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Second edition
2021-07

Construction procurement — Part 3: Standard conditions of tender

Marchés de construction —

Partie 3: Conditions types normalisées des soumissions



Reference number
ISO 10845-3:2021(E)

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Published in Switzerland

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Contents

	Page
Foreword	v
Introduction	vi
1 Scope	1
2 Normative references	1
3 Terms and definitions	1
4 General requirements	3
4.1 Actions.....	3
4.2 Tender documents.....	4
4.3 Interpretation.....	4
4.4 Communication and employer's agent.....	4
4.5 Employer's right to accept or reject any tender offer.....	4
4.6 Procurement procedures.....	4
4.6.1 General.....	4
4.6.2 Competitive negotiation procedure.....	5
4.6.3 Proposal procedure using the two-stage tendering system.....	5
5 Tenderer's obligations	5
5.1 Eligibility.....	5
5.1.1 Submit a tender offer.....	5
5.1.2 Notify the employer.....	6
5.2 Cost of tendering.....	6
5.3 Checking documents.....	6
5.4 Confidentiality and copyright of documents.....	6
5.5 Reference documents.....	6
5.6 Acknowledging addenda.....	6
5.7 Clarification meeting.....	6
5.8 Seeking clarification.....	6
5.9 Insurance.....	6
5.10 Pricing the tender offer.....	7
5.11 Alterations to documents.....	7
5.12 Alternative tender offers.....	7
5.13 Tender submissions.....	7
5.13.1 General submission requirements.....	7
5.13.2 Signatures.....	7
5.13.3 Tender securities.....	8
5.13.4 Inclusion of certificates.....	8
5.13.5 Sealing of documents.....	8
5.13.6 Employer's acceptance of tender submissions.....	8
5.14 Information and data to be completed in all respects.....	8
5.15 Closing time.....	8
5.16 Tender offer validity.....	9
5.16.1 Period of validity.....	9
5.16.2 Withdrawal of tenders.....	9
5.17 Clarification of tender offer after submission.....	9
5.18 Other material.....	9
5.19 Inspections, tests and analysis.....	9
5.20 Submitting securities, bonds, policies, etc.....	9
5.21 Checking final draft.....	9
5.22 Returning other tender documents.....	10
6 Employer's undertakings	10
6.1 Responding to requests from the tenderer.....	10
6.1.1 Requests for clarifications.....	10
6.1.2 Requests to change qualifying requirements.....	10

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6.2	Issuing addenda.....	10
6.3	Returning late tender offers.....	10
6.4	Opening of tender submissions.....	10
6.5	Two-envelope system.....	11
6.6	Non-disclosure.....	11
6.7	Grounds for rejection and disqualification.....	11
6.8	Test for responsiveness.....	11
6.9	Arithmetical errors, omission and discrepancies.....	12
6.10	Clarification of a tender offer.....	12
6.11	Evaluation of tender offers.....	12
	6.11.1 General.....	12
	6.11.2 Method 1: financial offer.....	12
	6.11.3 Method 2: financial offer and quality.....	13
	6.11.4 Method 3: financial offer and preferences.....	13
	6.11.5 Method 4: financial offer, quality and preferences.....	14
	6.11.6 Decimal places.....	14
	6.11.7 Scoring financial offers.....	14
	6.11.8 Scoring preferences.....	15
	6.11.9 Scoring quality.....	15
6.12	Insurance provided by the employer.....	15
6.13	Acceptance of a tender offer.....	15
6.14	Preparing contract documents.....	16
6.15	Completing adjudicator's contract.....	16
6.16	Notice to successful and unsuccessful tenderers.....	16
6.17	Providing copies of the contracts.....	16
6.18	Returning of tender securities.....	16
6.19	Providing written reasons for actions taken.....	16
Annex A (informative) Commentary.....		18
Annex B (informative) Tender data.....		37
Annex C (informative) Evaluating tender offers.....		44
Annex D (informative) Example of a tender security.....		62
Annex E (informative) Evaluation reports.....		63
Annex F (informative) Impact of different formulae and weightings in the scoring of methods 2, 3 and 4.....		66
Bibliography.....		71

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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).

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).

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.

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.

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.