**TENDER RECOMMENDATION REPORT - TEMPLATE**

**GW Project No:** UXXXXX

1. STATUS OF PROJECT

Brief summary of the current status of the project.

Timelines of design submissions and approvals, including evidence for design approval

* Eg Detailed Design was submitted on XXX
* Comments received from GW on XXX
* Updated design package submitted on XXX addressing GW comments together with this tender report
1. INTRODUCTION

Who was invited to tender and the close date.

* John Smith Pty Ltd
* John Citizen Pty Ltd
* Joe Blogs Pty Ltd
1. TENDERS RECEIVED

Summary of the tender prices received possibly in a table (ex GST).

If no tender received, why?

1. ANALYSIS OF TENDERS

Each sub heading to include a summary of the tender provided by each contractor. Include what made the tender ‘complete’, additional allowances made which would affect the price, any non-conforming parts of the tender, exclusions, if there are any missing costs and any other factors as to why Tender X was selected over Tender Y, ie. Tender Y does not have a proven track record for constructing this type of asset, Tender Y cannot start for 6 months but Tender X can start in one months’ time etc.

* 1. Tender A
	2. Tender B
	3. Tender C etc
1. ANALYSIS OF PRICE

Include a summary of why the recommended tender is ‘good value for money’.
Provide detailed comparison of the different tender prices and the cost estimate from the consultant in an Appendix.

1. DISCUSSIONS/COMMENTARY REGARDING NON-CONFORMING TENDERS AGAINST THE DESIGN
* E.g. Tender X is non-conforming as they are requesting to use precast for the wet well as opposed to cast insitu as per the design.
1. ASSUMPTIONS MADE BY TENDERERS AGAINST THE DESIGN AND CLARIFICATIONS
* E.g. Tender Y assumed that rising main will be in nature strip and not in roadway
1. RECOMMENDATION

Summary of why Tender X is being recommended.

1. ATTACHMENTS (Examples)

Appendix A Tenders received

Appendix B Contractor price comparison

Appendix C Tender assessment matrix

Appendix D Major Tender Price difference evaluation