsible for loss of or damage to the works from the time that access is granted to provide the works until the works are completed and taken over by the employer.

The topics tabulated in [Table C.1](#) serve as a checklist for those compiling the scope of work. Some of the topics might not be required where use is made of:

- standard specifications which establish requirements for construction and the management thereof, or a generic management specification issued by a particular employer, as these documents might adequately cover these topics; or
- some standard forms of contract which include certain generic constraints to performing the works in the conditions of contract such as those relating to reporting, health and safety requirements, obtaining of wayleaves etc.

The adoption of some contracting strategies might obviate the necessity for some of the tabulated topics (see ISO 22058). The use of certain standard forms of contract may require that certain contract specific information be included in the documents which are included in the scope of work. This may necessitate the compiling of supplementary checklists to be used in conjunction with that outlined in [Table C.1](#) where such contracts are used.

There is an overlap in headings which group the topics together. It is more important that the issue is addressed rather than where it is addressed under a specific heading.

Table C.1 — Topics to be considered in the development of the scope of work for construction contracts

TOPIC	COMMENTARY
DESCRIPTION OF THE WORKS	
Employer's objective	Describe the employer's objectives for the works i.e. explain the "why" (context) and state the specific objectives and outcomes including those relating to health, safety and the environment, quality, budget, schedule and functionality
General description of the works	Provide a general description of the works to be carried out under the contract including all necessary temporary works Ensure that all operations, particularly those requiring special attention, are identified
Location of the works	State where the works are to be carried out
Temporary works	Describe the temporary works, i.e. what they are and where they are located, and how they are to be dealt with upon completion
Work undertaken by utilities and public agencies	Describe the work to be carried out by utilities and public agencies

Table C.1 (continued)

TOPIC	COMMENTARY	
DESIGN REQUIREMENTS		
Design services and activity matrix	Identify responsibilities for providing design and related information	
	Example	
	Activity	Responsibility
	Obtain the necessary approvals from relevant authorities and submit documents to relevant authorities	Employer
	Provide concept information including the detailed brief, scope, scale and form that sets out the integrated concept for the project	Employer
	Provide design development information which develops in detail the required concept to finalise the design and definition criteria and sets out the integrated develop design	Employer
	Develop production information which provides the detailing, performance definition, specification, sizing and positioning of all systems and components enabling either construction or the production of further information for construction	Contractor
	Design temporary works	Contractor
Employer's design	Produce record information Contractor	
Design requirements	Describe the extent of the employer's design Where the contractor is responsible for the design of the works or a part thereof — provide a comprehensive design brief which includes — employer preferences and mandatory requirements — constraints including size and space limitations — performance specifications which include objectives, performance descriptions, performance parameters and the means by which solutions can be evaluated, relating to performance in use and contributions to sustainable development (see ISO 19208) — operational performance requirements and design life — specify requirements to apply particular standards and codes of practice	
Drawings	State requirements for drawings to be prepared by contractor and identify all drawings prepared by the employer which are to be used for construction purposes	

Table C.1 (continued)

