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TENDER STAGE · NEC4 ECC

Tender Programme Checklist

A tender programme is required when the invitation to tender asks for one, and in practice when the quality evaluation scores it. Either way, it sets the durations behind every time-related cost in the price. Run this check before the programme goes in with the bid.

1 Read the tender documents first

- [ ] **Required or scored?** Find whether the invitation to tender lists a programme as a mandatory submission, or the quality criteria score delivery, programme or mobilisation.
- [ ] **Format, software and level of detail.** Note what the documents ask for, including a native file if they want one.
- [ ] **The dates.** Note the Completion Date, any Key Dates or sectional completion, and the access dates.
- [ ] **The Contract Data.** Check whether part two leaves room to identify a programme, and what period part one sets for a first programme.

State it: *what the tender documents ask the programme to show, and in what form.*

2 Dates and constraints

- [ ] **Access** to each part of the site, and from when.
- [ ] **Outages, shutdowns and windows** the client controls, dated from the tender documents.
- [ ] **Client-supplied items and information**, and the work of others the programme depends on.
- [ ] **Working hours, holidays and permits**, carried into the calendars and the durations.
- [ ] **Every assumption written down**, so it can go into a clarification question before the deadline.

State it: *which dates belong to the client, and which assumptions the price rests on.*

3 Logic and durations

- [ ] **Every activity linked**, with the critical path visible, not bars drawn to look right.
- [ ] **Durations from quantities and outputs**, not round numbers of weeks.
- [ ] **The procurement chain as separate activities:** submittal, approval, manufacture, testing and delivery.
- [ ] **Testing and commissioning as work**, with real durations, not one bar at the end.
- [ ] **Time risk allowances visible and reasoned** where the Contractor's risk sits, and no constraint doing the logic's job.

State it: *the critical path, and the activities it runs through to planned Completion.*

The price depends on the programme. Build it before the price is adjudicated.

4 The price and the programme agree

- [ ] **Prelims** priced to planned Completion as the programme shows it, not to a round number of weeks.
- [ ] **Each plant hire period** matches the activities that need the plant.
- [ ] **The labour profile** comes from the resourced sequence, peaks included.
- [ ] **Risk priced once:** in the time risk allowances or in the risk line, never in both.
- [ ] **The narrative and method statements** describe the same sequence and dates as the programme.

State it: *the bar behind each time-related line in the price.*

5 After award, under the NEC4 ECC

- [ ] **Named in Contract Data part two?** Then it is the Accepted Programme from the Contract Date (11.2(1)). Name it only if it shows what clause 31.2 asks for, updated to the expected award date.
- [ ] **Not named?** Submit a first programme for acceptance within the period the Contract Data states (31.1). The Project Manager has two weeks to accept it or give reasons (31.3).
- [ ] **Not named, and not yet submitted?** Clause 50.5 retains a quarter of the Price for Work Done to Date until a compliant first programme is in.
- [ ] **Keep the native file**, so the first programme and the clause 32 revisions build on the tender logic, not on a blank file.

State it: *which route applies, and the date the first programme is due.*

Before the programme goes in with the bid

Ready when all four hold.

- [ ] It answers what the invitation to tender asks for, in the required format.
- [ ] Planned Completion meets the Completion Date and any Key Dates.
- [ ] Every time-related line in the price traces to a bar on the programme.
- [ ] The narrative and method statements match it, and if the Contract Data will identify it, it is ready to be the Accepted Programme.

Pricing a package with no programme yet? Book a 30-minute call about a tender programme.

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