
Construction procurement —
Part 2:
Formatting and compilation of
procurement documentation

Marchés de construction —

Partie 2: Mise en forme et compilation de la documentation de marché



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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.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

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.

ISO 10845-2 was prepared by Technical Committee ISO/TC 59, *Buildings and civil engineering works*.

ISO 10845 consists of the following parts, under the general title *Construction procurement*:

- *Part 1: Processes, methods and procedures*
- *Part 2: Formatting and compilation of procurement documentation*
- *Part 3: Standard conditions of tender*
- *Part 4: Standard conditions for the calling for expressions of interest*
- *Part 5: Participation of targeted enterprises in contracts*
- *Part 6: Participation of targeted partners in joint ventures in contracts*
- *Part 7: Participation of local enterprises and labour in contracts*
- *Part 8: Participation of targeted labour in contracts*

Introduction

Procurement documents are required in order to

- a) communicate the employer's procedures and requirements in calls for expressions of interest to respondents who wish to qualify to be invited to submit tender offers or to be admitted to a database,
- b) communicate the employer's procedures and requirements relating to the process of offer and acceptance when tenders are invited, and
- c) establish, in the contract between an employer and a contractor, the agreed terms and conditions, the prices, and the nature and quality of the goods, services or construction works that are required.

A uniform format for the compilation of calls for expressions of interest and tender and contract documents provides the platform for the standardization of the component documents and improved communications between those engaged in the procurement process.

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Construction procurement —

Part 2:

Formatting and compilation of procurement documentation

1 Scope

This part of ISO 10845 establishes, in respect of supply, services and engineering and construction works contracts, at both main and subcontract levels,

- a) a format for the compilation of
 - 1) calls for expressions of interest,
 - 2) tender and contract documents, and
- b) the general principles for compiling procurement documents.

NOTE 1 Annex A contains commentary on the clauses in this part of ISO 10845.

NOTE 2 This International Standard can also be used, with some adaptation, in the formatting and compilation of concession contracts and contracts involving disposals.

NOTE 3 Annex G of ISO 10845-1 provides guidance on the development of auction data.

2 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

2.1

acceptance

agreeing to a contractor's offer or tender, thereby creating a binding contract

[ISO 6707-2:1993, definition 3.4.2]

2.2

activity schedule

document that breaks down the scope of work into a series of activities to allow contractors to be paid a lump sum upon the completion of each of the activities

2.3

adjudication

form of dispute resolution where the outcome is a decision by a third party, within a specified period of time, which is binding on the parties in dispute, and final, unless and until reviewed by either arbitration or litigation