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**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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## 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.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

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.

ISO 10845-2 was prepared by Technical Committee ISO/TC 59, *Buildings and civil engineering works*.

ISO 10845 consists of the following parts, under the general title *Construction procurement*:

- *Part 1: Processes, methods and procedures*
- *Part 2: Formatting and compilation of procurement documentation*
- *Part 3: Standard conditions of tender*
- *Part 4: Standard conditions for the calling for expressions of interest*
- *Part 5: Participation of targeted enterprises in contracts*
- *Part 6: Participation of targeted partners in joint ventures in contracts*
- *Part 7: Participation of local enterprises and labour in contracts*
- *Part 8: Participation of targeted labour in contracts*

## Introduction

Procurement documents are required in order 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, 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.

A uniform format for the compilation of calls for expressions of interest and tender and contract documents provides the platform for the standardization of the component documents and improved communications between those engaged in the procurement process.

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# Construction procurement —

## Part 2: Formatting and compilation of procurement documentation

### 1 Scope

This part of ISO 10845 establishes, in respect of supply, services and engineering and construction works 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 part of ISO 10845.

NOTE 2 This International Standard can also be used, with some adaptation, in the formatting and compilation of concession contracts and contracts involving disposals.

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

### 2 Terms and definitions

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

#### 2.1

##### **acceptance**

agreeing to a contractor's offer or tender, thereby creating a binding contract

[ISO 6707-2:1993, definition 3.4.2]

#### 2.2

##### **activity schedule**

document that breaks down the scope of work into a series of activities to allow contractors to be paid a lump sum upon the completion of each of the activities

#### 2.3

##### **adjudication**

form of dispute resolution where the outcome is a decision by a third party, within a specified period of time, which is binding on the parties in dispute, and final, unless and until reviewed by either arbitration or litigation

**2.4**  
**arbitration**  
means of settling a dispute outside the courts by one or several persons, usually chosen by the parties concerned

[ISO 6707-2:1993, definition 3.4.4]

**2.5**  
**bill of quantities**  
document that lists the items of work and the quantities and rates associated with each item to allow contractors to be paid, at regular intervals, an amount equal to the agreed rate for the work multiplied by the quantity of work completed

[ISO 10845-1:2010, definition 3.3]

**2.6**  
**bond**  
sum of money or securities submitted to the employer or placed in the hands of a third party to guarantee completion of the work and recovery of the sums which the contractor would be recognized as owing under the terms of the contract

NOTE Adapted from ISO 6707-2:1993, definition 3.5.4.

**2.7**  
**conditions of contract**  
terms that collectively describe the rights and obligations of contracting parties and the agreed procedures for the administration of their contract, or document containing conditions of contract

[ISO 6707-2:1993, definitions 3.2.1 and 3.2.2]

**2.8**  
**contract**  
legally enforceable agreement to supply goods, execute work or provide services

[ISO 6707-2:1993, definition 3.4.8]

**2.9**  
**contract data**  
document that identifies the applicable conditions of a contract and states the associated contract-specific data

[ISO 10845-1:2010, definition 3.10]

**2.10**  
**contractor**  
person or organization that contracts to provide the goods, services or engineering and construction works covered by the contract

[ISO 10845-1:2010, definition 3.12]

**2.11**  
**employer**  
person or organization intending to or entering into the contract with the contractor for the provision of goods, services, or engineering and construction works

[ISO 10845-1:2010, definition 3.17]



**2.12****engineering and construction works contract**

contract for the provision of a combination of goods and services arranged for the development, extension, refurbishment, rehabilitation or demolition of a fixed asset, including building and engineering infrastructure

**2.13****expression of interest**

request for respondents to register their interest in undertaking a specific contract or to participate in a project or programme and to submit their credentials so they may, in terms of the employer's procurement procedures, be invited to submit a tender offer should they qualify or be selected to do so

[ISO 10845-1:2010, definition 3.18]

**2.14****form for adjudicator appointments**

document that establishes the terms and conditions upon which the adjudicator is to be appointed

**2.15****form of offer and acceptance**

document that formalizes the legal process of offer and acceptance

**2.16****form of securities**

document that provides for the securities required by the employer

**2.17****list of returnable documents**

document that lists everything the employer requires a tenderer to include with his tender submission

**2.18****pricing assumptions**

document that provides the criteria and assumptions which are assumed in the contract and which the tenderer has taken into account when developing his prices, or target in the case of target cost contracts

