



Compiler guidance note

Component document: E2.1 - List of Returnable Documents

Function and broad outline of contents

Ensures that everything the employer requires a respondent to submit with his tender is included in, or returned with, his submission.

Notes

The Standard for Uniformity in Construction Procurement has no specific requirements for the List of Returnable Documents. It does, however, require that the Compulsory Enterprise Questionnaire be included in all procurement documents

Accordingly, the List of Returnable Documents should as a minimum include this documents.

Commentary:

- 1 The list of returnable documents comprising the submission is a useful tool which, if prepared and used correctly, ensures that everything the employer requires a respondent to submit with his submission is listed.
- 2 There is no reason for a respondent to submit a site inspection / compulsory attendance meeting certificate. Respondents should merely be required to sign an attendance list.