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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, Subcommittee SC18, Construction Procurement*.

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*

This second edition cancels and replaces the first edition (ISO 10845-2:2011)

The main changes to the previous edition are:

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

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, 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 framework for:

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

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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 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 to entry 1: [Annex A](#) contains commentary on the clauses in this part of ISO 10845.

Note to entry 2: This International Standard 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 to entry 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

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

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

2.2

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 to be paid a lump sum upon the completion of each of the activities

2.3

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 definition 3.5.11]

**2.4
bond**

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

[SOURCE: ISO 6707-2:2017, definition 3.5.40, modified — “client” replaced with “employer”]

**2.5
conditions of contract**

document that contains the detailed provisions incorporated in a contract, laying down the rights and duties of the parties, the functions of the people connected with the contract and the procedures for administering the contract

[SOURCE: ISO 6707-2:2017, definition 3.4.25]

**2.6
contract**

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

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

**2.7
contractor**

person or organization that contracts to provide the goods, services or construction works covered by the contract

[SOURCE: ISO 10845-1:2010, definition 3.12]

**2.8
employer**

person or organization intending to or entering into the contract with the contractor for the provision of goods, services, or construction works

[SOURCE: ISO 10845-1:2010, definition 3.17]

**2.9
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

[SOURCE: ISO 10845-1:2010, definition 3.18]

**2.10
procurement**

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

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

**2.11
procurement document**

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

[SOURCE: ISO 10845-1:2010, definition 3.31]

**2.12
respondent**

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

[SOURCE: ISO 10845-1:2010, definition 3.36]

2.13

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, definition 3.3.2]

2.14

tender offer

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

[SOURCE: ISO 10845-1:2010, definition 3.46]

2.15

tenderer

person or organization that submits a tender offer

[SOURCE: 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 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.

4 Component documents

4.1 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.

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 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.

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.

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

4.2.2 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 to entry: 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.

4.2.3 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.

4.2.4 Returnable schedules

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

4.2.5 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.

4.3 Tender documents

4.3.1 Tender notice and invitation to tender

4.3.1.1 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