

Tender Compliance Checker

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DOCUMENT RELATIONSHIP SUMMARY

Document	Purpose	Revision / Date / Authority Seen	Relationship / Precedence Observed	Key Gaps
agreement.docx	Base service agreement between Acme Co and Bright Path Consulting for ongoing maintenance services	No revision number, agreement date, effective date, signature block, or supersession language visible in the provided extract	Appears to be the underlying contract baseline referred to by amendment.pdf, but this cannot be fully confirmed from the extract alone	Effective date absent; execution evidence absent; no visible schedules/exhibits; no visible precedence clause; no detailed acceptance criteria/SLA schedule beyond the 4-business-hour acknowledgement term
amendment.pdf	"Acme Co Service Agreement - Amendment 1" updating certain terms of the original Service Agreement	Amendment title visible; effective wording present ("effective from the date below") but actual date not visible in the extract	Expressly states it updates the original Service Agreement and that all other original terms remain in full effect. Therefore, for the amended subjects it appears to supersede agreement.docx, subject to confirming the effective date and the identity of the amended agreement	Effective date absent; no execution evidence visible; original agreement not uniquely identified by date/revision in the extract
deliverables.xlsx	Deliverable / service activity schedule with frequency, owner and notes	No revision, date, approval, or contractual status visible	No express incorporation, precedence, or amendment wording links this file to agreement.docx or amendment.pdf in the	Contractual authority unclear; contains service details that may supplement or conflict with the agreement baseline

			provided evidence	
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Relationship and hierarchy observations

1. amendment.pdf is the only document that establishes an explicit hierarchy relationship. It states that it updates the original Service Agreement and that all other original terms remain in effect. On that basis, amendment.pdf appears to take precedence over agreement.docx for the amended terms only.
2. The link between amendment.pdf and agreement.docx is probable but not fully evidenced because neither the original agreement date/revision nor the amendment effective date is visible in the extracts.
3. No uploaded evidence establishes that deliverables.xlsx is incorporated into the contract or has any precedence relative to agreement.docx or amendment.pdf.
4. No tender/RFP/ITT, addenda, bid/proposal response, compliance matrix, pricing schedule, qualifications/deviations schedule, or submission forms have been provided. For a Tender Compliance Checker review, these are critical missing baseline documents.

EXECUTIVE SUMMARY

Total material findings: 6

- HIGH: 2
- MEDIUM: 3
- LOW: 1

Overall position

The uploaded set is **not sufficient for Tender Compliance Checker sign-off**. The primary limitation is structural: **no tender/RFP/ITT requirements and no bid/proposal response documents have been uploaded**, so the core comparison required for tender compliance cannot be completed.

Within the limited document set provided, the contract baseline is also not fully stable:

- amendment.pdf appears to supersede parts of agreement.docx, but the amendment effective date and precise linkage to the underlying agreement are not evidenced.
- deliverables.xlsx contains additional service commitments and a tighter support response target than agreement.docx, but no incorporation or precedence statement is available.

HIGH findings

- TC-001: No tender/RFP/ITT document has been provided, so mandatory requirements, submission conditions, evaluation criteria, and client obligations cannot be checked.
- TC-002: No proposal/bid response or supporting submission pack has been provided, so unanswered requirements, qualifications, exclusions, and attachment completeness cannot be checked.

DETAILED REGISTER

ID	RISK	STATUS / TYPE	REQUIREMENT OR ISSUE	SOURCE REFERENCE(S)	FINDING	PRACTICAL IMPACT	RECOMMENDED ACTION	WHEN
TC-001	HIGH	MISSING INFORMATION	Tender/RFP/ITT baseline requirements are not available for comparison	Uploaded document set overall; no tender, RFP, ITT, addenda, or employer requirements document provided	The document set does not contain the client requirement baseline needed to assess answered/unanswered requirements, mandatory conditions, submission rules, deviations, or compliance status	Material tender non-compliances could remain undetected; no defensible compliance matrix can be produced	Obtain the full tender pack, including all addenda and submission instructions, and establish the requirement baseline before further compliance review	IMMEDIATE
TC-002	HIGH	MISSING INFORMATION	Bid/proposal response and supporting submission evidence are not available	Uploaded document set overall; no proposal, technical response, commercial response, forms, attachments, qualifications, or compliance matrix provided	There is no bidder response set against which to test completeness, qualifications, conflicts, missing attachments, or evidential support	Submission readiness cannot be confirmed; unaddressed or qualified requirements may remain hidden	Obtain the full bid/proposal submission set and map it requirement-by-requirement against the tender baseline	IMMEDIATE
TC-003	MEDIUM	CANNOT VERIFY	Contract baseline and amendment applicability are not fully evidenced	agreement.docx summary: no revision number, agreement date, or effective date visible; amendment.pdf summary: updates original Service	Although amendment.pdf appears intended to revise agreement.docx, the extracts do not prove from what date the amendment applies or uniquely identify	Commercial position remains uncertain for payment terms, liability cap, and termination notice; review may be performed against the	Provide complete executed copies showing agreement date/effective date, amendment date, and sufficient identifiers to confirm that	IMMEDIATE