TOPIC	COMMENTARY
Design procedures	Establish design procedures where the contractor is responsible for the design which, as necessary, sets out requirements relating to <ul style="list-style-type: none"> — interfaces with existing structures, plant, etc. — any temporary works requirements, if any, e.g. specialized items of equipment — design integration before and during construction — employer acceptances of the design or parts thereof — matters which require particular attention e.g. environmental — design change procedures — requirements for planning consents and the acceptance of design information produced by the contractor — requirements for design co-ordination with others in preparing designs and any responsibilities for co-ordinating designs by others — compliance verification systems which enable compliance with requirements to be readily established — record-keeping and tracking of documents
Record information	State requirements for record information including record (as-built) drawings, operational and maintenance manuals and warranties which extend beyond the maintenance period
CONSTRUCTION SPECIFICATIONS	
Applicable national and international standard	Identify all applicable national and international standards together with all values pertaining to specific attributes relating thereto
Bespoke or generic specifications	Include or make reference to bespoke specifications for the project or generic specifications of the contracting authority which are applicable to the works <p>Such specifications should be drafted such that they</p> <ul style="list-style-type: none"> — contain acceptance procedures to enable compliance to be determined — specify requirements uniquely and unambiguously — set out requirements for items by describing both their physical and functional characteristics in a comprehensive manner — preferably state what is to be provided and not how it is to be provided <p>Such specifications should not contain particulars relating to measurement and payment, i.e. matters pertaining to the pricing data</p>
Certification by recognized bodies	State which institutions may certify items for inclusion in the works and building systems, e.g. member body of the World Federation of Technical Assessment Organization
Agreement certificates	State requirements for the use of alternative materials which are the subject of an Agreement certificate. State requirements for providing Agreement certificates
Samples	State requirements for samples of workmanship, samples of materials for testing, etc.
Condition surveys	State requirements for condition surveys which need to be carried out prior to the commencement of the works or portions thereof
Inspection of adjoining properties	State requirements for the inspection with the owners of adjacent buildings and properties and representatives of local authorities before commencing works that have the potential to damage surrounding buildings and property
Site cleanliness	Establish requirements for keeping the site clean and tidy
Waste and surplus materials	Establish requirements for the removal of waste and surplus material including restrictions on the disposal of such waste and recycling

Table C.1 (continued)

TOPIC	COMMENTARY
Materials, samples and shop drawings	State requirements for proof of compliance with materials specifications, samples of materials and finishes, shop drawings required to amplify the designs of aspects of the works, use of proprietary materials, etc.
Construction equipment	State minimum requirements for equipment e.g. type, capacity, capability and condition
Advertising rights	Establish the rights relating to advertisements
Notice boards	State requirements for notice boards, e.g. size, content, placement, design, timing for removal, etc., including those in respect of all types of subcontractors
Facilities provided by the contractor	State requirements for facilities to be provided by the contractor, such as construction camps, offices and workshop facilities and those facilities for use by the employer and his agents. Also state what should happen to these facilities upon completion of the contracts
Storage and laboratory facilities	State requirements for storage and laboratory facilities
Other facilities and services	State requirements for all other temporary facilities necessary for providing the works which are not provided by the employer, including power, water, telecommunications, security services, medical facilities, fire protection, sanitation and toilets, and waste disposal
Vehicles and equipment	State requirements for vehicles, computers, survey and testing equipment, office furniture, etc. provided by the contractor for the use of the employer and his agents
Apparatus, equipment and instruments	State requirements for the calibration of the contractor's apparatus, equipment and instruments
Alterations, additions, extensions and modifications to existing works	State requirements for the contractor to satisfy himself that the dimensional accuracy, alignment, levels and setting out of existing structures or components thereof are compatible with the proposed works, and the procedures for notifying the employer and his agents where this is not the case Establish procedures for dealing with the detection of defects in work previously executed that can impact on the works
Survey control and setting out of the works	Provide information on survey controls and reference levels established by the employer and state requirements for survey control and the setting out of the works
Existing services	<i>General</i> State requirements for locating, marking and recording known services identified in the site information <i>Treatment of existing services</i> State requirements for the treatment of existing services, i.e. their termination, diversion or continued use, either temporarily or permanently, and set out the procedures relating thereto <i>Use of detection equipment for the location of underground services</i> State requirements, as necessary, for the use and availability of detection equipment for the location of underground services <i>Damage to services</i> State responsibility for damage to services, known and unknown, and requirements for working in close proximity to services, etc. <i>Reinstatement of services and structures damaged during construction</i> State requirements and reinstatement procedures for the notification and repair of damage to services, etc.
Water for construction purposes	State arrangements for procuring, transporting, storing, distributing and applying the water needed for construction purposes where not made available to the contractor by the employer

Table C.1 (continued)