**2.19****procurement**

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

[ISO 10845-1:2010, definition 3.30]

**2.20****procurement document**

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

[ISO 10845-1:2010, definition 3.31]

**2.21****respondent**

person or organization that submits an expression of interest in response to an invitation to do so

[ISO 10845-1:2010, definition 3.36]

**2.22****returnable schedule**

document that a tenderer is required to complete for the purpose of evaluating tender offers, or document which, when a tender offer is accepted, forms part of the subsequent contract

**2.23**

**scope of work**

document that specifies and describes the goods, services, or engineering and construction works which are to be provided, and any other requirements and constraints relating to the manner in which the contract work is to be performed

[ISO 10845-1:2010, definition 3.37]

**2.24**

**secondary procurement policy**

procurement policy that promotes objectives additional to those associated with the immediate objective of the procurement itself

[ISO 10845-1:2010, definition 3.38]

**2.25**

**services contract**

contract for the provision of labour or work, including knowledge-based expertise, carried out by hand or with the assistance of equipment and plant

**2.26**

**site information**

document that 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

**2.27**

**submission data**

document that establishes the responder's obligations in responding to a call for an expression of interest and the employer's undertakings in administering the process of calling for and receiving expressions of interest

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[ISO 10845-1:2010, definition 3.39]

**2.28**

**supply contract**

contract for the provision of goods, including materials or commodities made available for purchase and, where relevant, associated services

**2.29**

**targeted procurement procedure**

process used to create a demand for the services or goods (or both) of, or to secure the participation of, targeted enterprises and targeted labour in contracts in response to the objectives of a secondary procurement policy

[ISO 10845-1:2010, definition 3.44]

**2.30**

**tender data**

document that establishes the tenderer's obligations in submitting a tender and the employer's undertakings in administering the tender process and evaluating tender offers

[ISO 10845-1:2010, definition 3.45]

**2.31**

**tender notice and invitation to tender**

document that alerts prospective contractors to the nature of the goods, services and engineering and construction works required by the employer and contains sufficient information to solicit a response

**2.32****tender offer**

written offer for the provision of goods, or to carry out a service or engineering and construction works under given conditions, usually at a stated price, and which is capable of acceptance and conversion into a binding contract

[ISO 10845-1:2010, definition 3.46]

**2.33****tenderer**

person or organization that submits a tender offer

[ISO 10845-1:2010, definition 3.47]

### 3 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 are to be evaluated; [ISO 10845-2:2011](https://standards.iteh.ai/catalog/standards/sist/3fb951c1-add9-439d-b72e-017618010444/iso-10845-2-2011)
- e) define the risks, liabilities and obligations of the parties to the contract and the procedures for the administration of the contract; <https://standards.iteh.ai/catalog/standards/sist/3fb951c1-add9-439d-b72e-017618010444/iso-10845-2-2011>
- 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, engineering and construction works or disposals.

NOTE ISO 10845-1 describes the processes associated with nominated and qualified procedures.

## 4 Component documents

### 4.1 Division of component documents

Procurement documents for goods, services and engineering 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	
<b>E1: Submission procedures</b>		
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.
<b>E2: Returnable documents</b>		
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.
<b>E3: Indicative scope of work (where appropriate)</b>		
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.

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**Table 2 — Documents that relate to the tender**  
<https://standards.iteh.ai/catalog/standards/sis/515e635e4f05/iso-10845-2-2011>

Contents		Function and broad outline of contents
Number	Heading	
<b>T1: Tendering procedures</b>		
T1.1	Tender notice and invitation to tender	Alerts tenderers to the nature of the goods, services and engineering 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.
<b>T2: Returnable documents</b>		
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	
<b>C1: Agreements and contract data</b>		
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.
<b>C2: Pricing data</b>		
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, or target in the case of target and cost-reimbursable contracts.
C2.2	Pricing schedules/ activity schedule/ bill of quantities	Records the contractor's prices for providing goods, services or engineering and construction works which are described in the scope of work section of the contract.
<b>C3: Scope of work</b>		
C3	Scope of work	Specifies and describes the goods, services or engineering and construction works which shall be provided and any other requirements and constraints relating to the manner in which the contract work shall be performed.
<b>C4: Site information (engineering and construction works contracts only)</b>		
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.

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## 4.2 Calls for expressions of interest

### 4.2.1 Notice and invitation to submit expressions of interest

#### 4.2.1.1 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 engineering and construction works which shall 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) the time and place for collecting the procurement documents.