

# Pre-Contract Services

The Contracts Group offers comprehensive Pre-contract Management

Services, including:

- Business Case Development
- Feasibility Studies & Operating Plans
- Bid Management, Contract Negotiations and Awards
- Procurement Advice & Contracting Strategy
- Contract and Sub-Contract Advice, Preparation, Review and/or Negotiation
- Tender Document Reviews and Risk Assessment
- Tender Documentation Preparation
- Tender Planning & Programming
- Joint Venture Agreements



## Business Case Development

Successful projects usually have a robust and comprehensive business case underlying the project assumptions and drivers. The importance of a solid business case is in defining success criteria and keeping the project focused on the required deliverables. Our services include :

- Developing a custom financial model to reflect the particular structure and organisation of your project and future business streams.
- Working alongside your teams to develop revenue, OPEX and CAPEX forecasts taking a lifecycle costing approach with planned capital item refresh built into the model.
- Presenting clear financial business case results so that you can make prioritised investment and go/no-go decisions in an informed manner.

## Procurement Advice & Contracting Strategy

We provide advice on means of procurement, contracting strategy and appropriate forms of Contract. The contracting strategy for major contracts is important, and can have a substantial effect on the outcome of the project. The means of project and contract procurement and contracting strategy must be considered in each case. The strategy is linked to the forms of contract which are appropriate for the chosen strategy.

## Feasibility Studies and

## Operating Plans

Complementary to our Business Case services are the development of feasibility studies and operating plans.

These services can involve for example:

- Strategic early stage high level



project planning

- Organisational structure and new service design
- Project definition and scoping
- Investment and business case appraisal to prioritise competing projects and initiatives
- Investigating market appetite and carrying out stakeholder engagement for new initiatives.

## Bid Management, Contract Negotiations and Awards

The management of tenders and bidding for major projects requires significant experience of the industry, and of the many facets which together make up a successful bid. These facets include all the matters noted below, as well as practical skills and experience, and an understanding of the process to deliver a successful project. Successful bid management requires a combination of commercial, engineering, planning and management expertise.

We can manage these processes and the negotiations and award of contracts. We have the expertise, knowledge and tools to handle the bidding process and selection of the "right" contractors and suppliers for any given project.

## Joint Venture Agreements

Joint Ventures can, themselves, be problematic. A large proportion of joint ventures lead to arguments and disputes between the JV parties. It is essential that all parties to JVs enter into such arrangements with a full and clear understanding of the agreement between themselves. The JV agreement should also make provision for the prompt resolution of issues which may arise between the JV partners, and so that the JV can concentrate on delivering the project and not be diverted by JV issues.

We can prepare practical JV agreements covering all necessary matters to be agreed by the parties. We can also assist with the prompt resolution of issues which may arise from time to time.



**THE CONTRACTS GROUP LTD.**

Commercial, Contractual & Management Consultants  
to the Construction Industry



Certificate No: Q1098

# Tendering

## Tender Document Review and Risk Assessment

Conditions of contract for construction works can vary substantially. There are many different standard forms of contract used in the industry, with widely varying conditions and requirements. Some employers have developed their own conditions of contract which require particularly careful consideration.

We can advise and assist Employer's with this process, including consideration of Special Conditions of Contract.

We can review tender documents to highlight key areas, unusual terms and conditions, and risks which the tenderer will need to consider in its tender pricing. We can draft tender clarifications and qualifications as may be necessary in each case.

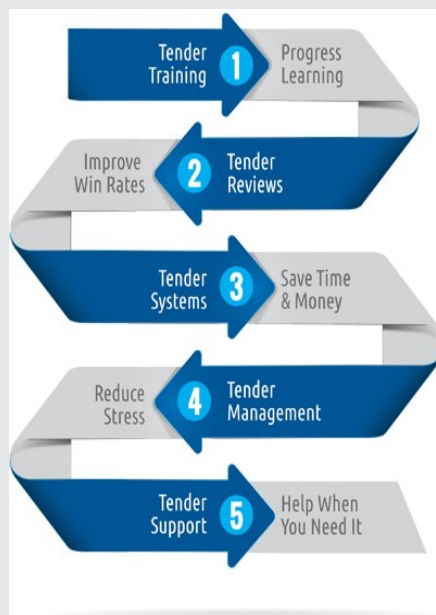
## Tender Planning and Programming

Planning and programming is an essential and critical part of tender preparation. Our specialist planning staff work closely with the tender team to ensure a full understanding of the project and to provide the necessary documentation for Tender purposes. Following contract award our staff can work with the project team to develop the planning and programming details.

## Tender Document Preparation

We can prepare all documentation required for tenders, both for Employers and Contractors. This can include all the documents which will form the contract, such as the Conditions of Contract, Special Conditions of Contract, Specification, Preliminaries, Preambles, Bills of Quantities, and Schedule of Rates.

Consideration of the true meaning and effect of the provisions of these documents requires specialist skills and



understanding based on many years of experience and a knowledge of contracts. We provide these skills, also advising clients on the interpretation of tender documents and risks.

Special Conditions of Contract require careful consideration as, unless the drafting of these special conditions is

very clear, we find that they often introduce ambiguities when read with the other documentation forming the contract.

## Tender Technical Submissions

The technical parts of a tender submission are critical to the success of the tender, especially when a 'marking scheme' is involved. The preparation of good technical proposals to achieve the maximum scores available in, what is very often an extremely tight tender period, requires close and effective management and monitoring.

We can provide staff with substantial experience in managing the preparation of major construction tenders to achieve the maximum technical score. Our staff draw on their significant experience of managing such tenders for a variety of civils and building projects throughout the region, including railway tunnels, stations, and depots, highways, major infrastructure projects, airport concourse, drainage projects and reclamation projects.

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Please call us on: +852 2529 1696  
or email us at:  
[info@contractsgroupltd.com](mailto:info@contractsgroupltd.com)  
should any of these services be of interest to you.

## Contract and Sub-Contract Advice, Preparation, Review and/or Negotiation

We provide advice on all aspects of the chosen contract including potential problem areas. Where necessary we can assist with the preparation of contract documents including sub-contracts, special conditions of contract and preparation of quantities.

Types of contract which may be considered include the traditional forms with Employer design and Bills of Quantities, NEC, Design and Build, Guaranteed Maximum Price, Construction Management and ad-hoc forms. We can provide advice on the best choice of contract to suit the individual circumstances.

We also assist with the negotiation of Contracts and Sub-Contracts to suit the individual circumstances and to ensure that the best and most advantageous arrangements are incorporated into the contractual agreements.