



One enquiry, priced like for like

The Supplier Enquiry Pack issues the WP-09 mechanical package to the market on identical terms: a priced BoQ template, the mechanical drawings and specification, the programme constraints and the commercial terms, so returns compare on the same scope against a fixed budget.

PACKAGE	CLIENT	BUDGET
WP-09 Mechanical	Cushman Workplace	£218,400
ISSUED	PREPARED BY	REFERENCE
w/c 25 May 2026	S. Okafor, BuiltAI	NG-SEP-09

Illustrative example: fictional project and parties.

£218,400

Mechanical package budget

12

Priced BoQ lines

5

Firms invited

Fri 12 Jun

Returns due

01

TEMPLATE

The scope, as a priced template

The Supplier Enquiry Pack issues the WP-09 mechanical package to the market on identical terms, so four returns compare on the same scope against a £218,400 budget. The heart of the pack is a priced Bill of Quantities template: the supplier prices each line, and nothing is left to a supplier's own take-off.

ITEM	DESCRIPTION	QTY	UNIT	RATE
09.01	Fan coil units, supply, Daikin FWF-C 3.5kW or equivalent	21	nr	£ / nr
09.02	Fan coil unit, slim variant, supply	1	nr	£ / nr
09.03	FCU installation, ceiling void, connect and test	22	nr	£ / nr
09.04	Ductwork modifications, galvanised to DW/172	3	floor	£ / floor
09.05	CHW pipework, riser to FCU connections	3	floor	£ / floor
09.06	Condensate pipework, insulated MUPVC	3	floor	£ / floor
09.07	Grilles and diffusers, supply and install	44	nr	£ / nr
09.08	BMS interface, BACnet gateway to Trend IQ4	3	floor	£ / floor
09.09	Commissioning, flow balance and FCU	1	sum	£

The full template runs to twelve lines, including O&M documentation, preliminaries and a measured day rate for minor works, so the return is complete and comparable.

02

BASIS

Drawings, specification and programme

The enquiry is issued against a fixed information set so no bidder prices a different picture. The mechanical drawings DWG-M-01 are at Rev C, eight sheets, issued by Lambourne Vance Engineers, and the specification is SPC-M-01, sections T10 and T31. The programme constraints are stated: FCU positions need ceiling-plenum access, and the works are sequenced to the sectional dates.

ONE INFORMATION SET, FOUR RETURNS

Every bidder prices the same Rev C drawings and the same specification sections. A bidder who wishes to qualify or exclude must say so explicitly in the return, which is exactly what the Tender Return Analysis then normalises.

03

TERMS

Commercial terms and submission

The pack sets the commercial terms once: a JCT Design and Build sub-contract, retention, the insurance levels required, and the sub-contractor's responsibility for its own RAMS. Returns are due Friday 12 June, comprising a priced Bill of Quantities, a method statement and a programme.

TERM	REQUIREMENT
Sub-contract	JCT Design and Build, back to back with the main contract

TERM	REQUIREMENT
Insurance	£5m public liability, £10m professional indemnity
RAMS	Sub-contractor responsible for its own risk assessment and method
Retention	3%, released on practical completion and end of defects
Payment	Monthly application, valued and certified, paid within 30 days
Tender validity	90 days from the return date
Clarifications	Raised in writing by Fri 5 Jun 2026, answered to all four bidders
Returns due	Fri 12 Jun 2026, priced BoQ, method and programme

The return is a fixed set of documents, not a price alone, so a bidder is compared on how it will run the work as much as on what it will charge. Each item is scored in the Tender Return Analysis, and a missing return document is a compliance flag before it is a price question.

RETURNABLE	REQUIREMENT
Priced Bill of Quantities	Every template line priced, no line left blank
Method statement	Installation sequence and ceiling-void access approach
Programme	Aligned to the sectional dates, FCU positions shown
Competency evidence	F-gas registration and two comparable Cat-B references
Insurances	£5m public liability, £10m professional indemnity
Qualifications	Any exclusion or assumption stated explicitly in the return

ONE ROUTE FOR EVERY QUESTION

All clarifications are raised in writing and answered to all four bidders together, so no bidder prices against an answer the others did not see. A qualification that is not written into the return is treated as not made, which is what keeps the four returns genuinely comparable.

On the return date the four priced Bills are locked and passed to the Tender Return Analysis with no further edits. From that point a bidder cannot revise a price, only answer a clarification, so the comparison is made on what was submitted rather than on a moving figure. That discipline is what lets the lowest true price be found rather than the lowest headline.

Reference NG-SEP-09 **Package** WP-09 Mechanical, £218,400 **Prepared by** S. Okafor, BuiltAI