



## ADVANTAGES & BENEFITS

- Tendering can save you time and may reduce maintenance cost
- Tenders can be carried out for individual service or total packages for entire Essential Safety Measures.
- A legal document is formed between the client and the contractor and is written from the client view point.
- Each Tender Document is customized with the option for the client to incorporate their logo.
- Three (3) recommended contractors for each disciplinary services are provided.
- All documents are provided in electronic copy
- All Essential safety Measures are specified and itemised for the Contractor to price consistently.
- Ideal for clients who wish to renew existing service contracts for better cost, service and quality of work
- Contractor's obligations and requirements are clearly identified and stated.
- Tender responses are provided in MS word for contractor to respond and return.



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# Maintenance

# Tender Services

**KEO Tender Document**

**Keeping Equipment Operating (KEO)**

**Essential Safety Measures**

## INTRODUCTION

- Too often it is assumed by having a contractor's quotation and service agreement to maintain the Essential Safety Measures, all of the requirements are met.
- By reading the fine print, this is not the case. Most contractors have written their agreements to cover their needs and in many cases make exclusions to protect their responsibilities and obligations.
- This is why we have developed the Tender Document called Keeping Equipment Operating (KEO), to protect your interests.
- The KEO Tender Documentation is designed to meet all parties involved. This includes all necessary legislation (building regulations & Acts), Control Commission, Owner and making it consistent for any contractor to tender.
- Tender documents cover all Essential Safety Measures Including Fire, Mechanical, Electrical, Lifts and Passive Systems.

Refer to Tender Input Chart for more details.



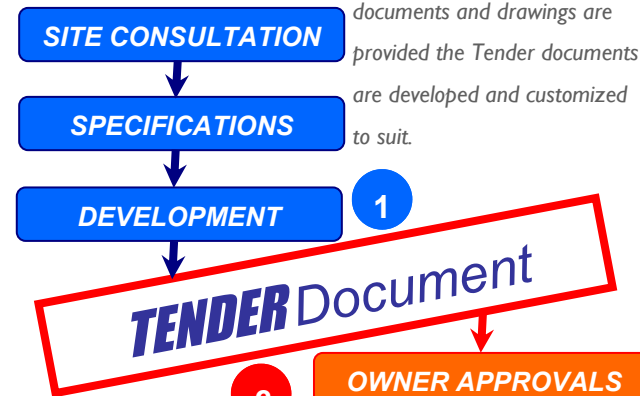
Building Codes of Australia (BCA) 2008

## TENDERING PROCESS

The basic process for tendering is simply broken into two (2) stages:

### Stage 1. Tender Documentation

- During Tender documentation, a site consultation is carried out to identify and specify all equipment and systems. Once relevant documents and drawings are provided the Tender documents are developed and customized to suit.

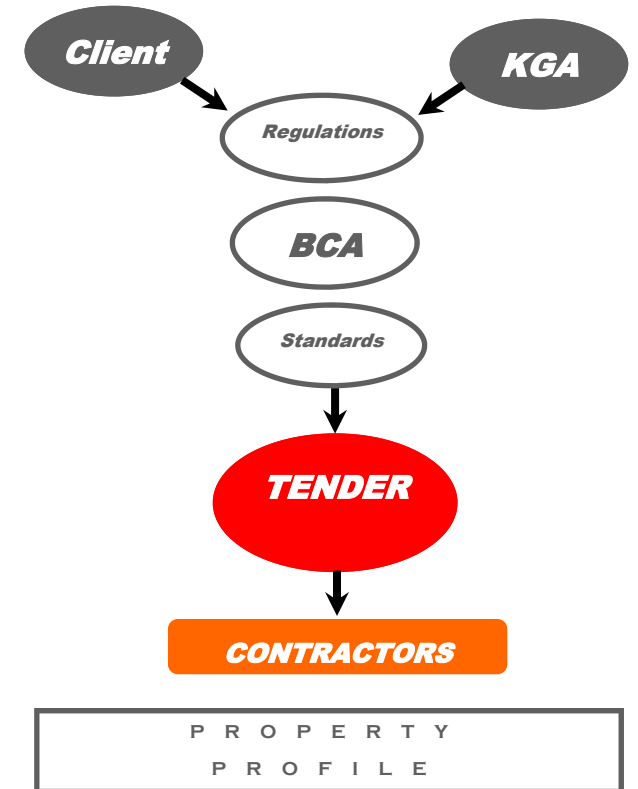


### Stage 2. Tendering

- Once the tender documents are prepared, it is issued for approval and then their tender. An electronic copy is also provided for the contractor to respond. Keo Group will then review the tender responses from contractors with the client.
- Recommendations are made to the client prior to advising the client regarding any acceptance..
- Client and Contractor can then enter into a formal agreement.



## TENDER INPUT CHART



Keo Group Australia is one of the few companies who provides Essential Safety Measures Tender Service.

We are a specialist and are leaders in Public & Commercial, Body Strata Management, Educations, Health & Aged Care and Government Facilities

For a free info pack or onsite presentation you may

contact us on **1300 762 420** or email to

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