TOPIC	COMMENTARY
MANAGEMENT SPECIFICATIONS	
Applicable national standards	Identify all applicable national standards and all values pertaining to specific attributes relating thereto
Bespoke or generic specifications	Include or make reference to bespoke specifications for the project or generic specifications prepared by the employer which are applicable to the contract
Management of the works	Identify requirements and procedures for managing the site in accordance with the identified constraints on how the contractor provides the works State requirements for: — meetings including attendees and records of meeting — reporting requirements e.g. progress reporting — information Establish how the contractor is to liaise with the employer and others in the co-ordination of access to the site
Management meetings	Provide particulars of times, days, location, attendance requirements, etc., as required, and state requirements for representatives having the necessary delegated authority with respect to aspects such as planning, change management and health and safety
Planning and programming	State requirements for the format of programme, use of specific software, hard or soft copies, level of detail, critical path activities, requirements for risk allowances and their dependencies, method statements, frequency of updating, order and timing etc. Provide particulars of phased completion, programme constraints, milestone dates for completion, etc. as necessary
Sequence of the works	State requirements for the sequence of the works
Quality management systems	State requirements for quality management systems including accreditations or legislative standards
Quality policy statement and quality plan	State specific requirements with which the quality statement and quality plan are required to comply including any topics which need to be included
Recording of weather	State requirements for the recording and gathering of weather data
Daily records	State requirements for daily records of resources (people and equipment employed) or site diaries with respect to work performed on the site and where such documents are to be held
Format of communications	State formats of different types of communications (e.g. site instructions, requests for inspections) and attach proformas of such documents, as necessary, to the end of the scope of work

Table C.1 (continued)

TOPIC	COMMENTARY
Testing, completion, commissioning and correction of defects	State requirements or procedures (or both) for <ul style="list-style-type: none"> — the use of the works before completion has been certified — handover or beneficial occupation for the whole or part of the works — pre-commissioning and commissioning of the works or part thereof, before and after completion; — certifying completion — start-up, operation of the works, special arrangements associated with operating plant and machinery, etc. — training and technology transfer to the employer's staff and others — takeover — operational maintenance (if any), after completion — work which contractors may carry out after completion has been certified (in addition to correcting defects) — preparing to take over — arranging access for correction of defects
Key personnel	State requirements for a schedule of key personnel or schedule of contact particulars of key personnel, if required, and state when the schedule is to be submitted to the employer's representative. Attach proformas of such documents to the end of the scope of work
Forms for contract administration	State requirements, if any, for use of standard forms for contract administration purposes and attach proformas of such documents to the end of the scope of work. Also state if forms are available in electronic format
Electronic payments	State details required or procedures to obtain electronic payments, as relevant
Payment certificates	State requirements for the substantiation of claims in payment certificates to expedite verification and certification by employer's representative
Security and entrance permits	State requirements for contractor's staff to have security or entrance permits, etc.
Proof of compliance with the law	State specific documents or methods (or both) by which compliance with any legislation is to be verified, as necessary
Accounts and records	Establish requirements for any records to be kept by the contractor including time sheets, resource allocation records, equipment records, and specific cost and procurement reports and the format and nature of such records
PROCUREMENT SPECIFICATIONS	
Procurement procedures	State requirements appropriate to the methodology and procedures which are to be followed
Participation of target groups	State the relevant part of ISO 10845 applicable to the contract and all data, variations and definitions required, e.g. definitions of target groups, weighting factors, etc.
Restrictions on subcontracting	State any restrictions on subcontracting the whole or parts of the works to others
Scope of mandatory subcontract works	Describe work which the contractor is to subcontract to nominated, selected or specialist subcontractors and if applicable, name such subcontractors
Preferred subcontractors	List approved domestic subcontractors and suppliers, as necessary
Subcontracting procedures	State specific procedures relating to the selection and appointment of subcontractors, including as necessary selection criteria and requirements for subcontract documents, calling for competitive tenders and the involvement of the employer and his agents in the evaluation of tenders

Table C.1 (continued)

