FREE INSIGHTS · F05 · FILLABLE WORKING CONTROL

Tender Amendment Impact Assessment

Understand the change, test its effect on the bid, update the controlled baseline and record who authorises the outcome.

1 / Why this assessment matters

A buyer clarification may explain a requirement, or change what the bidder must deliver. An amended specification can affect price, programme, subcontractors, mandatory evidence and approvals at the same time. Without one recorded assessment, teams may keep working from different versions and submit a technically or commercially inconsistent bid. F04 explains the risk; F05 is the working control for each material buyer communication.

CORE QUESTION

If we submitted the bid exactly as it stands today, would the new information make any part of it **inaccurate, incomplete, non-compliant, commercially exposed or late?**

2 / How to use F05: five moves

1 · RECORD	Save the official buyer source; identify what changed and confirm the current deadline.
2 · ASSESS	For every impact area mark Y, N or ?; explain each N and assign actions for Y or ?.
3 · UPDATE	Revise the affected bid baseline, including scope, evidence, price, risk and internal plan.
4 · VERIFY	Check amended documents and completed actions against the source; obtain the required approvals.
5 · DECIDE	Choose one of the four outcomes; record rationale, owner, approver and recheck date.

3 / Change intake and source control

Tender / buyer / opportunity reference

Buyer communication ID / version

Official source link / date issued

Assessed by / date

Original document / version

Revised document / version

Clarification question deadline / owner

Amendment acknowledgement method / due

Official submission deadline / time zone / channel

4 / Classification and time gate

Categories (select all relevant)

- ☐ Information only
- ☐ Process / timing
- ☐ Requirement / scope
- ☐ Revised form / document
- ☐ Commercial / contract
- ☐ Unclear

Answer status under this tender

- ◯ FORMAL AMENDMENT
- ◯ INFORMATIONAL
- ◯ UNCLEAR: ask the buyer in writing

Deadline changed?	◯ Yes	◯ No	◯ Unconfirmed
Acknowledgement required?	◯ Yes	◯ No	◯ Unconfirmed
Can required corrections and approvals be completed in time?	◯ Yes	◯ No	◯ Unclear
Further clarification / extension sought?	◯ Yes	◯ No	◯ Assess

Owner / date (clarification or extension request)

TIME RULE Do not assume an extension. Record the latest officially confirmed deadline. If status, time or acknowledgement is uncertain, escalate and withhold the affected commitment.

5 / Ten-area impact assessment

Y = confirmed effect; **N** = verified no effect; **?** = not yet known. Any ? requires an action and triggers **OPEN — PAUSED** until resolved. For every N, record the buyer source and why no change is needed. Complete all ten rows.

AREA / WHAT TO VERIFY	Y / N / ?	BASIS (buyer source, version, reason for N) / ACTION / OWNER / DUE
01 · Compliance / mandatory requirements Eligibility, pass/fail conditions, certificates, declarations, signatures, mandatory evidence and acknowledgements.	◯ Y ◯ N ◯ ?	
02 · Technical solution / scope Specifications, deliverables, quantities, interfaces, standards, assumptions, exclusions and methods.	◯ Y ◯ N ◯ ?	
03 · Commercial / pricing Rates, revised schedules, quantities, taxes/currency, payment, liability, warranties, assumptions and margin.	◯ Y ◯ N ◯ ?	
04 · Programme / delivery Milestones, mobilisation, lead times, working hours, resources, dependencies and delivery dates.	◯ Y ◯ N ◯ ?	
05 · Evaluation / scoring Award criteria, weightings, response structure, evidence expectations, presentations and demonstrations.	◯ Y ◯ N ◯ ?	
06 · Submission instructions Closing time and portal, format, naming, page limits, signatures, revised forms and acknowledgement.	◯ Y ◯ N ◯ ?	
07 · Supply chain / partners Supplier quotes, capacity, lead times, subcontracts, commitments, flow-down requirements and evidence.	◯ Y ◯ N ◯ ?	
08 · Approvals / governance Legal or commercial review, price authority, risk acceptance, executive sign-off and delegation limits.	◯ Y ◯ N ◯ ?	
09 · Bid narrative / evidence Response text, executive summary, references, CVs, case studies, proof, annexes and cross-references.	◯ Y ◯ N ◯ ?	
10 · Risk / opportunity position New or changed exposure, mitigating actions, opportunity value, residual uncertainty and bid/no-bid basis.	◯ Y ◯ N ◯ ?	

WORKING RULE

Assess impacts against the latest official documents. Technical, contractual and commercial effects must be checked together; AI-generated comparisons do not replace the named human reviewer.

6 / Verify the revised bid baseline

Complete only when the revised record has actually been updated and checked; tick N/A only with a reason. Retain record links, version numbers, approvals and closure evidence in the amendment log.

