

CLIENT AGENT SERVICE

Procurement of Services



Procurement Plan

- Describes the procurement strategy
- Describes the tendering process
- Describes the form of contract



Tender Documents

- Conditions of tendering
- Conditions of contract
- Pricing schedule
- Principals Requirements
- Document compilation



Procurement Services

- Point of contact
- Notice to tenderers
- Evaluation with client
- Pre award meeting negotiation
- Recommendation
- Contract drafting

Engineer to Contract Service



Engineer to Contract

- Payment certification in accordance with CCA2002
- Variation certification
- Completion certification
- Contract governance
- Refer ETC flyer for further information



Engineers Representative (as required)

- Roles and duties as delegated by the ETC



Design Review

- As required by the specified form of contract