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**Construction procurement —  
Part 3:  
Standard conditions of tender**

*Marchés de construction —*

*Partie 3: Conditions types normalisées des soumissions*

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Published in Switzerland

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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](http://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](http://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](http://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 10845-3:2011), 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;
- the methods for evaluating tenders have been modified and the implications of choices made in applying such methods explained;
- an informative annex on the formulation of evaluation reports has been added.

A list of all parts in the ISO 10845 series can be found on the ISO website.

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](http://www.iso.org/members.html).

## Introduction

Procurement is the process which creates, manages and fulfils contracts. There are accordingly three phases to the procurement process associated with the delivery and maintenance of construction works, namely:

- a planning phase during which decisions are made as to what, where and when goods and services are required, how the market is to be engaged and what is the number, type, nature and timing of the required contracts;
- an acquisition phase during which contracts are entered into following the execution of a selection method; and
- a contract management (or contract administration) phase during which compliance with requirements, changes in requirements and risk events which manifest during the execution of contracts are managed.

Conditions of tender are required to establish procedures from the time that tenders are invited to the time that a contract is awarded. Such conditions document the procedures, the manner in which those engaged in the procurement process are to behave, the obligations of the tenderer and the undertakings of the employer.

[Annex A](#) provides background information on this document, guidance on its use and suggestions on good practice. [Annex B](#) provides guidance on how to develop the tender data for a procurement document using this document. [Annexes C](#) and [E](#) offer guidance on the evaluation of tenders and the structuring of evaluation reports, respectively. [Annex D](#) provides an example of a tender security. [Annex F](#) provides insights into the use of different formulae and weightings in the scoring of tender offers during the evaluation process,

ISO 10845-2 establishes the manner in which procurement documents should be formatted and compiled. The standard conditions contained in this document can by reference be incorporated in procurement documents formatted and compiled in accordance with the provisions of ISO 10845-2. ISO 10845-4 establishes requirements relating to pre-qualification of tenderers who are invited to submit a tender offer in terms of certain selection methods described in ISO 10845-1.

This document is part of the ISO 10845 series which covers various aspects of procurement within the construction industry. Each part of the ISO 10845 series relates to a different aspect of procurement. The objective of the ISO 10845 series is to provide a generic and standard set of processes, procedures and methods for a procurement system that is fair, equitable, transparent, competitive and cost-effective and which can be used to promote objectives additional to those associated with the immediate objective of the procurement itself.

# Construction procurement —

## Part 3: Standard conditions of tender

### 1 Scope

This document sets out standard conditions of tender which

- a) bind the employer and tenderer to behave in a particular manner,
- b) establish what a tenderer is required to do in order to submit a compliant tender,
- c) make known the evaluation criteria to tenderers, and
- d) establish the manner in which the employer conducts the process of offer and acceptance and provide the necessary feedback to tenderers on the outcomes of the process.

This document is intended for use in procurements relating to goods, services and construction works and disposals other than by auction.

### 2 Normative references

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 terminology databases for use in standardization at the following addresses:

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

#### 3.1

##### **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 terms specific to the US have been removed.]

#### 3.2

##### **bond**

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

[SOURCE: ISO 6707-2:2017, 3.5.40, modified — "client" has been replaced by "employer"; "of the work" has been added after "completion".]

### 3.3

#### **comparative offer**

*tenderer's* (3.18) financial offer after all tendered parameters that can affect the value of the financial offer have been taken into consideration to enable comparisons to be made on a comparable basis

### 3.4

#### **conflict of interest**

situation where business, financial, family, political or personal interests could interfere with the judgment of persons in carrying out their duties for the organisation

[SOURCE: ISO 37001:2016, 3.29]

### 3.5

#### **contract data**

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

[SOURCE: ISO 10845-1:2020, 3.8]

### 3.6

#### **corrupt practice**

offering, giving, receiving or soliciting of anything of value to influence the action of the *employer* (3.8) or his staff or agents in the tender process

[SOURCE: ISO 10845-1:2020, 3.10, modified — "the procurement process or the administration of the contract" has been replaced by "the tender process".]

### 3.7

#### **eligibility criteria**

criteria framed around the ability of a *tenderer* (3.18) to provide the required goods, services and construction works or disposals, or any combination thereof, which need to be satisfied in order for a submission to be evaluated

### 3.8

#### **employer**

person or *organization* (3.12) intending to or entering into a contract with the contractor to supply goods, carry out construction works and/or provide services

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

### 3.9

#### **form of offer and acceptance**

document that formalizes the legal process of offer and acceptance

### 3.10

#### **fraudulent practice**

misrepresentation of the facts in order to influence the tender process, or the award of a contract arising from a *tender offer* (3.17) to the detriment of the *employer* (3.8), including collusive practices intended to establish prices at artificial levels

[SOURCE: ISO 10845-1:2020, 3.18, modified — "or the administration of the contract including compensation procedures" at the end has been removed.]

