

Sales

Purpose and Scope

To plan, determine, review and communicate all sales activities. To ensure that tender documents are to be reviewed prior to submission of a tender bid for a fabrication project (with site assembly, when applicable).

Responsibility

The Managing Directors ensure this procedure is implemented and maintained.

Procedure

Tender Review

The Managing Director and the Manager will promptly review the tender documents using the standard requirements as detailed in Procore to confirm the following:

- work scope (including identifying all fabrication/protective coating/site assembly processes, materials requirements and any special testing/verification/post-delivery requirements)
- that customer specifications and drawings are complete and match the work scope
- that Ages Build can meet any project-specific contractual requirements
- that Ages Build can meet any project-specific health and safety requirements
- that Ages Build can meet any project-specific environmental requirements
- that Ages Build can comply with applicable statutory and regulatory requirements applicable to the work being tendered (including WHS and environmental legislation plus obligations under [NSW Home Building Act 1989](#) for licensed trades, etc)
- that relevant standards are held by Ages Build
- that Ages Build has the resources to undertake the work within the customer's timeframe
- that Ages Build has suitable accreditation, when appropriate

A Managing Director or the Manager will carry out a site inspection and attend any formal pre-tender conference (if required) as part of the tender review. A Managing Director or the Manager will liaise with the customer to resolve any discrepancies, apparent omissions or uncertainties prior to submission of the tender. He will follow through any outstanding inquiries and will document any additional information obtained, source(s) and dates.

During the tender review, the Managing Directors and Manager will consider the proposed methods of operation and site conditions likely to be encountered when site assembly is required, plus availability of personnel, equipment, materials and finance for the project.

If required for a tender, a Managing Director or the Manager will prepare a Tender Program based on the anticipated availability of resources, to complete project milestones by the due date(s). Estimated outputs will allow for likely seasonal conditions. He will base his estimate on the Tender Program.

The Managing Directors and the Manager will determine goods to be supplied and work likely to be subcontracted. The Manager will prepare and issue subcontract documents as required and obtain subcontract prices for tendering purposes. The Manager will review subcontractors/suppliers' submissions to ensure that their prices represent the scope of work requested.

The Managing Directors will consult with the Company's insurance brokers to assess the insurance clauses in the tender documents.

Contract Review

Prior to executing contract documents, the Managing Directors and Manager will examine them to ensure that they properly reflect the submitted tender and any subsequent negotiations and correspondence with the customer. They will verify that the contract documents adequately address any changes to the work scope.

The contract review will include:

- check whether contract documents are the same as the tender documents
- resolve any contractual differences
- check whether tender price is still valid (i.e. acceptance period has not expired)
- check customer's financial stability
- check that customer has accepted any qualifications in Ages Build's bid
- check that Ages Build's resources are currently available for this project.

Execution

Once the contract is finalised, the Managing Directors then plan, deliver and manage the contract through the Operations procedure.

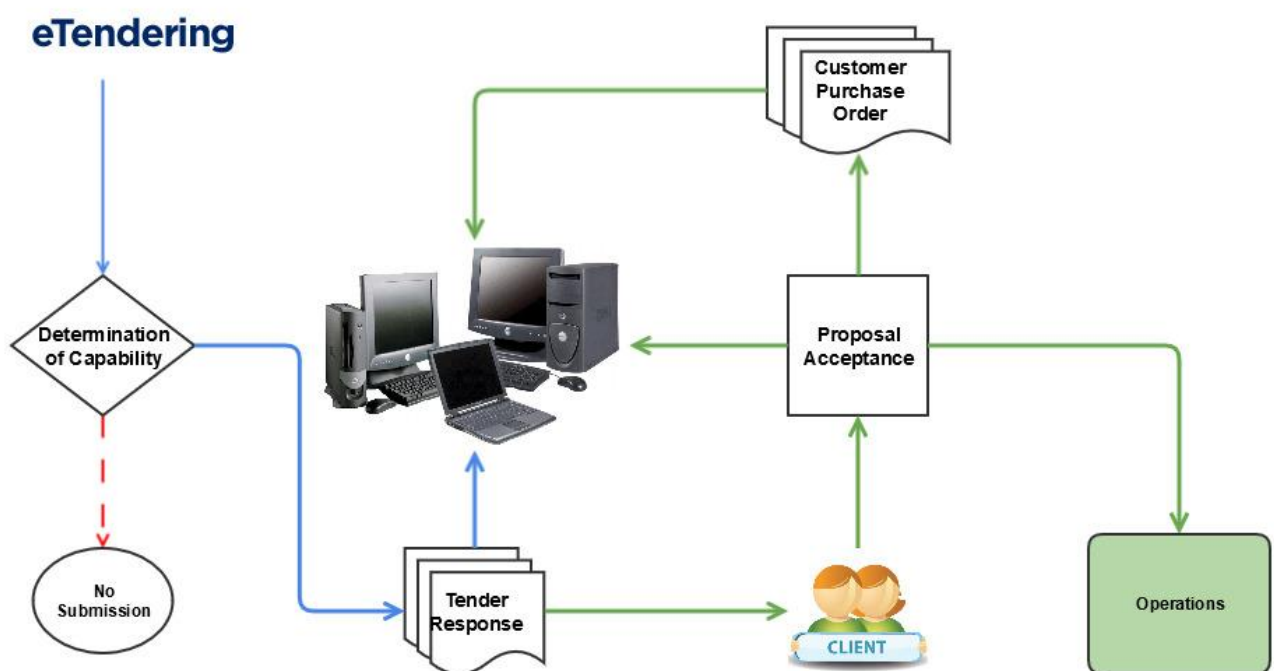


Figure 1

Records

Sales Records are maintained by the Managing Directors by Project Name electronically for 10 years.