TOPIC	COMMENTARY
Attendance on subcontractors	State requirements for attendance on nominated and other subcontractors
CONSTRAINTS ON HOW THE CONTRACTOR PROVIDES THE WORKS	
Methods and procedures	<p>Establish requirements relating to</p> <ul style="list-style-type: none"> — the location of borrow pits, disposal of excess materials, deposition of materials, etc. in earthwork activities — work on or adjacent to structures, railway lines, pipelines, roads, cables, etc. — the management and disposal of water on site arising from all causes — access, roads, maintenance of accesses and walkways — cooperation with others on the site — existing premises and adjoining properties — dealing with underground and other existing services, cable and pipe trenches and covers — dealing with objects of historical or environmental interest — title to materials from excavation and demolition — site records — rules and conduct with respect to the personnel of the contractor and his subcontractors — noise, dust, water, waste and other impediments — checking work of others — access for other contractors — giving notice of work to be covered up — scaffolding and temporary works — care of the works, plant and materials — establishing and removing equipment from the site — samples and mock-ups — progress photographs — maintenance until completion — plant codification (configuration management) — training of operators — materials storage facilities and samples for tests and inspections to be provided <p>State responsibilities for the payment of royalties and the like for natural materials from outside of the site and the disposal of materials from demolitions and excavations and of other surplus material</p>

Table C.1 (continued)

TOPIC	COMMENTARY
General restrictions	Describe the restrictions on <ul style="list-style-type: none"> — the use of the site, cranes, use of explosives, blasting etc. — access to the site, parking of vehicles and deliveries — working days and times — the use of hazardous materials and storage of fuels and chemicals — interfaces between the works and existing buildings, services and structures — work on occupied buildings / premises — specific employer and funder policies
Communication system	Detail the communication system that is to be used e.g. internet-based collaboration tool, electronic mail system or standard templates
Sharing the site with others	Identify activities by others on the same site explaining what is being done, who is doing it, when and how it is being done and for how long and how the contractor is to interface with those sharing the site
Environment requirements and procedures	<p><i>General</i></p> <p>State requirements or constraints (or both) pertaining to the minimizing of dust nuisance, noise levels, vibrations, surface discharges, emissions, pollution of streams, effluence discharges and inconvenience to, or interference with, the public or others arising out of the execution of the works</p> <p><i>Compliance with authorisations and permits</i></p> <p>State any constraints to construction included in environmental authorisations and licences</p> <p><i>Minimising environmental impact</i></p> <p>State precautions which need to be taken to minimise negative impacts on the environment</p>

Table C.1 (continued)

TOPIC	COMMENTARY
Health and safety requirements and procedures	<p><i>General</i></p> <p>Establish health and safety requirements and make reference to health and safety specifications, any contract between the contractor and employer, schedules, etc. Also state when such documents are to be submitted to the employer's representative. Attach pro formas of such documents to the end of the scope of work</p> <p><i>Demonstration of compliance</i></p> <p>Establish requirements for demonstrating compliance with health and safety legislation and requirements for health and safety which are beyond the legislative requirements</p> <p><i>Protection of the public</i></p> <p>State requirements for the erection, maintenance and removal upon completion of hoardings with gantries, fans, safety screens, barriers, access gates, covered gangways, etc. as necessary for the enclosure of the works or portions thereof</p> <p><i>Barricades and lighting</i></p> <p>State requirements for barriers, hoardings, access gates, fences, access gangways and hand-railing, weather protection, temporary lighting and anything else necessary for the security, protection, and safety of the public, employees of the contractor and others</p> <p><i>Traffic control on roads</i></p> <p>State safety requirements and procedures where the contractor has occupation of public and private roads</p> <p><i>Measures against disease and epidemics</i></p> <p>State requirements for measures to be taken to prevent the spread of diseases and epidemics</p> <p><i>AIDS awareness</i></p> <p>State requirements for AIDS awareness campaigns, counselling, etc.</p>
Traffic on public roads occupied by the contractor	<p>Establish requirements for safety, clearances, temporary deviations, access to properties, temporary traffic control facilities, etc.</p> <p>Establish requirements and procedures for the management of traffic, road closures and work on public roads</p>
Protection	<p><i>Works</i></p> <p>State specific requirements for protecting the works against damage and theft</p> <p><i>Existing buildings, structures and services</i></p> <p>State requirements and procedures for the protection of and work on existing buildings, services or structures as well as the maintenance of existing services</p> <p><i>Trees and vegetation</i></p> <p>State requirements for the protection of trees and the preservation of vegetation as well as the restoration of the vegetation upon the completion of the works</p> <p><i>Public</i></p> <p>State requirements for protecting the public from site hazards</p>
Permits, way leaves and licences	<p>Provide information on permits, way leaves obtained by the employer or state requirements for the contractor to obtain permits, way leaves and licences from authorities</p> <p>Establish procedures for ensuring adherence to conditions associated with permits, wayleaves and licences</p>
Confidentiality	State confidentiality requirements and restrictions on publicity

