Sample report

Riverside Depot drainage and resurfacing.

Tender Documentation Review. NEC4 ECC Option A. Estimated value £3.2m. Tender pack reviewed: ITT, Scope, drawings C-100 to C-120, Site Information, Contract Data part one, Z clauses, activity schedule, Form of Tender.

Review	Maturity rating	Decision
Tender documents	Level 2 of 5, Emerging	Proceed with conditions

Summary.

The tender pack is close to ready, but four high-severity findings would each let a bidder leave cost out of the price and recover it after award. Three of the four sit where two documents disagree. None needs redesign; all can be closed by drafting before issue.

8 findings: 4 high, 3 medium and 1 low. The tender pack moves to Level 3, and the decision to proceed, once the four conditions below are closed and checked.

Conditions to close before issue.

Ref	Condition	Owner
F01	Correct the drawing or the specification so they agree. NEC4 has no order of precedence, and a change that resolves the conflict is assessed in the Contractor's favour.	Design lead
F02	Issue the ground investigation report, or remove the reference and say what is known.	Project manager
F03	Make the handover date a Completion Date for a section (Option X5) with a realistic delay damages rate, or a Key Date with a stated Condition.	Commercial lead
F05	Add a traffic management activity and check every Scope section has a priced home.	Cost manager

How to read this report.

Each finding cites the document and clause it relies on, how an experienced bidder would use it, the exposure to the Client and the recommended fix, with an owner. Severity reflects likely cost and the chance a bidder will use it. Commercial and contractual observations, not legal advice.

Findings log.

Ref	Source	Finding	How a bidder uses it	Fix before issue	Owner	Severity
F01	Drawing C-104 and Specification 5.3	Drawing C-104 shows a 450 mm concrete surface water sewer. Specification clause 5.3 calls for 300 mm twin-wall plastic pipe.	Price the cheaper plastic pipe, then claim the difference as a change when the drawing is enforced.	Correct the drawing or the specification so they agree. NEC4 has no order of precedence, and a change that resolves the conflict is assessed in the Contractor's favour.	Design lead	High
F02	Site Information, section 2	Site Information refers to a 2024 ground investigation report. The report is not in the tender pack.	Price benign ground, then notify physical conditions under clause 60.1(12) when rock or water is found.	Issue the ground investigation report, or remove the reference and say what is known.	Project manager	High
F03	Contract Data part one and Option X7	The depot handover date is mentioned only in the Scope. The completion date in Contract Data is later, and delay damages are entered as £0 per day.	Finishing late costs nothing, so the handover date gets no priority over cheaper sequencing.	Make the handover date a Completion Date for a section (Option X5) with a realistic delay damages rate, or a Key Date with a stated Condition.	Commercial lead	High
F04	Z clause Z3 and Scope 6.2	Z3 makes the Contractor responsible for any delay in a third-party land consent. Scope 6.2 says work cannot start on that land until the consent is granted.	The consent delay becomes uncompensated Contractor risk, so bidders add a premium or qualify the bid.	Keep the consent risk with the Client, or add a compensation event if the consent is not granted by a stated date.	Commercial lead	Medium
F05	Activity schedule and Scope 4.4	Scope 4.4 requires full traffic management for the works. The activity schedule has no traffic management activity.	Leave traffic management out of the price and recover it later as a change to the Scope.	Add a traffic management activity and check every Scope section has a priced home.	Cost manager	High
F06	ITT evaluation, quality questions Q2 to Q5	Quality is weighted at 60%. Answers are scored 0, 5 or 10 with no descriptors for each score.	Write to the question, not the project. A losing bidder has grounds to challenge inconsistent marking.	Publish score descriptors and tie each question to a project-specific risk.	Procurement lead	Medium
F07	ITT section 4 and portal notice	The ITT sets the clarification deadline 10 days before return. The portal notice says 5 days.	Raise late clarifications and argue the timetable was unclear.	Align the deadline across the ITT and the portal before issue.	Procurement lead	Low
F08	Form of Tender and pricing schedule	The Form of Tender asks for prices excluding VAT. The pricing schedule totals include VAT.	Submit on whichever basis looks cheaper; the evaluation team then has to normalise prices.	State one VAT basis in both documents.	Procurement lead	Medium

Close-out. When the owners have closed the conditions, send the updated documents. We check them and confirm the change to Level 3 and the decision to proceed in writing, at no extra charge.

This sample uses a fictional project and fictional findings to show the format of a CALON report. It does not describe any real client, tender or document.