

Project Requirements Outline

Fill in the information below with as much detail as possible

1. Scope of work

Clearly outline the tasks, deliverables, and objectives of the project.

2. Schedule

Provide a timeline indicating key milestones, deadlines, and project duration.

3. Requirements to bid

Specify what information, qualifications, and documents are necessary for potential bidders to submit.

4. Contacts

Include the names and contact information of key project stakeholders for inquiries and communication.

5. Mandatory site meeting

Specify if attendance at a site meeting is mandatory.

6. Submission & award date

Clearly state the deadline for bid submissions and the date when the award decision will be made.