



SINTEF

Project Offer

The sintefoffer class

A L^AT_EX class

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PROSPECTIVE CLIENT SINTEF L ^A T _E X users		CLIENT'S REFERENCE Donald Knuth
PROJECT NUMBER SINTE _X		NUMBER OF PAGES AND ATTACHMENTS 6
OFFER NUMBER 666	VALID UNTIL forever	CLASSIFICATION Unrestricted

OBJECTIVE

Making it possible to write project offers in L^AT_EX.

STARTING YEAR	2011	COMPLETION YEAR	2011
PLANNED EXPENDITURE FOR 1ST YEAR	0	TOTAL PLANNED EXPENDITURE	0
PROJECT MANAGER Federico Zenith		SIGNATURE	
CHECKED BY The SINTEF L ^A T _E X community		SIGNATURE	
APPROVED BY Chuck Norris		SIGNATURE	

COMPANY WITH
MANAGEMENT SYSTEM
CERTIFIED BY DNV
ISO 9001 • ISO 14001
ISO 45001



Document History

VERSION	DATE	VERSION DESCRIPTION
2.0	2012-12-21	<p>Insert the history with the <code>\history{}</code> command. Use the <code>\historyentry</code> command to add entries within it:</p> <pre>\history{ \historyentry{version}{date}{description} \historyentry{...}{...}{...} }</pre>



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ATTACHMENTS

Set with \attachments{}



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LaTeX Class Information

Use `\frontmatter` to set up the front page, history page and table of contents.

Setting a title with `\title` is necessary. You can also set the date, which otherwise defaults to the current one, with `\date`.

Commands to set up the remaining fields will be default to a tip á la "Set this with `\command{}`".

Original Documentation

NB! Chapter headings and some guidelines have been prepared as part of SINTEF's quality assurance work and this also applies to the alternative proposals for quality assurance. Remember to remove the guidelines.

In order to ensure that you have taken everything into account, use the procedure "Checklist for project bids/proposals".

If the client/principal has provided specific instructions for the layout of the bid document, these must be adhered to precisely. This is of particular importance in the case of **public sector** tenders/bids. If not, you are recommended to use the table of contents as set out in the following.

1 Background

Refer to letters, meetings, telephone conversations and other information that we have previously provided regarding the bid.

2 Objectives

Describe the specific objectives that the proposed project is intended to achieve. Use wording which makes it possible to verify that the objectives have been achieved. Set out the key benefits and applications of the project.

3 Deliveries

Describe the products that will be delivered to the client, and link them to milestones or activities stated in the project schedule. Use wording that allows flexibility for price increments if the client should order additional products.

4 Work descriptions

Describe the approach, selection of methods, and any subdivision into subsidiary projects/activities.

5 Prerequisites and limitations

State the prerequisites related to factors over which SINTEF has no control and on which the bid is based, e.g., information or work which must be provided by the client.



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6 Organisation

Describe the most important project personnel functions and how these will be staffed. These may include a steering committee, Project Manager, personnel with partial project management responsibilities or specific activity responsibility, other project personnel, technical advisers, a project reference group, and the client's contact representative. The functions "person responsible for the project" and "person responsible for QA" are deliberately excluded from SINTEF's project model because the terms vary in terms of functional content from entity to entity within SINTEF. Include a project organisation chart.

7 Quality assurance

The project shall be carried out in compliance with SINTEF's standard QA procedures, which in this case briefly implies the following:

- Governing documents comprise mainly the Project Contract between the Client and SINTEF, and the Project Plan.
- Any major issues of non-conformance from agreed plans should be discussed with the Contractor as soon as possible. In the context of this project, major issues of non-conformance are defined as discrepancies which must be assumed to have influence on the completion date of the project, its total cost, or the quality of the final result.
- Any minor issues of non-conformance should be dealt with immediately by SINTEF's appointed Project Manager.
- The Client shall be kept informed of all issues of non-conformance and corrective actions by means of Status Reports
- Independent Quality Control shall be carried out on all Draft Reports, etc., which are forwarded to the Client, as well as the Final Report. The QA team assigned to this Contract shall be consulted during the planning phase and later as required.
- Final control and internal approval of SINTEF's Final Report shall be carried out by the designated person(s) responsible prior to dispatch to Client.

8 Schedule

Deadlines must be assigned to the subsidiary projects/activities mentioned in Chapter 4 (Description of work) and illustrated, for example, by a Gantt diagram. The time axis must read as "months following project start-up" (not date, week or month).

LaTeX users! Notice the `pgfgantt` package.

9 Budget and finances

Hourly rates (if a fixed price does not apply), hourly-based costs, costs related to the leasing of premises and direct costs, including both the total for the entire project and sub-totals for subsidiary projects.



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Remember to make provisos for possible changes in hourly rates and costs. Remember to state whether the figures are inclusive or exclusive of VAT. Describe any proposals we may have for partial funding from other sources.

10 Other conditions

11 Contract aspects

Use the "SINTEF Contract Handbook" and consult with the in-house contract coordinator, as required. Consider using the Checklist for contracts and tenders to assist you in reviewing the contract.

You are recommended to include the following appendices as standard components in all project proposals:

A Curriculum vitæ for key personnel

B CTR form

C References and experience

D Contract proposal

This will not be relevant if the client has submitted an acceptable contract proposal. Any comments to the client's proposal must be pointed out in the covering letter.