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**Construction procurement —**

**Part 4:**

**Standard conditions for the calling for  
expressions of interest**

*Marchés de construction —*

*Partie 4: Conditions-types normalisées pour appel aux parties  
intéressées*



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# Contents

Page

Foreword .....	iv
Introduction.....	v
1 Scope.....	1
2 Terms and definitions .....	1
3 General requirements .....	3
3.1 Actions.....	3
3.2 Supporting documents .....	3
3.3 Interpretation .....	3
3.4 Communication and employer's agent .....	3
4 Respondent's obligations.....	3
4.1 Eligibility.....	3
4.2 Cost of submissions .....	4
4.3 Checking documents .....	4
4.4 Acknowledging addenda .....	4
4.5 Clarification meetings .....	4
4.6 Seeking clarification.....	4
4.7 Making a submission .....	4
4.8 Information and data to be completed.....	4
4.9 Closing time .....	4
4.10 Clarification of submission .....	5
5 Employer's undertakings.....	5
5.1 Responding to clarification .....	5
5.2 Issuing addenda .....	5
5.3 Late submissions .....	5
5.4 Opening of submissions.....	5
5.5 Non-disclosure .....	5
5.6 Grounds for rejection and disqualification.....	5
5.7 Test for responsiveness .....	5
5.8 Non-responsive submissions .....	6
5.9 Evaluation of responsive submissions.....	6
5.10 Providing written reasons for actions taken .....	6
Annex A (informative) Commentary .....	7
Annex B (informative) Submission data .....	14
Annex C (informative) Evaluating expressions of interest.....	18
Bibliography.....	20

## 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 10845-4 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 is the process which creates, manages and fulfils contracts. Procurement can, as such, be described as a succession of logically related actions occurring or performed in a definite manner and which culminate in the completion of a major deliverable or the attainment of a milestone. Processes, in turn, are underpinned by methods (i.e. a documented, systematically-ordered collection of rules or approaches) and procedures (i.e. the formal steps to be taken in the performance of a specific task), which are informed and shaped by the policy of an organization. Methods and procedures can likewise be documented and linked to processes.

Expressions of interest request potential tenderers to register their interest in undertaking a specific contract or to participate in a project or programme and to submit their credentials so that they can be invited to submit a tender offer should they qualify or be selected to do so. Conditions for the calling for expressions of interest are required to establish procedures from the time that expressions of interest are called for to the time that respondents are invited to submit tender offers or are admitted to a database. Such conditions document the procedures, the manner in which those engaged in these processes are to behave, the obligations of the respondent, and the undertakings of the employer.

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## Construction procurement —

### Part 4:

## Standard conditions for the calling for expressions of interest

### 1 Scope

This part of ISO 10845 sets out standard conditions for the calling for expressions of interest which

- a) bind the employer and respondent to behave in a particular manner,
- b) establish what is required for a respondent to submit a compliant submission,
- c) make known to respondents the evaluation criteria, and
- d) establish the manner in which the employer conducts the process of calling for expressions of interest.

This part of ISO 10845 is intended for use in procurements relating to goods, services and construction works and certain disposals other than by auction.

NOTE 1 Annex A contains commentary on the clauses in this part of ISO 10845. Annex B provides guidance on how to develop the submission data for a call for expressions of interest using this part of ISO 10845.

NOTE 2 ISO 10845-2 establishes the manner in which calls for expressions of interest should be formatted and compiled. The standard conditions contained in this part of ISO 10845 can, by reference, be incorporated in procurement documents formatted and compiled in accordance with the provisions of ISO 10845-2.

### 2 Terms and definitions

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

#### 2.1

##### **conflict of interest**

any situation in which someone in a position of trust has competing professional or personal interests which make it difficult for him to fulfil his duties impartially, an individual or organization is in a position to exploit a professional or official capacity in some way for his personal or for corporate benefit, or incompatibility or contradictory interests exist between an employee and the organization which employs that employee

[ISO 10845-1:2010, definition 3.8]

#### 2.2

##### **corrupt practice**

offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process

NOTE Adapted from ISO 10845-1:2010, definition 3.13.