

# Tender Clarification, Deviation, Derogation Tracker

## PROJECT DESIGN GUIDE

### Tender Clarification, Deviation, Derogation, RFI Tracker

Project Name:	Project No.:	Date:
<b>NAME</b>	<b>NUMBER</b>	<b>DATE</b>

***SPECIFIC NOTES*** (relating to any particular project specific matters)

Password: **TEN**

PROJECT DESIGN GUIDES **Tender Clarification, Deviation, Derogation Tracker**

Project & No.:   
 Client/Consultant doc no.:

Design Manager:   
 Approver:   
 Date: **16-Feb-15**

**Process:**

- 1 Refer to PDG-PDG-PRO-A06.0 (Contract Schedules and Design Processes).
- 2 Communication channels to be defined - (weekly portal upload or email for urgent issues).
- 3 Answers are to be reviewed by the Bid Manger and Design Manager.
- 4 Any documents referred to in the answer are to be clearly referenced and uploaded to portal.
- 5 Decide if the PM/Contractor team is to sanitise all items before issue to client.
- 6 The standard time period for answering is set as 14 days (10 working days) unless indicated otherwise due to urgency.
- 7 Only satisfactory answers to be recorded as closed out.

**Key:**

- CL - Client
- CN - Contractor

**Key:**

- PN - Persons Name

Log ref:	Originator ref:	Originator	Title / Description	To be Answer by	Progress & Comments	Cdd	14			Sub RISK	Item/Question	Response
							Query issued	Response required by	Response received			
RFI001					<b>TEST DATES</b>	2	01/01/2015	15/01/2015	16/02/2015	32		
			<b>CLARIFICATION</b>		<b>Item Closed Out</b>							
RFI002					<b>TEST DATES</b>	1	01/01/2015	15/01/2015	14/01/2015	-1	Name: DM / PM	Approvers Name:
			<b>DEVIATION</b>		<b>Awaiting (full) Response</b>							
RFI003						3	16/02/2015	02/03/2015	16/02/2015	-14	Name: DM / PM	Approvers Name:
			<b>DEROGATION</b>		<b>Item to be Negotiated</b>							
RFI004						5	16/02/2015	02/03/2015	16/02/2015	-14	Name: DM / PM	Approvers Name:
					<b>Cancelled / Superseded</b>							
RFI005							16/02/2015	02/03/2015	16/02/2015	-14	Name: DM / PM	Approvers Name:
					#N/A							
RFI006							16/02/2015	02/03/2015	16/02/2015	-14	Name: DM / PM	Approvers Name:
					#N/A							
RFI007							16/02/2015	02/03/2015	16/02/2015	-14	Name: DM / PM	Approvers Name:
					#N/A							
RFI008							16/02/2015	02/03/2015	16/02/2015	-14	Name: DM / PM	Approvers Name:
					#N/A							
RFI009							16/02/2015	02/03/2015	16/02/2015	-14	Name: DM / PM	Approvers Name:
					#N/A							
RFI010							16/02/2015	02/03/2015	16/02/2015	-14	Name: DM / PM	Approvers Name:
					#N/A							
RFI011							16/02/2015	02/03/2015	16/02/2015	-14	Name: DM / PM	Approvers Name:
					#N/A							
RFI012							16/02/2015	02/03/2015	16/02/2015	-14	Name: DM / PM	Approvers Name:
					#N/A							
RFI013							16/02/2015	02/03/2015	16/02/2015	-14	Name: DM / PM	Approvers Name:
					#N/A							
RFI014							16/02/2015	02/03/2015	16/02/2015	-14	Name: DM / PM	Approvers Name:
					#N/A							

REVIEW & COMMENT

Log ref:	Originator ref:	Originator	Title / Description	To be Answer by	Progress & Comments	Code	Query issued	Response required by	Response received	Sub RISK
RFI015							16/02/2015	02/03/2015	16/02/2015	-14
RFI016					#N/A		16/02/2015	02/03/2015	16/02/2015	-14
RFI017					#N/A		16/02/2015	02/03/2015	16/02/2015	-14
RFI018					#N/A		16/02/2015	02/03/2015	16/02/2015	-14
RFI019					#N/A		16/02/2015	02/03/2015	16/02/2015	-14
RFI020					#N/A		16/02/2015	02/03/2015	16/02/2015	-14
Insert new lines above this one and copy formula's down including hidden columns M & N.										

Item/Question	Response
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:

DISTRIBUTION:

CLARIFICATION
DEVIATION
DEROGATION

<b>TOTAL Items Issued</b>	<b>4</b>
Awaiting (full) Response	1
Item Closed Out	1
Item to be Negotiated	1
Item Closed Out Late	1
Cancelled / Superseded	1
<b>% CLOSED OUT</b>	<b>50%</b>

Place a '1' in the Code column.  
 Place a '2' in the Code column.  
 Place a '3' in the Code column.  
 Place a '5' in the Code column.

**Notes:**  
 Password to 'Unprotect' sheet - **TEN**