				Agreement, effective "from the date below," but date not visible	the amended agreement version	wrong baseline	amendment.pdf validly amends agreement.docx	
TC-004	MEDIUM	CONFLICTING	Support response time is inconsistent across documents	agreement.docx - key contractual terms: "acknowledge all support requests within 4 business hours"; deliverables.xlsx - Support response note: "Target: acknowledge within 2 business hours"	The uploaded documents contain two different support acknowledgement commitments, and no precedence or incorporation rule is provided for deliverables.xlsx	Ambiguity over the binding SLA may create delivery, pricing, and acceptance disputes, or unintentionally commit the bidder to a more onerous response standard	Confirm the intended binding SLA, align all documents to one value, and state document precedence or incorporation status explicitly	IMMEDIATE
TC-005	MEDIUM	CANNOT VERIFY	Additional deliverable commitments appear in deliverables.xlsx without clear contractual incorporation	agreement.docx - deliverables listed as monthly maintenance report, quarterly system health review, annual security audit; deliverables.xlsx - notes add "Delivered by the 5th working day," "Includes performance benchmarking," and "Third-party penetration test included"	deliverables.xlsx appears to add scope/detail beyond agreement.docx, but the evidence does not establish whether these are binding commitments, internal planning notes, or draft enhancements	Potential unpriced scope, delivery obligations, or inconsistent submission commitments may be carried into contract formation or evaluation	Confirm whether deliverables.xlsx is part of the contractual/tender submission baseline. If yes, incorporate the added scope formally; if not, remove or clearly label it as non-contractual	BEFORE CONTRACT AWARD
TC-006	LOW	CANNOT VERIFY	Apparent authority and completeness of the contractual record are incomplete in the provided extracts	agreement.docx summary: no signature block/date shown; amendment.pdf summary: date below not shown; agreement.docx summary: schedules/exhibits not present in the chunk	The supplied extracts do not evidence execution status or completeness of the governing contract set	Limited immediate impact if full executed copies exist elsewhere, but current review evidence is weak and could impair auditability or approval	Replace extract-level evidence with complete, executed, controlled copies of the governing documents and any incorporated schedules	BEFORE CONTRACT AWARD

MISSING INFORMATION

Related Finding(s)	Item	Why Needed
TC-001	Full tender/RFP/ITT document, including all addenda and submission instructions	Required to identify mandatory requirements, evaluation criteria, submission conditions, and compliance obligations

TC-002	Full bid/proposal submission set, including technical response, commercial response, forms, schedules, attachments, and any deviations/qualifications list	Required to assess answered/unanswered requirements, qualifications, missing evidence, and internal consistency
TC-003, TC-006	Complete executed copy of agreement.docx including agreement date, effective date, signature block, and any schedules/exhibits	Required to confirm authority, completeness, and the correct contractual baseline
TC-003, TC-006	Complete executed copy of amendment.pdf including visible effective date, signature block, and reference to the amended agreement	Required to verify amendment validity, applicability date, and linkage to the underlying agreement
TC-004, TC-005	Any document stating whether deliverables.xlsx is incorporated into the agreement/proposal, and any precedence clause or document hierarchy statement	Required to resolve conflicting SLA and additional-scope ambiguity
TC-004	Final approved support SLA / service level schedule	Required to confirm whether 2 business hours or 4 business hours is binding
TC-005	Final agreed scope statement / statement of work / deliverables schedule	Required to confirm whether the added timing and technical content in deliverables.xlsx are binding commitments

PRIORITISED ACTION REGISTER

PRIORITY	WHEN	RELATED FINDING(S)	ACTION	OWNER / PARTY TO CONFIRM
1	IMMEDIATE	TC-001, TC-002	Collect the full tender baseline and full bid/proposal response pack, then create a requirement-by-requirement compliance matrix	Bid Manager / Proposal Manager
2	IMMEDIATE	TC-003, TC-006	Issue complete executed and controlled copies of the agreement and amendment, with dates, signatures, and any incorporated schedules	Contracts Manager / Legal
3	IMMEDIATE	TC-004	Decide and document the binding support acknowledgement SLA, then align all documents to a single value	Service Delivery Lead / Commercial Lead

4	BEFORE CONTRACT AWARD	TC-005	Confirm whether deliverables.xlsx is contractual; if yes, formally incorporate its contents, and if no, remove or relabel non-binding notes	Contracts Manager / Technical Lead
5	BEFORE CONTRACT AWARD	TC-003, TC-004, TC-005, TC-006	Publish a document hierarchy / precedence statement for the final submission or contract set	Contracts Manager / Legal

FINAL ASSESSMENT

Based on the uploaded evidence, the document set is **insufficient for a full Tender Compliance Checker review**. The absence of both the **tender requirement baseline** and the **bid/proposal response set** prevents assessment of unanswered requirements, mandatory conditions, submission completeness, and deviations.

For the documents that are available:

- amendment.pdf appears to amend agreement.docx, but the operative linkage and effective date are not evidenced in the extracts.
- deliverables.xlsx introduces a conflicting support SLA and additional deliverable content whose contractual status is not established.

Accordingly, the current package should be treated as **not ready for compliance sign-off**. Immediate completion of the missing tender and proposal baselines, followed by contractual alignment of the uploaded documents, is required before submission or award reliance.

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