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APPENDICES

- APPENDIX A – Preliminary Interview Guideline

- APPENDIX B – Questionnaire

- APPENDIX C – Case study interview guide line

**APPENDIX – A
PRELIMINARY INTERVIEW GUIDELINE**

Name:

Organization:

Designation:

The following factors were identified as factors affecting the bid markup decision through literature review. Please comment on this and add if any additional factors which are not here. Selected factors will be used in the questionnaire survey to find critical factors to propose guidelines to Sri Lankan contractors.

No	Factors	Expert comment about factors for the questionnaire survey to propose guidelines
01	Estimated direct cost	
02	Project duration	
03	Type of work/ project type	
04	Location of the project	
05	Labour reliability	
06	Labour availability	
07	Market condition	
08	Competition	
09	Future projects	
10	Historic profit	
11	Historic failure	
12	Current workload	
13	Required rate of return	
14	Market share	
15	Overhead recovery	
16	Home office work load	
17	Project size	
18	Owner's special requirements	
19	Other risk	

No	Factors	Expert comment about factors for the questionnaire survey to propose guidelines
20	Project complexity	
21	Cash flow requirements	
22	Estimate uncertainty	
23	Quantum of liquidated damage	
24	Completeness of the tender document	
25	Need of work	
26	Contractor involvement in design phase	
27	Portion of nominated sub contractors	
28	Portion of domestic sub-contractors	
29	Competitiveness of other tenders	
30	Overall economy (availability of work)	
31	Quality of labours	
32	Availability of other projects for the tender	
33	Payment record of client	
34	Size of client	
35	Type of client (Private/public)	
36	Relationship and past experience with client	
37	Consultant characteristics	
38	Relationship with consultant	
39	Character of consultant	

No	Factors	Expert comment about factors for the questionnaire survey to propose guidelines
40	Season in which the work is done	
41	Time available for bid preparation	
42	Material availability and cost	
43	Insurance and fringe benefits	
44	Availability of supervisory talent	
45	Method of performing work	
46	Contractors risk attitude	

Additional opinion of experts about the research and factors:

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APPENDIX – B QUESTIONNAIRE

CRITICAL FACTORS AFFECTING THE MARKUP DECISION IN INFRASTRUCTURE PROJECTS IN SRILANKA

Dear Sir/ Madam,

To start, I would like to present my appreciation and thanks to you for spending of your time and effort to complete this questionnaire.

This questionnaire's aims are to identify the model to determine the bid markup in construction projects in Sri Lanka. This is a part of partial fulfillment of the requirements for Master of Science in Project management from University of Moratuwa, Sri Lanka. We hope that the result of this questionnaire will improve the ability of Contractors in their bid markup decision.

Information in the questionnaire:

The information collected through the questionnaire will be used for academic research and it will be treated with complete confidentiality.

Content of questionnaire:

This questionnaire is divided into two sections as:-

Section (1): Respondents' general information.

Section (2): Contractors' estimation practice.

The Objectives of the research are as follows:

1. Identifying the importance of bid markup decision
2. Identifying factors affecting bid markup decision
3. Identifying the critical factors affecting bid markup decision.
4. Investigating the relationship between markup and critical factors.

Yours faithfully
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Section One	Respondents' General information
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1.1.Name of the Organization (optional):

1.2.Name of the Respondent (optional) :

1.3 Type of Works

Contractor (Private) Contractor (Government)

1.4 Position

Project Manager Managing Director Engineer Quantity Surveyor
Other (Mention please)

1.5 Years of experience in the field

5-10 years 11-15 years 16-20 years More than 20 years

1.6 Are you satisfied with the current bid markup decision?

Very satisfied Satisfied Neutral Not satisfied extremely not satisfied

1.7 Is there an estimating unit in your organization /firm? Yes No

1.8 Who takes bid markup decision in your Organization:

1.9 How many bids do you estimate per year:

1.10 How many bids do you win per year:

Section Two**Critical Factors Affecting The Markup Decision In Infrastructure Projects In Sri Lanka**

From the literature and preliminary survey, it was found that, following the factors mainly influence on bid markup decision in Sri Lankan construction industry. Please express your opinion about how the degree of importance of these factors in your current Markup decision.

Please mark the level of importance of the steps in your current estimation practice in Sri Lanka on the scale 1- 5. Under the Two categories as follows

1. Significance of Factors affecting bid markup decision

5-Very Important	4 – Important	3 – Somewhat Important	2 – Less Important	1 - Not important
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No:	Factors affecting the bid markup decisions	Significant Level of factors				
		1	2	3	4	5
1	Estimated direct cost					
2	Project duration					
3	Type of work/ project type					
4	Location of the project					
5	Labour availability					
6	Competition					
7	Future projects					

No:	Factors affecting the bid markup decisions	Significant Level of factors				
		1	2	3	4	5
8	Historic profit					
9	Historic failure					
10	Current workload					
11	Engineer estimate					
12	Estimate uncertainty					
13	Need of work					
14	Number of bidders					
15	Overall economy (availability of work)					
16	Relationship and past experience with client					
17	Time available for bid preparation					
18	Contractors' risk attitude					
	<i>Please specify if anything you want to mention and rank it below</i>					

Thank you

**APPENDIX – C
CASE STUDY DATA SHEET**

Name:

Organization:

Designation:

Case Identification:	
Role in Contract :	Contractor <input type="checkbox"/> Sub-Contractor <input type="checkbox"/>
Project Category :	
Location :	Project Duration :
Type of Contact :	Bidding Year :
Bid Value : LKR	Markup Percentage :
Brief Description :	

- Number of Bidders:
- Competition Level in this Project : Low Average Medium
- Need of work of this Project: Low Average Medium
- Estimate Uncertainty: 1%
- 2%
- 3%
- 4%
- 5%