

# Tender Submission Pack Template

Use this one-page guide to standardize submissions, prevent missing attachments, and make reviews faster.

## HOW TO USE (3 steps)

- 1) Keep the folder structure unchanged.
- 2) Replace PLACEHOLDER files with your project files.
- 3) Apply the naming pattern below to every file you submit.

## FOLDER STRUCTURE (recommended)

- 01\_Forms\_And\_BOQ
- 02\_Photometry\_And\_Results
- 03\_Drawings\_And\_Interface
- 04\_Test\_And\_Compliance
- 05\_Traceability\_And\_QC (if required)

## NAMING PATTERN (use for every file)

**Project-Zone\_DocType\_Variant\_RevR0\_YYYYMMDD.ext**

- Project-Zone: road section / area ID (e.g., RoadA, Zone3)
- DocType: ResultsTable / LayoutScreens / Report / IES / CAD / BOQ
- Variant: model + optics / wattage / CCT (e.g., EPLUS-SA120W\_T2\_4000K)
- Rev: R0 initial, R1/R2 revisions
- Date: submission date

## EXAMPLES (3 typical files)

ClientA-RoadA\_ResultsTable\_EPLUS-SA120W\_T2\_RevR0\_20260128.pdf  
ClientA-RoadA\_LayoutScreens\_EPLUS-SA120W\_T2\_RevR0\_20260128.pdf  
ClientA-RoadA\_IES\_EPLUS-SA120W\_T2\_RevR0\_20260128.ies

## REVISION RULE + DO / DON'T

### Revision rule

Use RevR0 for initial submission. Update to RevR1 / RevR2 when revised. Do not overwrite old files - keep revision history.

### DO

- One PDF per topic (tables, screenshots, drawings separated)
- Keep IES/LDT filenames matched to the offered model/variant

### DON'T

- Don't mix multiple zones into one results table
- Don't rename folders or remove the index file