Table C.1 (continued)

TOPIC	COMMENTARY
Security	<p><i>Site</i></p> <p>State security requirements for the site as a whole and portions thereof</p> <p><i>People working on or visiting the site</i></p> <p>State requirements for security, vetting and identification of people working on or visiting the site</p>
Location of facilities provided by the contractor	Establish constraints as to the location chosen by the contractor for such facilities on the site, and requirements for drawings of site facilities
Other contractors on site	Identify other contractors who may be employed on or near the site and are not included in the contract. Establish which parts of the site they can occupy and for what periods
SERVICES AND OTHER THINGS TO BE PROVIDED BY OR FOR USE BY THE EMPLOYER	
Services and other things for use by the employer and others	<p>Identify services and other things provided by the contractor for use by the employer and others including</p> <ul style="list-style-type: none"> — accommodation including meeting rooms — welfare facilities including catering, sanitation and recreation — medical facilities and first aid — storage facilities — security arrangements — telecommunication, computer and copying facilities — safety equipment and services — fences, screens and hoardings — access roads — temporary facilities including scaffolding and lifting equipment, cranes and hoists — power, water and gas
Plant and materials supplied by the employer	Provide details of all “free issue” plant and materials and state procedures associated therewith as well as the delivery dates
Equipment provided by the employer	Provide details of equipment made available for use by the contractor and set out conditions / procedures relating thereto

Table C.1 (continued)

TOPIC	COMMENTARY
Services and facilities provided by the employer	State the facilities and the services which are to be provided by the employer including <ul style="list-style-type: none"> — water: location, quality, approximate pressure, source, etc. — electricity: location, phase, source, etc. — telecommunication services: location of lines, etc. — ablution facilities (nature and location) — accommodation: nature and location — medical/first aid facilities: nature and location — fire protection services: nature and location — other - describe as appropriate e.g. gas State requirements for the contractor to <ul style="list-style-type: none"> — connect to and distribute water, electricity and telecommunication services — provide stand-by or back-up for each service or facility the employer might provide, in the event of its interruption or failure — clear up and make good when the service or facility is no longer required, i.e. leave the employer's facilities in the condition they were before the contractor first made use of them, fair wear and tear excepted
Services and other things provided by the employer	Identify services and other things to be provided by the employer including <ul style="list-style-type: none"> — access to the site — space for accommodation including laydown areas

C.2 Service contracts other than professional service contracts

Service contracts other than professional service contracts commonly involves the management and provision of a construction works related service or the maintenance of construction works and plant in an existing state, typically over a term, which may include a modest amount of improvement through renewal and replacement.

The topics tabulated in [Table C.2](#) serve as a checklist for those compiling the scope of work. Some of the topics might not be required where use is made of standard specifications which establish requirements for standard services as these documents might adequately cover these topics. Likewise, the use of certain forms of contract might obviate the necessity for some of the tabulated topics. Furthermore, the checklist may need to be adjusted as some forms of contract deal with certain aspects of these topics within the standard conditions of contract.

