

Contractor's Tender Readiness Checklist

A practical pre-submission review for Australian building and civil contractors.

HOW TO USE

Work through each section before the final tender review. Mark items complete, identify an owner for gaps and record qualifications where information is unavailable.

1. Scope and document control

- | | | |
|--------------------------|---|---------------------|
| ☐ | Latest drawings, specifications and addenda confirmed | Owner / note: _____ |
| ☐ | Scope inclusions and exclusions mapped | Owner / note: _____ |
| ☐ | Tender queries and assumptions register prepared | Owner / note: _____ |
| ☐ | Site constraints, access and working hours reviewed | Owner / note: _____ |
| ☐ | Submission requirements and closing time confirmed | Owner / note: _____ |

2. Quantity take-off

- | | | |
|--------------------------|---|---------------------|
| ☐ | Take-off is traceable to drawing and specification references | Owner / note: _____ |
| ☐ | Measurement basis and units are consistent | Owner / note: _____ |
| ☐ | Demolition, temporary works and enabling works included | Owner / note: _____ |
| ☐ | Waste, laps, bulking or compaction factors considered | Owner / note: _____ |
| ☐ | Provisional quantities clearly identified | Owner / note: _____ |

3. Rates a



Planetview

Drafting (2D & 3D) | Planning & Scheduling | Estimating & Cost Control

- | | | |
|--------------------------|---|---------------------|
| ☐ | Labour, plant and material build-ups checked | Owner / note: _____ |
| ☐ | Supplier and subcontractor quotations are current | Owner / note: _____ |
| ☐ | Quote exclusions and validity periods reviewed | Owner / note: _____ |
| ☐ | Freight, mobilisation and regional costs allowed | Owner / note: _____ |
| ☐ | Escalation and procurement lead times considered | Owner / note: _____ |

4. Programme and methodology

- | | | |
|--------------------------|--|---------------------|
| ☐ | Tender programme matches the proposed methodology | Owner / note: _____ |
| ☐ | Procurement and approval activities included | Owner / note: _____ |
| ☐ | Critical path and key milestones identified | Owner / note: _____ |
| ☐ | Resources and production rates are realistic | Owner / note: _____ |
| ☐ | Weather, access and interface constraints considered | Owner / note: _____ |

5. Commence



Planetview

Drafting (2D & 3D) | Planning & Scheduling | Estimating & Cost Control

- | | | |
|--------------------------|--|---------------------|
| ☐ | Contract conditions and departure schedule reviewed | Owner / note: _____ |
| ☐ | Design responsibility and certification obligations identified | Owner / note: _____ |
| ☐ | Contingent risks addressed in price or qualifications | Owner / note: _____ |
| ☐ | Insurances, bonds and security requirements allowed | Owner / note: _____ |
| ☐ | Variations, payment terms and retention understood | Owner / note: _____ |

6. Final submission review

- | | | |
|--------------------------|--|---------------------|
| ☐ | Price schedule reconciles to estimate summary | Owner / note: _____ |
| ☐ | Programme, methodology and price are consistent | Owner / note: _____ |
| ☐ | Qualifications are clear and project-specific | Owner / note: _____ |
| ☐ | All required schedules and declarations are attached | Owner / note: _____ |
| ☐ | Independent final review completed before submission | Owner / note: _____ |



Tender / project	
Estimator	
Reviewer	
Submission deadline	
Review completed	
Key unresolved items	

Need independent tender support?

Planetview provides quantity take-offs, estimating, tender programmes, drafting and cost-control support to builders, contractors and consultants across Australia.

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