
**Buildings and civil engineering
works — Vocabulary —**

**Part 2:
Contract terms**

Bâtiments et ouvrages de génie civil — Vocabulaire —

Partie 2: Termes relatifs aux marchés

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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.

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).

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For an explanation on the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the WTO principles in the Technical Barriers to Trade (TBT) see the following URL: Foreword - Supplementary information

The committee responsible for this document is ISO/TC 59, *Buildings and civil engineering works*, Subcommittee SC 2, *Terminology and harmonization of languages*.

This second edition cancels and replaces the first edition (ISO 6707-2:1993), which has been technically revised.

ISO 6707 consists of the following parts, under the general title *Buildings and civil engineering works — Vocabulary*:

- *Part 1: General terms*
- *Part 2: Contract terms*

Introduction

With the growth in the number of international construction projects and the development of the international market in construction products, there is an increasing need for agreement on a common language.

ISO 6707-1 defines general terms related to buildings and civil engineering works. This part of ISO 6707 defines terms related to contracts for buildings and other types of construction works. This part will make the preparation of contracts between contractors and clients easier.

The terms in this part of ISO 6707 are

- fundamental concepts, which can be the starting point for more specific definitions,
- more specific concepts used in several areas of contracts such as project information, financial information, and life cycle stages,
- concepts from related concept fields used additionally in building and civil engineering and designated by borrowed terms.

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Buildings and civil engineering works — Vocabulary —

Part 2: Contract terms

1 Scope

This part of ISO 6707 defines terms applicable to contracts related to buildings and civil engineering works.

2 Vocabulary structure

The terms are arranged within categories to allow ready comparison of related concepts.

Where a preferred term designates more than one concept, each concept has been treated in a separate entry with a note to entry included to acknowledge the homonymy created, and a reference included to the other term entry.

Where a preferred or admitted term is specific to a particular English-speaking country, e.g. the United States of America, etc., this has been given in bold type following the international preferred term and annotated by the respective country code. Where no preferred terms are listed indicating usage in specific geographical location, this signifies that the international preferred term is the accepted term in the English-speaking countries. A term following the preferred term not given in boldface type is an admitted (non-preferred) synonym. Country codes are also assigned to these terms.

In most countries, synonyms and alternative spellings exist for the preferred terms used in this part of ISO 6707. To facilitate a ready comparison with US synonyms and alternative spellings, these are given in [Annex A](#).

Where terms in definitions are defined in this standard, the relevant terms are in italics, and the term number is given after the relevant term. Where terms in definitions are defined in ISO 6707-1, the terms are also in italics but no term number is given.

3 Base terms

3.1

brief

program, US

document that states the requirements for a *project* (3.8)

3.2

feasibility study

evaluation of a proposed *project* (3.8), the practicability of its achievement and the design, financial, economic, social, and environmental implications

3.3

plan of work

staging plan, US

project plan, US

document that details principal *stages* (3.4) in the design, *construction work* and *maintenance* of a *project* (3.8) and that identifies the main tasks and people

[SOURCE: ISO 6707-1:2014, 7.2.7]

3.4

stage
phase, US

distinct period in a *project* (3.8) used as a management tool

Note 1 to entry: The situation in which some stages are designated as phases is not consistent in English-speaking countries and between countries, see more specific terms, e.g. design development stage US (5.3), design development phase US (5.1).

3.5

phase
stage, US

portion of work that arises from splitting up a *project* (3.8) in accordance with a definite *programme* (9.5) or agreement

Note 1 to entry: The situation in which some phases are designated as stages is not consistent in English-speaking countries and between countries, see more specific terms, e.g. design development stage US (5.3), design development phase US (5.1).

[SOURCE: ISO 6707-1:2014, 7.2.6, modified – “Note 1 to entry” added]

3.6

tender
bid, US

written offer to *execute* (9.1) at a stated *price* (8.5) or rate an order for the supply of goods or services, or the execution of works under given conditions

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3.7

contract

legally enforceable agreement to supply goods, *execute* (9.1) work, or provide services

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3.8

project

contractual means by which a *construction works* or part of it is *executed* (9.1)

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4 Project information

4.1

project specification
specifications, US

specification (4.2) for a specific *project* (3.8) that prescribes the *construction work* and the *materials* to be used

[SOURCE: ISO 6707-1:2014, 7.2.8]

4.2

specification

document that sets out detailed requirements to be satisfied by a *product, material*, process or system, and the procedures for checking conformity to these requirements; or that sets out the *properties* of a product

4.3

schedule

document in the form of a table, or that gives details of items or tasks to be performed

4.4

completed phase

phase (3.5) that the parties agree has been *completed* (9.6)

4.5

conditional phase**extra work**, USsupplementary *phase* (3.5) carried out only if the *client* (10.1) approves**5 Design stage**

5.1

pre-contract stage**design development phase**, US*stage* (3.4) covering events up to the point when a *contract* (3.7) is placed

5.2

sketch plan stage**schematic design phase**, US

conceptual stage, US

stage (3.4) at which alternative outline proposals are evaluated and a preferred solution produced sufficiently to obtain *client* (10.1), user and statutory approval, and then developed into a design solution fully integrated with constructional, structural, and *service* requirements

Note 1 to entry: In the UK, it is usual to divide this stage into two: outline design stage, and final sketch or scheme design stage.

