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## Tendering and Estimating

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### 1.0 Purpose

- 1.1 This document describes the review process for tendering in order to ensure client's requirements can be met.

### 2.0 Introduction

- 2.1 This procedure applies to the entire process, including acquisition of initial tendering information to the award of contract, and all the tendering stages and proposals in between.
- 2.2 **Chief Estimator (CE)**, supported by his clerical support, shall carry out the review at various stages of a tender.
- 2.3 **General Manager (GM)** shall carry out final review and confirm approval prior to the tender submission.

### 3.0 Process Input Requirement

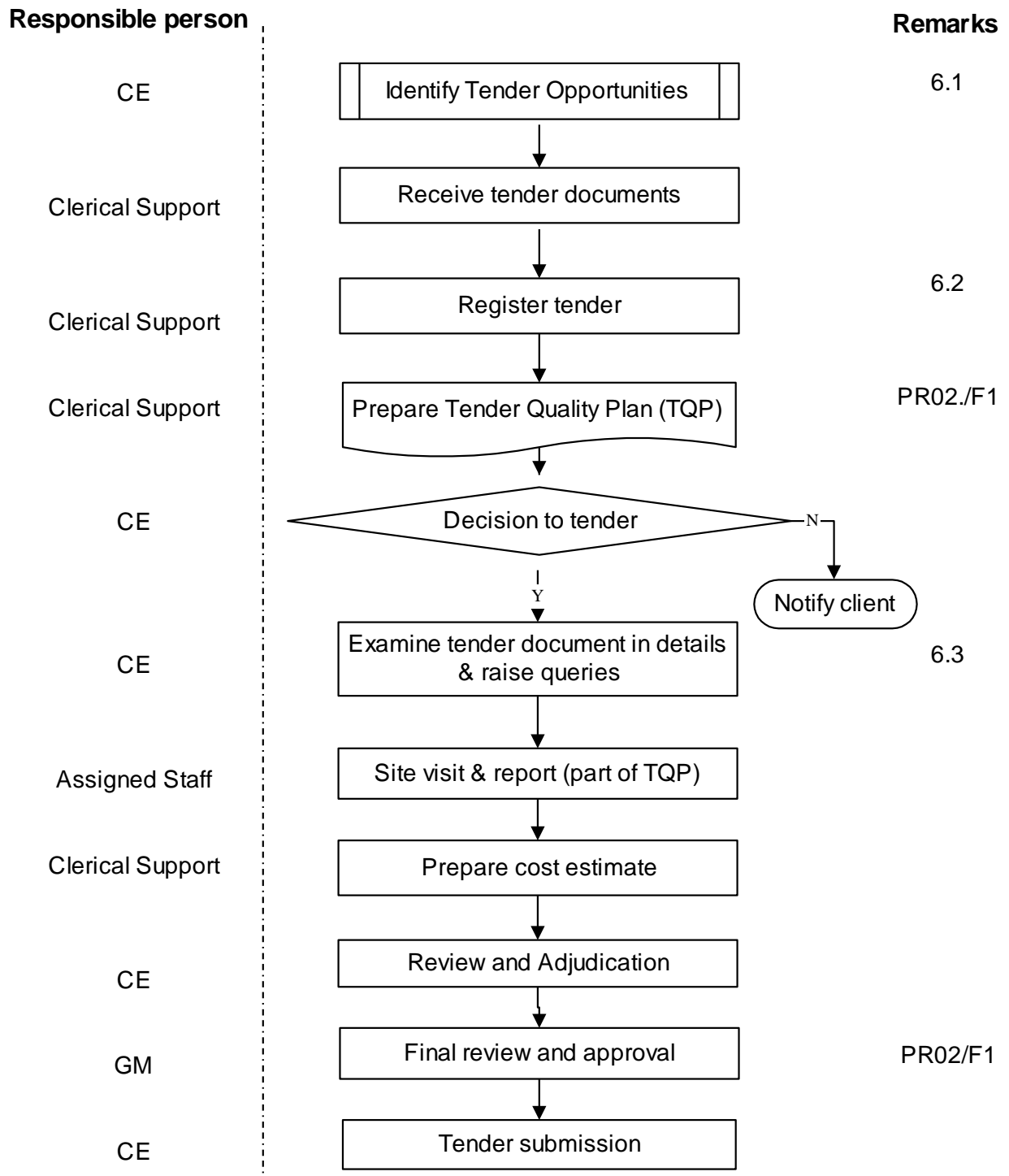
- 3.1 LGL is invited to tender.
- 3.2 LGL fully understand client's requirements of each tender.

### 4.0 Related Documents

Nil

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**5.0 Procedure (Flowchart)**



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### 6.0 Remarks

6.1 The sources of tenders are as follows:

- invitation
- gazette (check weekly)
- individual government departments' web sites (check weekly)

6.2 Tender Register should include:

Sequential number/project title/client/date submitted/remarks.

New tender reference number is assigned.

6.3 If there is any amendment/addendum in the tender documents, **Chief Estimator** or his clerical support should replace the old document and chop or mark "superseded" on the document.

### 7.0 Record

Record	Form No.	Responsible person	Minimum Retention Period	Filing Index
Tender Register	--	Chief Estimator	Latest	By Date
Tender Document (project lost)	--	Chief Estimator	Six months from tender	By Date
Tender Document (project secured)	--	Project Manager	One year after project completed	By Project
Tender Quality Plan (project secured)	PR02/F1			