- ☐ Buyer communication log / official source updated
- ☐ Mandatory requirements and compliance matrix rechecked
- ☐ Scope, methods and assumptions reconciled
- ☐ Pricing file, cost basis and commercial risks reconciled
- ☐ Delivery plan and supply-chain commitments verified
- ☐ Risk register and bid/no-bid basis reviewed
- ☐ Action tracker, owners and deadlines updated
- ☐ Response text, annexes and evidence reconciled
- ☐ Internal approvals reopened and evidenced
- ☐ Buyer acknowledgement submitted and receipt retained, if required

Links to revised records / N/A reasons

7 / Choose the current disposition

This F05 disposition concerns the amendment assessment, not the overall opportunity GO/HOLD/NO-GO decision in F02. Choose one of the four outcomes. A CLOSED outcome requires an authorised sign-off.

◯ **OPEN — PAUSED**	At least one ?, unconfirmed buyer meaning, insufficient time, unknown capacity/cost, missing approval or missed acknowledgement. Pause the affected commitment, escalate and reassess.
◯ **OPEN — CONTROLLED UPDATE**	Impact is understood, all Y actions are assigned and achievable, and no ? or critical blocker remains. Controlled internal revisions may proceed; affected bid sections cannot yet be released.
◯ **CLOSED — VERIFIED NO IMPACT**	All ten rows N with source and reason; current deadline and acknowledgement checked; authorised person signs off.
◯ **CLOSED — REVISED BASELINE APPROVED**	All applicable Y actions completed; no ? left; revised scope, prices, evidence, dates and approvals verified and signed off.

PRIORITY
If an OPEN — PAUSED condition exists, do not select CONTROLLED UPDATE. Unaffected work may continue only if it is safe to do so and the overall F02 decision still permits it. A request to extend a deadline does not itself change that deadline.

Additional action ☐ Re-price / re-plan ☐ Seek buyer clarification / extension ☐ Reassess F02 GO/HOLD/NO-GO

Decision rationale / held commitment

Decision owner / date

Approver / date

Open issues / next verification

8 / Worked example: see the method

ILLUSTRATIVE CASE — NOT AN ACTUAL CLIENT TENDER

An SME is preparing a fictional site-services tender. Addendum 03 reduces mobilisation from 30 to 15 calendar days and introduces mandatory Schedule M. The submission deadline is unchanged and amendment acknowledgement is required. The key subcontractor has not confirmed that it can meet the shorter timetable. Relative dates in this example are Day 0 (amendment received) and Day 1 (internal follow-up).

Intake: Fictional Tender DEMO-ITT-001; Addendum 03; revised clause 4.2 and Schedule M, received on Day 0. Save the buyer portal source and original version. Deadline and acknowledgement route must be verified against the fictional official pack.

Six completed sample rows, matching the assessment on page 2

AREA	STATUS	SOURCE / BASIS AND REQUIRED ACTION	OWNER / DUE
01 · Compliance	**Y**	New mandatory Schedule M is required. Confirm requirements, document version and acknowledgement instructions.	Bid Lead / Day 1
02 · Scope	**Y**	Clause 4.2 changes 30 days to 15. Revise mobilisation method and staffing plan.	Operations / Day 1
03 · Pricing	**Y**	Shorter lead time may add premium labour / supplier cost. Re-price and approve basis.	Commercial / Day 1
05 · Evaluation	**N**	Review of Addendum 03 and fictional evaluation section confirms weightings unchanged; save reference.	Bid Lead / Day 0
06 · Submission	**Y**	New Schedule M is mandatory; update document list and acknowledgement evidence.	Bid Lead / Day 1
07 · Partners	**?**	Subcontractor availability unconfirmed. Obtain written capacity commitment; hold related promise.	Procurement / Day 1

Decision: OPEN — PAUSED, because row 07 remains ?. Keep the affected mobilisation promise on hold; permitted unrelated work may continue. Operations, Procurement and Commercial owners work through their assigned actions while the bid lead drafts controlled updates to Schedule M, pricing and the risk register. Do not release affected bid commitments until evidence and approval are complete. Close F05 only after all ten rows are completed, the acknowledgement is evidenced and the approver signs off.

APPLY TO YOUR TENDER

Choose one formal buyer communication. Complete all ten checks; compare the old and current versions; identify one technical and one commercial consequence; record each owner and due date. Verify against official buyer sources, not an AI summary or memory.

Professional and jurisdiction notes

UK: Procurement Act 2023 s.31 requires specified modification and notification controls for covered procurements and consideration of time limits; extensions are not automatic. **EU:** Directive 2014/24/EU Art.47(3) requires proportionate extensions for significant document changes where applicable. **US federal:** FAR 15.206 concerns negotiated procurements; FAR 14.208 concerns sealed bidding. Follow the actual tender and governing procedure.

PRIMARY SOURCES REVIEWED 13 OCTOBER 2026 (CLICK TO OPEN)

- UK Cabinet Office guidance (updated 17 Aug 2026)
- UK Procurement Act 2023, section 31
- EU Directive 2014/24/EU, Article 47
- US FAR 15.206
- US FAR 14.208
- US FAR 52.214-3, IFB acknowledgement
- US FAR 52.215-1, competitive acquisition

Linked learning: Revisit F02 when the change affects bid viability; complete F03 before using AI on tender material; F04 explains the commercial context.

Professional note: This is an operational control aid, not legal advice. UK scope excludes many devolved Scottish authorities, subject to statutory exceptions. The examples are fictional.