

Contract Evaluation Form

Description

Applicant	
Company	
Responsible officer	
Project manager	
Date	

The Project	
Customer	
Project	
Amount	
Payment terms	
Start	
Finish	

Summary of the top three risks

No	Risk:	Risk mitigating actions:
1.		
2.		
3.		

Scope

Overall description

Three biggest products / services included in scope					
Description	%	Description	%	Description	%

Three biggest suppliers					
Name	%	Name	%	Name	%
Group supplies (amount)					

Key financials

KPI	Amount / %	Comments
Project margin		
Capex		
Buffer		
Validated by:	Insert name	

Other

Comments

Checklist

#	Issue	Yes / No / N/A	Comments
1	Is R&D required to meet specifications?		
2	Is this a first delivery project?		
3	Do we have the necessary capacity (production, project management, installation etc)?		
4	Will a standard contract / terms be applied? If so, state which.		
5	Do we take responsibility for consequential damages?		
6	Is there a cap on penalties (delays etc)? Please state cap		
7	How is the pricing mechanism in the contract? Fixed price, unit price or a combination?		
8	Does the project require bank or other types of guarantees from our side?		
9	Does the contract contain or is subject to change of control provisions?		
10	Do we have joint responsibility with contractual partner(s) (JV/consortium)?		
11	Has a credit check been carried out towards the JV partner(-s) or customer)?		
12	Do Scale have outstanding overdue receivables towards the JV partner(-s) or customer?		
13	Have previous payments from the JV partner(-s) or customer been paid when due?		
14	Have the owners or managers of the JV partner(-s) or customer been involved in bankruptcy?		
15	Is there any reputational risk related to cooperation with the JV partner(-s) or customer?		
16	Are there any specific tax or VAT issues related to the project?		
17	Are there any specific insurance issues related to the project?		
18	Is there a FX risk attached to the project?		
19	Has a supplier credit check been conducted?		
20	Have the owners or managers of the suppliers been involved in bankruptcy?		
21	Is there any reputational risk related to cooperation with the suppliers?		
22	Do we have a back to back contract with our suppliers (if relevant)?		
23	Does the suppliers offer include the same pricing mechanism as offered and the same value to date as stated in our bid?		
24	Is our previous experience with potential suppliers good?		
25	Can alternative suppliers be used?		
26	Are alternative prices from suppliers received?		
27	Is "valid to date" included in the offer / bid?		
28	Has Sanction Screening been performed with respect to the JV partner(-s), customer / suppliers and subcontractors?		
29	Are there any other risks associated with the project that are not covered by the questions above?		

Risk summary

	Prob	Conseq.	High	Medium	Low	Specific Comments
Deliveries / scope	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customer / credit	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contract	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sourcing / supplier	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

General comments risk assessment

Probability		Consequences		Risk	
Very high	5	Very high	5	>5,0 % of company revenue or max NOK 10 mill	High > 9
High	4	High	4	2,5-5,0 % of company revenue or max NOK 5-10 mill	Medium 5-9
Medium	3	Medium	3	2,5 % of company revenue or max NOK 2-5 mill	Low < 5
Low	2	Low	2	1,0-2,5 % of company revenue or max NOK 0,5-2 mill	
Very low	1	Very low	1	Less than 1 % of company revenue or max NOK 0,5 mill	

Recommendation / conclusion

Summary / recommendation:

Approval	
Approver	
Approved (Y/N)	
Date	
Signature	

Enclosures

1. Project pre calculation
2. Project cash flow
3. Bid letter
4. Contractual documents
5. Other relevant documentation