

SOCIETY REDEVELOPMENT GUIDE

PMC APPOINTMENT

Model Addendum - PMC Bid Submission, Custody & Opening Protocol

MODEL TEMPLATE: Adapt with your Society, PMC, Architect and Legal Advisor before issue or signature.

1. Tender Issue Register

- Number every tender copy
- Maintain bidder/contact/payment details
- Circulate final tender-holder list after collection closes

2. Two-Envelope Bid

- Envelope A: Technical Bid - no fee/price
- Envelope B: Commercial / Financial Bid
- Both inside one sealed outer packet marked with bidder and Tender Copy No.

3. Receipt & Custody

- Assign a unique Bid Serial No.
- Record exact receipt date/time and receiver signatures
- Visually check outer seal without opening
- Use dual custody / tamper-evident storage

4. Technical Opening

- Announce attendance and bidder list
- Video record where the Society has adopted that safeguard
- Open only Envelope A
- Log missing/present documents
- Keep Envelope B sealed

5. Evaluation

Independent evaluator scoring first, then a signed consolidated record. Conflict disclosure applies to evaluators.

6. Commercial Opening

Open commercial bids only after technical evaluation is completed and recorded, on a separately announced date/time.