

A high-angle, slightly dimly lit photograph of two men in business suits sitting at a table. They are looking down at several large sheets of paper, likely architectural or technical drawings, spread out on the table. The man on the left is looking towards the right, while the man on the right is looking down at the papers. There are two glasses of water on the table. In the background, a large window with sheer curtains allows natural light to filter in, creating a soft, professional atmosphere. A modern, curved orange armchair is visible on the right side of the frame.

TENDER DOCUMENTATION

Preparation & Technical Specification Analysis

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Project Objective

Preparation and analysis of technical tender documentation for engineering projects.

Main goals:



**Ensure technical specifications
are clear and complete**

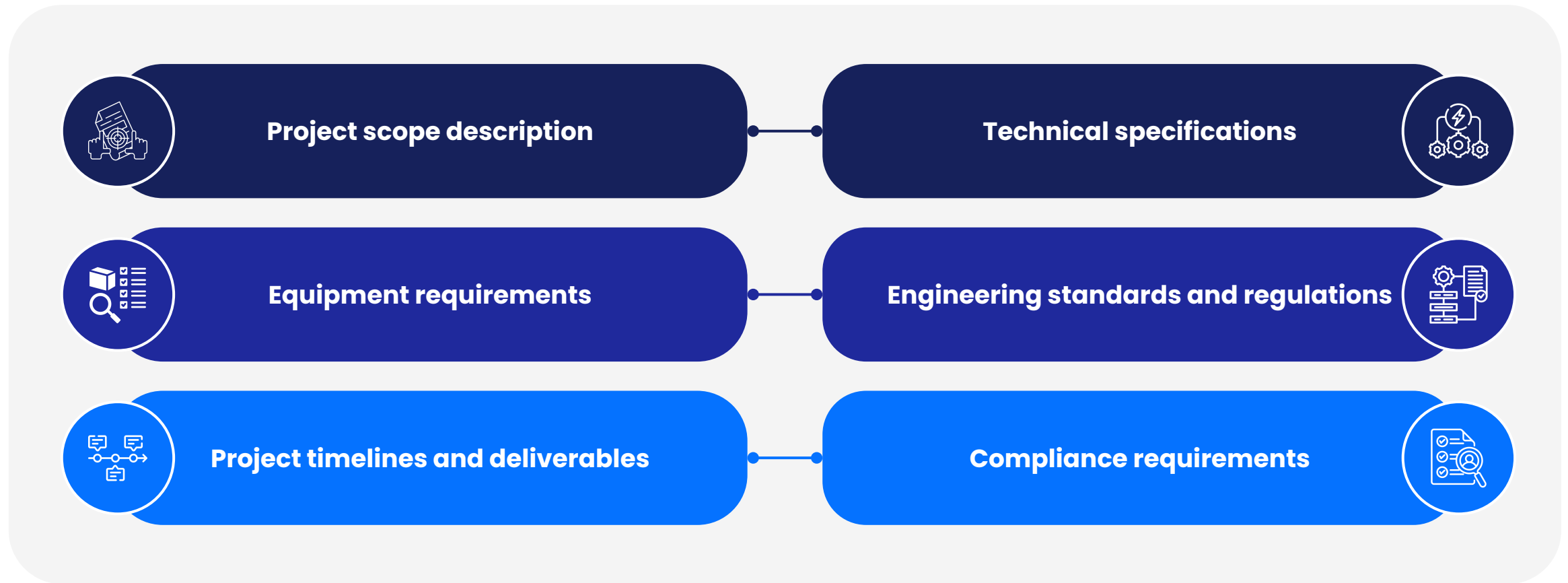


**Organize project requirements
for procurement processes**



**Support engineering teams with
structured documentation**

Tender Documentation Structure



Technical Document Analysis

Key activities performed during the project:



**Review
project requirements**



**Analyze
technical specifications**



**Verify compliance with
engineering standards**



**Identify missing or unclear
technical information**



**Organize documentation
for tender submission**

Documentation Organization

Tasks performed:

Structuring engineering documentation

Formatting tender documents

Preparing technical requirement tables

Organizing project data for procurement teams

Tools used:



Microsoft Excel



Microsoft Word



Technical Engineering
Documentation

Results

Results achieved:



