

**COMMERCIAL AND CONTRACT HEALTHCHECK**

**3 PROCUREMENT**

**3.1 Procurement Schedule Analysis**

3.1.1	Procurement Schedule Evidenced and Operated	Yes	No
3.1.2	Comments	<b>SAMPLE</b>	

**3.2 Contract Document Analysis**

*Note: Sample of three sub-contract documents for review of the following criteria:*

3.2.1	Sub-contract			
3.2.1.1	Letter of Intent	Issued	Still Applicable	Value Exceeded
3.2.1.2	Full Order Placed with Completed Contract Documents	Yes	No	
3.2.1.3	Pre-Award Meeting - Minuted and Inserted into Sub-Contract	Yes	No	
3.2.1.4	Attendances Agreed and Inserted into Sub-Contract	Yes	No	
3.2.1.5	Signed and Sealed by Both Parties	Yes	No	
3.2.1.6	Awaiting return	Head Office	Sub-Contractor	
3.2.1.7	Payment conditional on return	Yes	No	
3.2.1.8	Pre-Contract Negotiations Incorporated into Documents	Yes	No	
3.2.1.9	Insurances Checked against main contract and verified	Yes	No	
3.2.1.10	Warranties Verified	Yes	No	
3.2.1.11	All correspondence filed and recorded	Yes	No	
3.2.1.12	Comments			