

TENDER & ENGINEERING STARTER PACK

BOQ Review Checklist for Lighting Projects

Use this checklist to identify missing scope, conflicting specifications, and document gaps before quotation or tender submission.

IMPORTANT

Mark each item as Stated, Missing, or Review. A BOQ review identifies gaps; it does not replace the employer's specification, consultant approval, contract review, or project engineering.

1. Document control and project scope

Review item	Status
BOQ revision, issue date, tender reference, submission language, and deadline	☐ Stated ☐ Missing ☐ Review
Project location, buyer/consultant, application, project stage, and total quantity	☐ Stated ☐ Missing ☐ Review
Supply-only vs installation, civil works, commissioning, training, spares, and handover scope	☐ Stated ☐ Missing ☐ Review
Drawing/specification hierarchy and process for technical clarifications	☐ Stated ☐ Missing ☐ Review

2. Luminaire and lighting performance

Review item	Status
Luminaire family, power range, input voltage, frequency, PF, driver, and SPD	☐ Stated ☐ Missing ☐ Review
Optical distribution, IES/LDT, target maintained lux, uniformity, MF, glare, and CCT	☐ Stated ☐ Missing ☐ Review
IP/IK, ambient temperature, corrosion class, housing, finish, and mounting interface	☐ Stated ☐ Missing ☐ Review
DIALux/Relux simulation inputs, zones, road geometry, mounting height, tilt, and spacing	☐ Stated ☐ Missing ☐ Review

3. Solar system and controls

Review item	Status
PV module, battery chemistry/capacity, controller, charging logic, and system voltage	☐ Stated ☐ Missing ☐ Review
Operating hours, dimming profile, autonomy days, solar resource, shading, and temperature basis	☐ Stated ☐ Missing ☐ Review
Sensor, communication, platform, cabinet, gateway, data, and O&M; requirements	☐ Stated ☐ Missing ☐ Review
Battery transport documents, SDS, UN38.3, labeling, and replacement access	☐ Stated ☐ Missing ☐ Review

4. Poles, masts, and foundations

Review item	Status
Pole/mast height, material, sections, diameters, wall thickness, arms, flange, and anchor bolts	☐ Stated ☐ Missing ☐ Review
Design wind speed, terrain/exposure, luminaire/PV loads, lowering system, and maintenance access	☐ Stated ☐ Missing ☐ Review
Hot-dip galvanizing, coating, coastal/corrosion protection, access door, and grounding	☐ Stated ☐ Missing ☐ Review
Foundation responsibility, soil/geotechnical inputs, reference drawing, and construction approval	☐ Stated ☐ Missing ☐ Review

5. Quality, documentation, and inspection

Review item	Status
Datasheets, drawings, IES/LDT, DIALux, BOQ compliance matrix, and deviation sheet	☐ Stated ☐ Missing ☐ Review
Required standards, certificates, test reports, factory audit, and document validity	☐ Stated ☐ Missing ☐ Review
Inspection and test plan, samples, FAT, pre-shipment inspection, acceptance criteria, and records	☐ Stated ☐ Missing ☐ Review
Serial/label traceability, warranty basis, spare parts, O&M; manuals, and training records	☐ Stated ☐ Missing ☐ Review

6. Packing, logistics, and commercial boundaries

Review item	Status
Packing method, pallet/crate, markings, package dimensions, loading plan, and damage prevention	☐ Stated ☐ Missing ☐ Review
Incoterm, delivery location, partial shipment, documentation set, and destination restrictions	☐ Stated ☐ Missing ☐ Review
Currency, tax/duty responsibility, payment terms, validity, warranty, and exclusions	☐ Stated ☐ Missing ☐ Review
Approved alternates, equivalency process, quantified deviations, and unresolved assumptions	☐ Stated ☐ Missing ☐ Review

NEXT STEP

Prepare a consolidated clarification list before pricing. Do not fill a missing project value with an unsupported assumption without labeling it and obtaining approval.

Clarification register

Missing / conflicting item	Action
1. _____	Owner: _____ Due: _____
2. _____	Owner: _____ Due: _____
3. _____	Owner: _____ Due: _____
4. _____	Owner: _____ Due: _____
Reviewed by / date	_____
BOQ revision reviewed	_____