Table C.2 — Topics to be considered in the development of the scope of work for services contracts other than professional service contracts

TOPIC	COMMENTARY
DESCRIPTION OF THE SERVICES	
Employer's objectives	Describe the employer's overarching objectives for the project, including, if necessary, the time frames for completion and expected outcomes Explain the "why" (context) and state the specific objectives including outcomes on safety, quality and functionality

Table C.2 (continued)

TOPIC	COMMENTARY
Background to the services	<p>Provide a brief summary of why the service is required which includes the background and context within which the service will be performed</p> <p>Include any pertinent information which will enable the contractor to plan and deliver the service</p>
Outline of the services	<p>Provide a general description of the services to be provided and the extent of such services including key deliverables</p> <p>It may be necessary to describe the environment (context) within which the services are to take place to enable the contractor to understand the impact on requirements</p>
INFORMATION AND OTHER THINGS PROVIDED BY THE EMPLOYER	
Property affected by the service	Describe the affected property and its condition
Existing information	List sources of existing information, if any, which are pertinent to the required service e.g. drawings, manuals, diagrams etc.
Reference data	State the reports, surveys, agreements, etc. upon which the contractor is to base his service, if any. This information may include past studies, aerial photographs, maps, or records of surveys carried out in the assignment area
Information and other things provided by the employer	Describe what information and other things that the employer is to provide and by when e.g. additional information, equipment, office facilities, sites, access to people, or employer's technology systems
Information and other things provided by others	Describe what information and other things that persons other than the employer are to provide and by when e.g. additional information, equipment, office facilities, sites, access to people or employer's technology systems
Acceptance by others	Establish any requirements for persons other than the employer to check and confirm the acceptability of deliverables prepared by the contractor
Facilities and equipment provided by the employer	Describe the facilities, office space, equipment, software, vehicles, telecommunication systems, etc. which the employer is to provide
SPECIFICATIONS	
General requirements	<p>The requirements should state that the service shall satisfy the stated objectives of the employer in relation to the services identified in the description of services. Reference should thereafter be made to minimum requirements, i.e. what the contractor is expected to provide in relation to specific tasks, or functions in relation to the services that are to be provided to achieve the expected results</p> <p>Reference can be made to generic scopes of work to establish minimum requirements. Alternatively, minimum requirements should be stated to ensure that the required outputs and deliverables are achieved</p> <p>The requirements should generally not describe the approach or methodology by which the results are to be achieved, since these are the task of the contractor</p> <p>Where appropriate, acceptance criteria should be stated; the desired level of detail; main issues to be addressed; alternatives to be considered; necessary surveys, special analyses, and models; special equipment requirements; institutional and legal framework of the project; language requirements; and quality management requirements (if needed)</p> <p>It may also be necessary to establish time frames for deliverables, and reporting requirements (format, frequency, and content of reports as well as the number of copies, the language, and the names of the prospective recipients of the reports)</p>
Applicable national or, international standards	List all applicable national and international standards and provide any associated data, provisions and variations that make such standards applicable to the contract
Applicable standard industry or organisational standards	List all applicable standard industry or organisational standards and provide any associated data, provisions and variations that make these standards applicable to the contract

Table C.2 (continued)