### 3.11

#### **joint venture**

two or more *organizations* (3.12) grouped together to carry out work and share the risks, where each is jointly and severally liable for the actions and work of the other

[SOURCE: ISO 6707-2:2017, 3.8.3]



**3.12****organization**

company, firm, enterprise, association or other legal entity, whether incorporated or not, or public body

[SOURCE: ISO 10845-1:2020, 3.21]

**3.13****quality**

totality of features and characteristics of a product or service that bears on the ability of the product or service to satisfy stated or implied needs

[SOURCE: ISO 10845-1:2020, 3.27]

**3.14****returnable document**

document that a *tenderer* (3.18) is required to complete and submit to the *employer* (3.8) as part of his tender submission

**3.15****scope of work**

document that 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 is to be performed

[SOURCE: ISO 10845-1:2020, 3.29, modified — Notes 1 and 2 to entry have been removed.]

**3.16****tender data**

document that establishes the *tenderer's* (3.18) obligations in submitting a tender and the *employer's* (3.8) undertakings in administering the tender process and evaluating *tender offers* (3.17)

[SOURCE: ISO 10845-1:2020, 3.37]

**3.17****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 and conversion into a binding contract

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

**3.18****tenderer**

person or *organization* (3.12) that submits a *tender offer* (3.17)

[SOURCE: ISO 10845-1:2020, 3.39, modified — Note 1 to entry has been removed.]

**4 General requirements****4.1 Actions**

The employer and each tenderer submitting a tender offer shall comply with the standard conditions of tender. In their dealings with each other, they shall discharge their duties and obligations, as set out in [Clauses 5](#) and [6](#), in a timely manner and with integrity, behave equitably, honestly and transparently, and not engage in anti-competitive practices.

The employer and the tenderer, and all the agents and employees involved in the tender process, shall avoid conflicts of interest and, where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare

any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

**NOTE 1** A conflict of interest can arise due to a conflict of roles which can provide an incentive for improper acts in some circumstances or positions. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in said circumstance or position, even if no improper acts result.

**NOTE 2** Conflicts of interest with respect to those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which can in any way affect any decisions taken.

## **4.2 Tender documents**

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

## **4.3 Interpretation**

The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of the standard conditions of tender in this document.

The standard conditions of tender contained in this document, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

## **4.4 Communication and employer's agent**

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be read, copied and recorded, and in the language stated in the tender data. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

## **4.5 Employer's right to accept or reject any tender offer**

The employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a tenderer for such cancellation and rejection, but shall give written reasons for such action upon written request to do so.

The employer may not, subsequent to the cancellation or abandonment of a tender process or the rejection of all responsive tender offers, re-issue a tender covering substantially the same scope of work within a period of six months unless only one tender was received and such tender was returned unopened to the tenderer.

## **4.6 Procurement procedures**

### **4.6.1 General**

Unless otherwise stated in the tender data, a contract shall, subject to [6.13](#), be concluded with the tenderer who, in terms of [6.11](#), is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

#### 4.6.2 Competitive negotiation procedure

Where the tender data require that the competitive negotiation procedure be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of 6.4, the employer shall only announce the names of the tenderers who make a submission. The requirements of 6.8, relating to the material deviations or qualifications which affect the competitive position of tenderers, shall not apply.

All responsive tenderers, or not less than three responsive tenderers that are highest ranked in terms of the evaluation method and evaluation criteria stated in the tender data, shall be invited in each round to enter into competitive negotiations, based on the principle of equal treatment and keeping confidential the proposed solutions and associated information. Notwithstanding the provisions of 6.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position, provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

At the conclusion of each round of negotiations, tenderers shall be invited by the employer to make a fresh tender offer, based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

The contract shall be awarded in accordance with the provisions of 6.11 and 6.13 after tenderers have been requested to submit their best and final offer.

#### 4.6.3 Proposal procedure using the two-stage tendering system

##### 4.6.3.1 Option 1

In the first stage, tenderers shall submit technical proposals and, if required, cost parameters around which a contract may be negotiated.

The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the tender data.

In the second stage, the employer shall negotiate a contract with the tenderer scoring the highest number of evaluation points and award the contract in terms of the standard conditions of tender.

