

Description	N/A	✓	Notes
1. A copy of the project announcement and the invitation to contractors to submit bids (Notice of Tender)			
2. Location, date, and time of bid closing			
3. The legal names, titles, addresses and contact numbers of the client and the client's representative			
4. The legal names, titles, addresses and contact numbers of the architect and the architect's representative			
5. Location and address of the work			
6. Precise name of the project and a general description of the scope of the work			
7. Location where the bid documents may be obtained and the requirements for deposit			
8. Location or website where the bid documents may be examined			
9. Information regarding the use of bid depositories (when applicable)			
10. Information about the procedures for requesting information and the distribution of addenda			
11. Details of an information session or site visit, if required			
12. Details of a public bid opening (when applicable)			
13. Pre-qualification requirements			
14. Period of time for acceptance of bid (duration of offer)			
15. Bid security required (bid bond, certified cheque, letter of credit, or other)			
16. Other bonding or security requirements (agreement to bond, performance bond, labour and material payment bond)			
17. Instructions regarding amending the bid prior to bid closing time			
18. Details for the signature and witnessing, especially if not incorporated			
19. Identification of bid and security required for the submission (sealed envelope, name of bidder and name of project, etc.)			
20. Instructions concerning unit prices, and alternative prices			
21. Criteria for the selection of the successful bidder and award of contract (such as price, duration of construction, experience)			