TOPIC	COMMENTARY
Particular/generic specifications	Attach or make reference to particular (purpose-written) or generic (standard or in-house) specifications which are applicable to the services Such specifications should be drafted such that they <ul style="list-style-type: none"> — contain acceptance procedures to enable compliance to be determined — specify requirements uniquely and unambiguously, and — preferably state what is to be provided and not how it is to be provided
Design requirements	State requirements for items of equipment which the contractor is particulars of his design and level of detail for acceptance and the acceptance criteria associated therewith, typically in the form of performance or outputs
Planning requirements	State planning requirements
Health and safety requirements	Establish requirements for demonstrating compliance with health and safety legislation and requirements for health and safety which are beyond the legislative requirements
Facilities and equipment to be provided by the contractor	Specify the facilities, office space, equipment, software, vehicles, telecommunication systems, etc. which the contractor is to provide
CONSTRAINTS ON HOW THE SERVICES ARE TO BE PROVIDED	
General constraints	Describe restrictions on <ul style="list-style-type: none"> — the use of the affected property — access to the affected property, deliveries and parking — noise and vibrations — working days and hours — use of equipment — the use of hazardous materials and the storage of fuel and chemicals — pollution, ecological or environmental impacts — work on occupied buildings / premises — specific employer and funder policies
Confidentiality	State confidentiality requirements and restrictions on publicity
Security and identification of people	State requirements for security, vetting and identification of people working on or visiting the site
Protection of affected property	State specific requirements for the protection of the affected property
Protection of the work on the affected property	State specific requirements for the protection of the work carried out by the contractor against damage
Management or oversight structures for the project	Describe any structures that have been put in place, if any, to exercise overall oversight and management of the project and indicate how the contractor is to interface or interact with such structures. Indicate, if relevant, the role and responsibilities of everybody involved and specify the type, timing, and relevance for each participant Clarify institutional arrangements for the supervision of the work, if not adequately addressed in the contract data
Approvals	Identify all those parties from whom the contractor has to obtain approvals and outline the procedures that are to be followed

Table C.2 (continued)

TOPIC	COMMENTARY
Procurement	<p>State requirements appropriate to the methodology and procedures that are to be followed</p> <p>State the part of ISO 10845 applicable to the participation of targeted enterprises and all parameters associated therewith</p>
Access to land, buildings or sites	Describe arrangements for access to land, buildings or sites and any restrictions relating thereto
Planning and programming	<p>State requirements for format of programme, level of detail, critical path activities and their dependencies, frequency of updating, key dates, etc. Provide particulars of phased completion, programme constraints, milestone dates for completion, etc., as necessary</p> <p>List the activities to be carried out by the employer/client or by others, which are to be included in the contractor's programme</p>
Software application for programming	State any requirements including file format for submission of data and documents
Quality management	<p>Briefly describe</p> <ul style="list-style-type: none"> — what quality management systems the contractor is required to operate — the intention of the employer or client in terms of the monitoring of quality management, who carries out such monitoring (employer, client or agent) and if the monitoring forms part of a quality management system or if occasional verification only is required
Format of communications	<p>State formats of different types of communications and attach proformas of such documents as an annexure to the scope of work</p> <p>Also state requirements for the format of documents which are to be retained, e.g. microfilm, computer tapes or CDs, or original form</p>
Key personnel	State requirements for a schedule of key personnel or a schedule of contact particulars of key personnel, if required, and state when the schedule is to be submitted. Attach proformas of such documents to the end of the scope of work, if not provided for in the contract data
Management meetings	Provide particulars of times, days, location, attendance requirements, etc., as required, and state requirements for representatives having the necessary delegated authority
Forms for contract administration	<p>State requirements, if any, for use of standard forms for contract administration purposes and attach proformas of such documents at the end of the scope of work</p> <p>Also state if forms are available in electronic format</p>
Electronic payments	State details required or procedures to obtain electronic payments, as relevant
Daily records	State requirements for daily records of time spent, if not provided for in the contract data
Payment certificates	State requirements for the substantiation of claims in payment certificates to expedite verification and certification by employer's or client's representative, if not provided for in the contract data
Property provided for the contractor's use	List all property to be provided by the employer or client and others for the contractor's use
Proof of compliance with the law	State specific documents or methods by which compliance with any legislation is to be verified, as necessary
Condition surveys	State requirements for condition surveys which need to be carried out and any associated reinstatement work
Consideration of others	State restrictions on work to avoid disturbance to the general public or the occupiers or users of adjacent premises and the affected property
Co-operation with other service providers	Identify other contractors on the project and establish how interactions are to take place