# Construction Tender Document Review Checklist

https://quollnet.com/chk/construction/construction-tender-document-review

Chk id: 3c2df170
Revision: 2026-11-03

| Project | Location | Status |
|---|---|---|
| — | — | — |

| Date | Completed by |
|---|---|
| — | — |

## Project Scope Review

| No. | Done | Check / Requirement | Result | Notes / Evidence |
|---|---|---|---|---|
| 1 | ☐ | Examine the project scope and specifications in the tender documents. | — | — |
| 2 | ☐ | Identify deliverables and ensure they align with organizational capabilities. | — | — |

## Project Timeline Analysis

| No. | Done | Check / Requirement | Result | Notes / Evidence |
|---|---|---|---|---|
| 3 | ☐ | Review project timelines and assess feasibility with current workload. | — | — |
| 4 | ☐ | Check for critical milestones and deadlines. | — | — |

## Cost Estimates

| No. | Done | Check / Requirement | Result | Notes / Evidence |
|---|---|---|---|---|
| 5 | ☐ | Analyze cost estimates provided in the tender documents. | — | — |
| 6 | ☐ | Identify potential cost overruns and hidden expenses. | — | — |

## Legal Review

| No. | Done | Check / Requirement | Result | Notes / Evidence |
|---|---|---|---|---|
| 7 | ☐ | Verify all legal clauses and obligations in the tender. | — | — |
| 8 | ☐ | Ensure compliance with relevant laws and regulations. | — | — |

## Risk Assessment

| No. | Done | Check / Requirement | Result | Notes / Evidence |
|---|---|---|---|---|
| 9 | ☐ | Conduct a risk assessment to identify potential challenges. | — | — |
| 10 | ☐ | Evaluate the likelihood and impact of identified risks. | — | — |

## Client Assessment

| No. | Done | Check / Requirement | Result | Notes / Evidence |
|---|---|---|---|---|
| 11 | ☐ | Assess the client’s financial stability and reputation. | — | — |
| 12 | ☐ | Verify the client’s payment history and terms. | — | — |

## Financial Capacity

| No. | Done | Check / Requirement | Result | Notes / Evidence |
|---|---|---|---|---|
| 13 | ☐ | Does the contractor has the banking facilities required to provide bonds and insurances? | — | — |
| 14 | ☐ | Check if the project cash flow is within the company available limits. | — | — |

**Comments / Follow-up**

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## Checklist guidance

The construction tender document review is a critical process undertaken by contractors upon receiving a tender invitation. This phase involves a thorough examination of all documents associated with the tender to determine the feasibility and desirability of bidding on the project. The review includes evaluating project specifications, timelines, costs, and legal implications. This checklist ensures that contractors meticulously assess each component to make an informed bid decision, minimizing risks and enhancing the quality of the bid. Users can interact with the checklist by ticking off items, adding comments, and exporting the results as PDF or Excel, complete with a QR code for authenticity.

1. Click the 'Use this checklist' or 'Start Interactive Checklist' button to launch interactive mode.

2. Tick each item online as you complete it.

3. Add comments on individual items or the entire checklist.

4. Click 'Share' or 'Download' to download your completed checklist as PDF or Excel.

Tick the box when complete. Record Not done or N/A in Result and note any follow-up.