5.3

detail design stage**design development stage**, US*stage* (3.4) at which the *architect* (10.23) or *engineer* (10.24) moves from approved scheme designs to the detailed documents, preparatory to *contract* (3.7) preparation

5.4

drawingtechnical *information* given to information carrier; graphically presented, usually to scale, in accordance with agreed rules

[SOURCE: ISO 6707-1:2014, 7.2.10]

5.5

modelthree-dimensional representation, often simplified, of a *project* (3.8) or part of a project**6 Tendering**

6.1

tendering**bidding**, USprocess of obtaining *tenders* (3.6), with the intention of forming a *contract* (3.7) with one or more of the *tenderers* (10.31)

6.2

invitation to tender**invitation to bid**, USprocess of making a formal request to firms, publicly or formally to submit a *tender* (3.6)

6.3

competitive tendering**competitive bidding**, US*tendering* (6.1) in which the *contract* (3.7) is normally awarded to the *contractor* (10.5) who submits the *tender* (3.6) that is most advantageous to the *client* (10.1), assessed using pre-determined criteria

6.4

open tendering
open bidding, US

competitive tendering (6.3) when any suitable person or firm can submit a *tender* (3.6)

Note 1 to entry: In the US, open bidding can also be to a select group of bidders (pre-qualified) and the award (opening) of the actual bids (3.6) can be open to the public.

6.5

selective tendering
selective bidding, US

competitive tendering (6.3) when a limited number of persons or firms are invited to submit a *tender* (3.6)

6.6

two-stage tendering
two-stage bidding, US

tendering (6.1) in which *contractors* (10.5) submit two *tenders* (3.6) in sequence, with the final selection taking place after negotiation or design input

6.7

sequential tendering
sequential bidding, US

tendering (6.1) in which only pre-planned elements are priced in detail so that *construction work on site* can start before the design is complete

6.8

serial tendering
serial bidding, US

tendering (6.1) in which *contractors* (10.5) are asked to state terms and conditions under which they would agree to undertake a series of *projects* (3.8) over a period of time

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6.9

alternative method tender
alternate bid, US

tender (3.6) to carry out work in a different way or to substitute *materials* different from that proposed in the tender documents to effect the same result

6.10

tender sum
contract amount, US

sum stated in a *tender* (3.6)

Note 1 to entry: In the US, there is a homograph for the term “contract amount”. See 8.16.

6.11

bill of quantities
bill of materials, US

document for tendering (6.1), 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 a construction works

[SOURCE: ISO 6707-1:2014, 7.2.9]

6.12

priced bill of quantities
schedule of values, US

bill of quantities (6.11) that contains a *contractor's* (10.5) rates extended and totalled to provide the *tender* (3.6)

6.13**provisional item
checking, US**

item in a *bill of quantities* (6.11) for which the *quantities* are subject to re-measurement

6.14**preamble**

statement concerning *materials* and workmanship that precedes either the measured items in a *bill of quantities* (6.11) or the separate descriptions of workmanship in a *project specification* (4.1)

6.15**preliminaries**

part of a *bill of quantities* (6.11) or *project specification* (4.1) referring to the *contractor's* (10.5) general obligations rather than to the *construction work*

Note 1 to entry: Among the subjects referred to are *site* use, facilities, and security.

6.16**acceptance**

act of agreeing to a *contractor's* (10.5) offer or *tender* (3.6) thereby creating a binding *contract* (3.7)

6.17**letter of intent**

communication from the *client* (10.1) to the *tenderer* (10.31) stating that they propose to enter into an agreement with the tenderer

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7 Contracts**7.1****design and construct contract**

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design/build, US CA <https://standards.iteh.ai/catalog/standards/sist/8dce699b-a9ce-49f2-91f5-2e3f2a4e2c19/iso-6707-2-2014>
package deal, US

contract (3.7) based on a *brief* (3.1) provided by the *client* (10.1) under which the *contractor* (10.5) designs a *project* (3.8) and *constructs* it

7.2**develop and construct contract****fast track contract, US**

contract (3.7) based on a scheme design prepared by the *client* (10.1) under which a *contractor* (10.5) produces production *drawings* (5.4) and *constructs*

7.3**negotiated contract**

contract (3.7) based on financial and other terms that have been discussed and agreed between a *client* (10.1) and a *contractor* (10.5)

7.4**management contract****management fee contract, US**

contract (3.7) under which a *contractor* (10.5) provides consultation during and after the *design stage* (3.4), being responsible for planning and managing all post-contract activities on *site* and for the performance of the whole contract

7.5**professional service contract**

contract (3.7) for professional services, typically those related to design and consultancy services