##### 4.6.3.2 Option 2

In the first stage, tenderers shall submit only technical proposals. In the second stage, the employer shall invite all responsive tenderers to submit tender offers, following the issuing of procurement documents.

The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data, and award the contract in terms of the standard conditions of tender in this document.

## 5 Tenderer's obligations

### 5.1 Eligibility

#### 5.1.1 Submit a tender offer

Submit a tender offer only if the tenderer satisfies the eligibility criteria stated in the tender data and if the tenderer, or any of the tenderer's principals, is not under any restriction to do business with the employer.

Complete the eligibility declaration included in the tender documents (if any) and provide the required evidence of satisfying stated eligibility criteria.

### 5.1.2 Notify the employer

Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer, and obtain the employer's written approval to do so before the closing time for tenders.

### 5.2 Cost of tendering

Accept that, unless otherwise stated in the tender data, the employer does not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the tender offer comply with requirements.

### 5.3 Checking documents

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

### 5.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

### 5.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are incorporated into the tender documents by reference.

### 5.6 Acknowledging addenda

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and, if necessary, apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

### 5.7 Clarification meeting

Attend, where required, a clarification meeting, the details of which are stated in the tender data, at which tenderers may familiarize themselves with aspects of the proposed work, services or supply, and raise questions.

### 5.8 Seeking clarification

Unless otherwise notified in the tender data, request clarification of the tender documents, if necessary, by notifying the employer at least five working days before the closing time stated in the tender data.

### 5.9 Insurance

Be aware that the extent of insurance to be provided by the employer (if any) may not be for the full cover required in terms of the conditions of contract identified in the contract data.

### 5.10 Pricing the tender offer

Include in the rates, prices, and the tendered total of the prices (if any), all duties, taxes which the law requires to be paid [except value added tax (VAT)], and other levies payable by the successful tenderer, that are applicable 14 days before the closing time stated in the tender data.

Show the VAT payable by the employer separately as an addition to the tendered total of the prices.

Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

State the rates and prices in monetary value of the contract unless otherwise instructed in the tender data.

NOTE The contract data can provide for part payment in other currencies.

### 5.11 Alterations to documents

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer or to correct errors made by the tenderer and ensure that all signatories to the tender offer initial all such alterations.

Do not make erasures using masking fluid.

### 5.12 Alternative tender offers

Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted, as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

### 5.13 Tender submissions

#### 5.13.1 General submission requirements

Submit one tender offer only, either as a single entity or as a member in a joint venture, to provide the whole of the works, services or supply identified in the draft contract, unless otherwise stated in the tender data.

Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

Submit

- a) the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with a translation of any documentation in a language other than the language of communication established in [3.4](#), and
- b) the parts communicated electronically in the same format as they were issued by the employer.

#### 5.13.2 Signatures

Sign the original and all copies of the tender offer where required in terms of the tender data.

State in the case of a joint venture which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

NOTE The employer holds all authorized signatories liable on behalf of the tenderer.

### **5.13.3 Tender securities**

Submit, if instructed in terms of the tender data, a tender security from a bank or insurer that is in a strong enough commercial position to carry such security in the name of the tenderer, or in the names of each of the members of a joint venture, in the amount, for the period and in the form specified in the tender data.

### **5.13.4 Inclusion of certificates**

Include in the tender submission, or provide the employer with, any certificates as stated in the tender data.

### **5.13.5 Sealing of documents**

Seal the original and each copy of the tender offer as separate packages, marking the packages as "ORIGINAL" and "COPY". Unless otherwise specified in the tender data, seal the "ORIGINAL" and "COPY" packages in a single package and state on the outside of such package the employer's address and identification details specified in the tender data, as well as the tenderer's name and contact address.

Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "FINANCIAL PROPOSAL" and place the remaining returnable documents in an envelope marked "NON-FINANCIAL PROPOSAL". State on the outside of each envelope the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address. Seal the original tender offer and copy packages together in an outer package that states, on the outside, only the employer's address and identification details as specified in the tender data.

### **5.13.6 Employer's acceptance of tender submissions**

Accept that the employer does not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

Accept that the employer shall not accept tender offers submitted by telegraph, telex, facsimile or e-mail, unless otherwise stated in the tender data.

## **5.14 Information and data to be completed in all respects**

Accept that tender offers which do not provide all the data or information requested, completely and in the form required, may be regarded by the employer as being non-responsive.

## **5.15 Closing time**

Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Proof of posting or couriering shall not be accepted as proof of delivery.

Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of the standard conditions of tender in this document apply equally to the extended deadline.