**Well-structured tender
documentation**

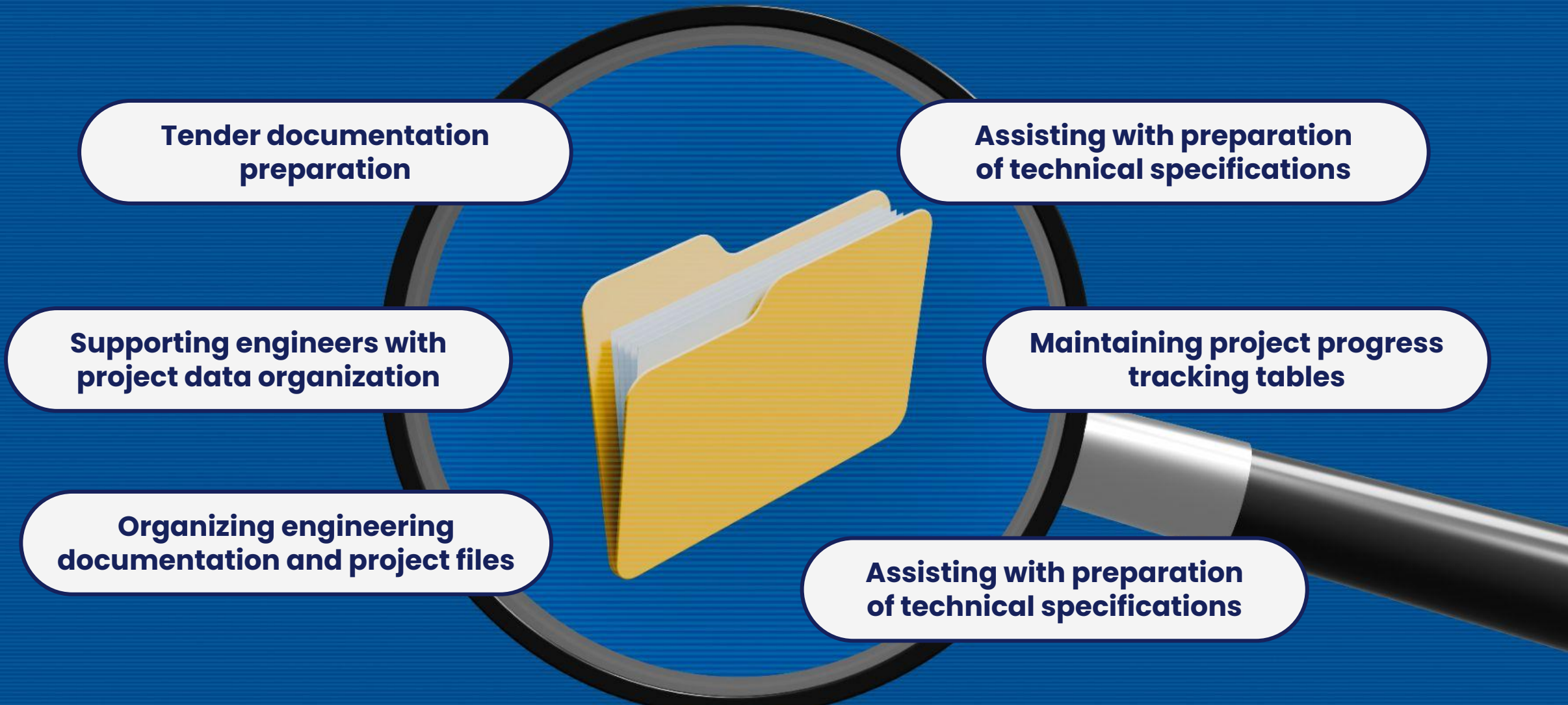


**Clear technical
specifications for suppliers**



**Improved documentation
organization for engineering
projects**

Key Skills Demonstrated



Documentation Organization

Technical Specification Example (Substation Tender)

Equipment	Requirement	Standard
Protection Relay	Overcurrent + Differential	IEC 60255
Circuit Breaker	36 kV, 1250 A, SF6	IEC 62271
Current Transformer	150/5 A, Class 0.5	IEC 61869
Transformer	110/35 kV, 40 MVA	IEC 60076

Activities performed:

- Defined clear and measurable technical requirements
- Ensured compliance with international standards
- Structured specifications for supplier understanding

Outcome:

- ✓ **Clear and professional** tender documentation
- Reduced ambiguity** for suppliers
- Easier evaluation** of technical offers

Document Review & Gap Analysis

Problem identified:

During tender preparation, initial documentation had:

- Missing equipment parameters
- Unclear protection requirements
- Incomplete reference to standards

Issue	Action Taken
Missing relay functions	Defined required protection (50/51, 87)
No standard references	Added IEC standards
Incomplete equipment data	Requested additional supplier input

Solution implemented:

- Completed missing technical details
- Standardized all specifications
- Ensured consistency across documentation

Outcome:

- ✓ **Improved technical** clarity of tender documents
- Reduced risk** of incorrect supplier proposals
- Increased quality** of received bids